

Yeovil College Student Car Parking Rules

1. At Yeovil College, we encourage the use of green travel options, such as walking and public transport, wherever possible.
2. Whilst we endeavour to make space available, we cannot guarantee the availability of parking for colleagues or learners, and all rules below are subject to an appropriate parking space being available.
3. The college car parks are monitored 24 hours a day, 365 days a year.

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1. VEHICLE REGISTRATION

- 1.1. Each academic year, as part of the Induction Process, students will have to register their vehicle with Total Parking Solutions (TPS) (our third-party parking enforcement partner), in line with the guidance in [Appendix A](#) by a set date (which will be published in due course) at which point parking charges come into effect.
- 1.2. If a student gets a new vehicle, is temporarily using an alternative (e.g. a courtesy car) or has sold a vehicle, it is their responsibility to register or amend this directly with TPS on their personal TPS Account (see [Appendix A](#)).

2. UK BLUE BADGE

- 2.1. Under the UK Blue Badge scheme, students holding a UK Blue Badge are permitted to park in the first car park accessed via the Mudford Road entrance and turning left (known as 'Kingston' or 'SMT' Car Park). Unfortunately, we cannot guarantee spaces, and it will be on a first come first served basis. Parking will be charged at £1 per day for UK Blue Badge holders.

3. MOTORCYCLES

- 3.1. Students driving motorcycles can only park within the designated motorcycle bay located on the Mudford road side of campus, ensuring the maximum amount of space is available to users. There is no charge for motorcycles, but all users must register their bikes using the process outlined in [Appendix A](#).

4. NEXUS PARKING

- 4.1 The 8 Nexus parking spaces plus one accessible space are for external Salon clients only. Any unauthorised parking will receive a parking charge.

5. VISITOR PARKING

- 5.1 Visitor parking is strictly for pre booked visitors to the college. Any unauthorised parking will receive a parking charge.

6. PAYMENT

- 6.1 The college car parks are managed by an external company called Total Parking Solutions (TPS) and the charge for parking is £1 per day, regardless of the length of time you are on site.
- 6.2 Charges apply Monday – Friday 9 am – 4 pm.
- 6.3 There are two ticket machines located inside and outside of Reception.
- 6.4 You can use the RingGo App (via App store or Google Play) or pay online via RingGo.co.uk. Additional charges (15p each) apply when using RingGo. Yeovil College's location number is 24743.
- 6.6 Failure to register your vehicle correctly and/or pay for your parking may result in a Parking Charge of £60 (reduced to £30 if paid within 14 days). Parking charges are to be paid within 28 days or additional charges will be added by TPS.
- 6.7 **Appeals Process:** If you receive a parking contravention notice, any appeal should initially be taken directly to TPS as per their parking signage.
- 6.8 If you are unhappy with the appeal and you feel strongly that you were in the right, please request an Appeal Form from fm@yeovil.ac.uk. Upon submission of a completed appeal form, Facilities will review your appeal independently and come back to you via email, with their outcome within five working days. If your appeal is not upheld, you will be responsible paying the parking charge within the stipulated time.
- 6.9 Unfortunately, we cannot guarantee any spaces including UK Blue Badge, and it will be on a first come first served basis. Vehicles must be parked within the marked parking bays and UK Blue Badges or relevant permits must be displayed clearly in your front window/dashboard.

7. STUDENT DROP OFF AND COLLECTIONS

- 7.1 A twenty-minute grace period will be automatically permitted for any car entering the Yeovil College site. This will allow our parents/guardians to drop-off and pick-up without facing a financial charge or penalty. Anything beyond twenty minutes will automatically be issued with a financial penalty.

- 7.2 All drop-offs and collections must take place on the Ilchester side of campus.
There is no safe space to pause on the Mudford road side of campus.

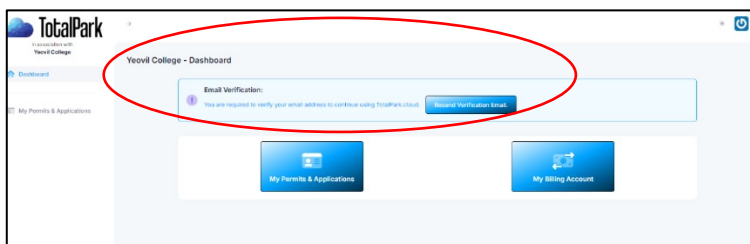
Appendix A: How to Register Your Vehicle with Total Parking Solutions (TPS)

1. To Create an Account:
 - a. Click this link: [Total Park Register](#)
 - b. Enter your full name
 - c. Enter your student YC email address
 - d. Create a password
 - e. Enter password again to confirm
 - f. Click: REGISTERYou will then be registered with an account.

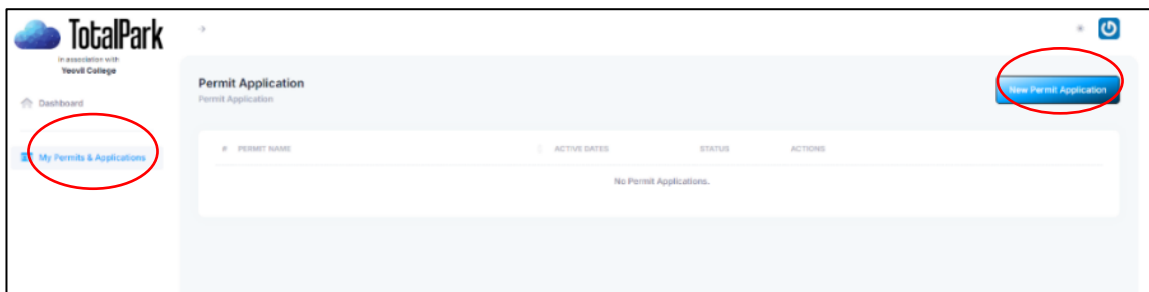
The first screenshot shows the 'Register for TotalPark' form. It includes fields for 'Full Name (Permits may be declined if incorrect)', 'Email', 'Password', and 'Confirm Password'. A blue 'Register' button is at the bottom.

The second screenshot shows the 'Sign In to TotalPark' form. It includes a success message: 'Thanks for registering, use those details to login.' Below are fields for 'Email' and 'Password', a 'Forgot Password?' link, and a blue 'Continue' button.

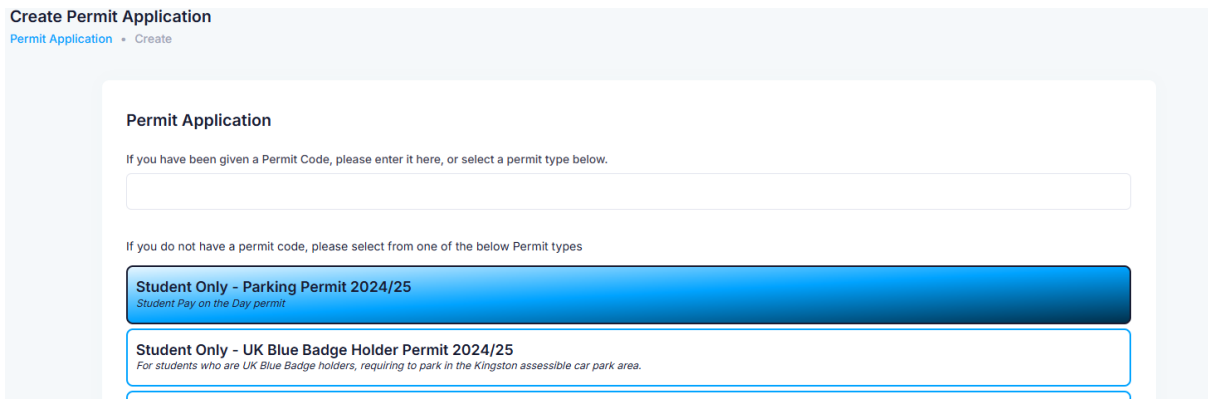
2. The next time you need to log in:
 - a. Visit [Login | TotalPark.cloud](#)
 - b. Enter your YC email address and the password you have created (as per 1d above)
 - c. Click: CONTINUE
3. To verify your Account:
 - a. Log into Total Parking Solutions (as in step 2)
 - b. Click on Verify Email on the Yeovil College Dashboard
 - c. Go to your YC Outlook account and verify the email from TPS
 - d. Log back into TPS



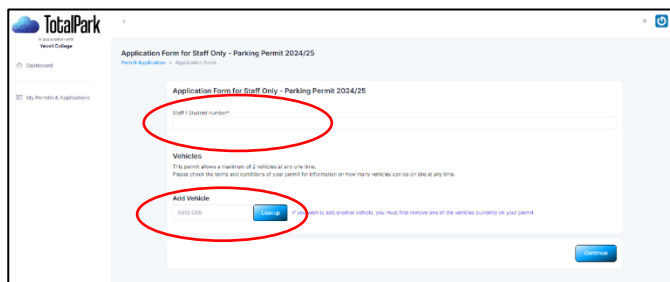
4. To Register your Vehicle(s):
 - a. Click My Permits & Applications
 - b. Click on New Permit Application



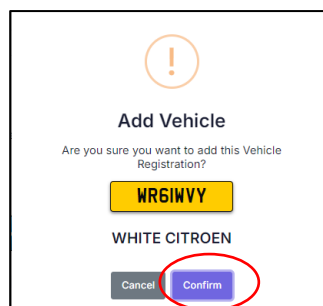
5. All students should click on Student Only – Parking Permit 2024/25.
 - a. In addition, those students who hold a UK Blue Badge, can then click onto the link Student Only – UK Blue Badge Holder Permit 2024/25. This will ensure you can park in all the spaces allocated to these permits.



6. Add your student number. This can be found on your student ID Badge.
7. Add your vehicle registration and Click: LOOKUP. This will look up your vehicle's details, as registered on the DVLA system.



8. After clicking LOOKUP, the details of your car will be shown (example car details below).
 - a. If the details are correct, click: CONFIRM
 - b. If you've entered incorrectly, click: CANCEL, then go back to No 7 and enter details again. Once correct, click: CONFIRM.



9. To add another vehicle, follow the steps from No 7.

10. Once you've entered all your vehicles, Click: CONTINUE.

The screenshot shows a web form titled "Application Form for Staff Only - Parking Permit 2024/25". It includes a "Staff ID Number" field and a "Vehicles" section. The "Vehicles" section contains a table with columns for "Vehicle Registration", "Vehicle Details", "Fuel Type", "Aired", and "Actions". One vehicle is listed with registration "NRGMYT", color "Green or White", fuel type "Petrol", and a date "13/10/2024 08:30:14". A "Continue" button is circled in red at the bottom right of the form.

11. Congratulations, you have successfully added your vehicle to the system.
12. If you change your vehicle or need to add a new one, please follow the process as above.
13. The Estates Department will authorise vehicles at the end of each working day.
14. Any queries please contact fm@yeovil.ac.uk

Appendix B: Map of Yeovil College Car Parks

