

Electric Vehicle Charging Point (EVCP) Fair Use Guidance

1. Context

The University of Leeds is committed to making sustainable travel the norm for our students, staff and visitors. The University has installed an Electric Vehicle Charging Point (EVCP) network on campus to support the uptake of plug-in low emission vehicles, including electric and hybrid cars.

The University monitors EVCP use and capacity in recognition of the need for proactive management as the uptake of plug-in vehicles continues to increase.

It is important that the EVCPs are used in a fair and responsible manner in order to:

- Enable the most effective use is made of this resource;
- Ensure that access to EVCPs is fair and equitable;
- Protect the long-term viability of the network;
- Inform planning for future development of EVCP infrastructure on campus

This guidance outlines provisions for the fair use of and access to the University's EVCP network.

2. Access

2.1. EVCP Locations

You will find 22 electric vehicle charging points Electric Vehicle Charging Points (EVCPs) across campus. You can find where they are – as well as other charging points in Leeds and nationally – on [Zap-Map](#).

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If you are a member of staff, student or visitor, there is currently no cost for charging your car on the University campus. However, you still have to pay the usual parking costs and comply with campus parking regulations. Find out more about [parking your car on campus](#).

For more charging points throughout Leeds and the wider UK Charge network please visit <https://www.zap-map.com>

2.2. EVCP spaces

Charging and waiting spaces for plug-in electric vehicle charging are clearly marked. Charging spaces are to be used during vehicle charging only. Waiting spaces are to be used for vehicles waiting for a charging space to become available. Only plug-in low emission vehicles are authorised to use these spaces. Any unauthorised vehicle found to have parked in a designated EVCP space will receive a parking charge notice under the terms and conditions for parking on campus. Please click here for more information: <https://estates.leeds.ac.uk/our-services/car-parking/parking-charge-notices/>. Plug-in low emission vehicles are entitled to park in any available parking space within the parking zone that their parking permit or day pass entitles them to. Please note that spaces marked 'CS' in the Multi-storey car park (MSCP) are reserved for Car-sharers / multi-occupancy (i.e. Driver + at least 1 passenger) only, regardless of vehicle type.

2.3. Conditions of Use

As electric/plug-in hybrid vehicle adoption increases at the University, it is becoming increasingly likely to encounter instances on arriving at a charging location where all available EVCPs are already occupied. In order to ensure that the University can manage the EVCP network most effectively, the following conditions of use should be followed:

- **Your vehicle should be moved to an available parking space once a full charge is complete as soon as is practically possible.** All of the University's EVCPs are 'fast chargers' meaning that electric or plug-in hybrid vehicles will on average be fully charged within 4 hours. Staff and visitors are asked to vacate these spaces after this time and park in other available car parking spaces. For convenience, the University has provided additional EV waiting spaces alongside the charging bays in the multi-storey car park (MSCP) so that when your vehicle is finished charging, you can move it into another bay to enable someone else to use the charging points.

2.4. User Responsibilities

- Please be aware that in using the University's EVCPs, you do so at your own risk. The charging of electric vehicles cannot be guaranteed on campus. Therefore, we ask that you do not rely on the University's EVCPs for the charging of your electric vehicle on a regular basis.
- Staff are encouraged to charge at home prior to their journey to work and not just rely solely on charging at work. This will help to deal with issues arising from unavailable spaces due to faulty charging units, traffic issues and other similar situations.

2.5. Reporting Issues

- The University of Leeds is committed to providing facilities on campus to support the uptake and use of low and zero emissions vehicles. However, the University is **NOT** liable for any issues resulting from owners being unable to charge their vehicles.
- From time to time, the University may need to undertake maintenance works to the EVCPs or in adjacent areas affecting access to them. In this instance, the University cannot be held liable for any impact on the charging and operation of your electric vehicle.
- In the event of disruption to service (e.g. due to a power cut) please report the issue to the **University of Leeds Estates Services Helpdesk** (contact details listed below). In the event of an urgent issue occurring outside of Estates Services opening hours (8am-5pm), please contact **University Security** (contact details listed below).
- In the event of a problem with the charging point please contact the **University of Leeds Estates Services Helpdesk** (contact details listed below). In the event of an urgent issue occurring outside of Estates Services opening hours (8am-5pm), please contact **University Security** (contact details listed below).

2.6. Contact Details

University of Leeds Estates Services Helpdesk:

Phone: +44 (0)113 34 35491

Opening hours: Monday to Friday, 8am to 5pm

University Security:

Non-emergency - Phone: +44 (0)113 34 35494 or +44 (0)113 34 35495

Emergencies only – Phone +44 (0) 113 34 32222

Email: security@leeds.ac.uk

Address: Security Control Room, Security Office: 175 Woodhouse Lane, Leeds (adjacent to the Laidlaw Library)

2.7. Further Information

The EVCPs on campus are managed by University of Leeds Estates Services.

For any general queries or requests for further information regarding EVCP fair use please contact:

Email: carparking@leeds.ac.uk

Phone: +44 (0)113 34 3549

Opening hours: Monday to Friday, 8am to 5pm

Address: Facilities Directorate Building, University of Leeds, Cloberry Street, Leeds, LS2 9BT