

Yeovil College Student Car Parking Rules 2025-2026

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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](#), prior to parking on-site to attend classes.
- 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 the standard daily tariff of £2 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. VISITOR PARKING

- 4.1 Visitor parking is strictly for pre booked visitors to the college. Any unauthorised parking will receive a parking charge. Visitor parking can only be booked by College Staff – it is not possible for students to book parking for visitors.

5. PAYMENT

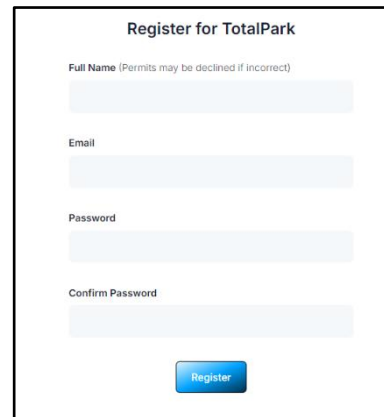
- 5.1 The college car parks are managed by an external company called Total Parking Solutions (TPS) and the charge for parking is £2 per day, regardless of the length of time you are on site.
- 5.2 Charges apply Monday – Friday 9 am – 4 pm. After 4pm, parking is free of charge.
- 5.3 There are two ticket machines located inside and outside of Reception.
- 5.4 You can use the RingGo App (via App store or Google Play) or pay online via RingGo.co.uk. Additional charges (15p each transaction) apply when using RingGo. Yeovil College's location number is 24743.
- 5.5 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.
- 5.6 **Appeals Process:** If you receive a parking contravention notice, any appeal should initially be taken directly to TPS as per their parking signage.
- 5.7 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.
- 5.8 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.

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

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: REGISTER

You will then be registered with an account.



Register for TotalPark

Full Name (Permits may be declined if incorrect)

Email

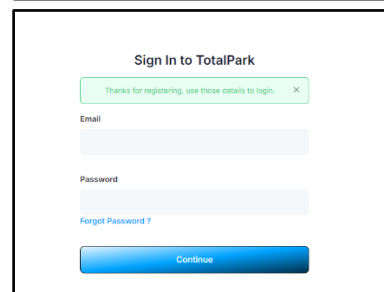
Password

Confirm Password

Register

The next time you need to log in:

- g. Visit [Login | TotalPark.cloud](#)
- h. Enter your YC email address and the password you have created (as per 1d above)
- i. Click: CONTINUE



Sign In to TotalPark

Thanks for registering, use those details to login.

Email

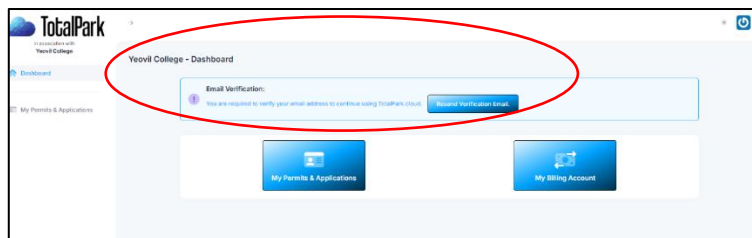
Password

[Forgot Password ?](#)

Continue

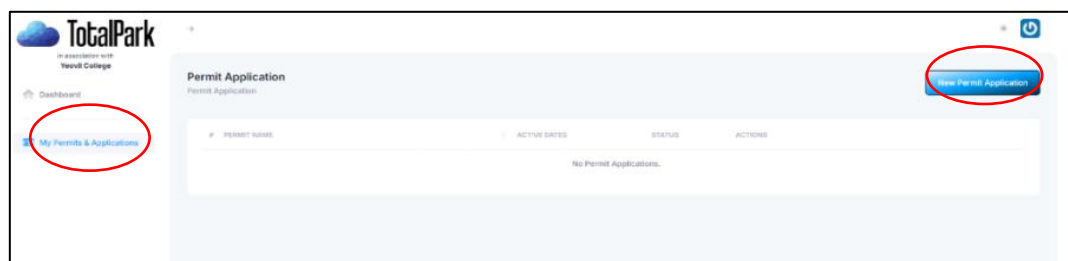
To verify your Account:

- j. Log into Total Parking Solutions (as in step 2)
- k. Click on Verify Email on the Yeovil College Dashboard
- l. Go to your YC Outlook account and verify the email from TPS
- m. Log back into TPS [Login | TotalPark.cloud](#)



To Register your Vehicle(s):

- n. Click My Permits & Applications
- o. Click on New Permit Application



All students should click on Student Only – Parking Permit 2025/26.

- p. In addition, those students who hold a UK Blue Badge, can then click onto the link Student Only – UK Blue Badge Holder Permit 2025/26. This will ensure you can park in all the spaces allocated to these permits.

Create Permit Application

Permit Application

If you have been given a Permit Code, please enter it here, or select a permit type below.

If you do not have a permit code, please select from one of the below Permit types

Student Only – Parking Permit 2024/25
Student Pay on the Day permit

Student Only – UK Blue Badge Holder Permit 2024/25
For students who are UK Blue Badge holders, requiring to park in the Kingston assessable car park area.

Add your student number. This can be found on your student ID Badge.

Add your vehicle registration and Click: LOOKUP. This will look up your vehicle's details, as registered on the DVLA system.

TotalPark

Application Form for Staff Only – Parking Permit 2024/25

Application Form for Staff Only – Parking Permit 2024/25

Look / Student number

Vehicles

This permit allows a maximum of 2 vehicles at any one time. Please check the terms and conditions of your permit for information on how many vehicles can be on site at any time.

Add Vehicle

Vehicle

Look Up

Click to add another vehicle, you must first remove one of the vehicles currently on your permit

Continue

After clicking LOOKUP, the details of your car will be shown (example car details below).

- q. If the details are correct, click: CONFIRM
- r. If you've entered incorrectly, click: CANCEL, then go back to No 7 and enter details again. Once correct, click: CONFIRM.

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Add Vehicle

Are you sure you want to add this Vehicle Registration?

WR6IWVY

WHITE CITROEN

Cancel Confirm

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

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

Application Form for Staff Only - Parking Permit 2024/25

Staff / Student Number*

Vehicles

This permit allows a maximum of 2 vehicles at any one time.
Please check the terms and conditions of your permit for information on how many vehicles can be on site at any time.

Add Vehicle

If you wish to add another vehicle, you must first remove one of the vehicles currently on your permit.

Vehicle Registration	Vehicle Details	Fuel Type	Colour	Actions
W661NVY	Citroen AX0500	Petrol	18/12/2024 08:30 To 19:30	

2. Your permit will now show as pending.
3. The Estates Department will authorise vehicles at the end of each working day.
4. Once your permit has been approved, you will receive an automatic email from Total Park confirming that you have successfully added your vehicle to the system.
5. If you change your vehicle or need to add a new one, please follow the process as above.

Any queries please contact fm@yeovil.ac.uk