

Rules for the Use of SCIENCE Parking Areas

Who Can Obtain a Parking Permit at SCIENCE?

To register for a parking permit, please complete [this application form](#).

- **All employees whose primary employment is with SCIENCE and the Campus administration** are eligible for an electronic parking permit. The parking agreement covers SCIENCE departments located at Frederiksberg Campus, Nørre Campus Syd and Øster Voldgade 10.
- **Employees of SUND departments whose workplace is located within SCIENCE** parking areas at Frederiksberg Campus, Nørre Campus Syd or Øster Voldgade 10 may obtain a parking permit for the relevant location.
- **Motorcycles** are not registered for parking permits. However, motorcycles may be parked where appropriate, for example alongside building walls, provided they do not obstruct others. Motorcycles should not occupy a standard parking space.
- Parking permits are issued for the applicant's registered workplace location. If you require a permit for another area, please indicate this in the comments field of the application form. Changes to an existing permit, such as a new registration number, temporary replacement vehicle or similar, must also be requested through the same form.
- Vehicles must display valid registration plates.
- Parking permits may be issued for a maximum of two registered motor vehicles per person.
- Please ensure that all information in the confirmation email from QDK Partnerservices (Q-Park) is correct.

Renewal of Parking Permits

- Parking permits that are valid until 31 January of the following year must be renewed annually.
- The renewal period runs from mid-December until 31 January, and a notification will be sent directly to your UCPH email address.
- The renewal email will be sent by QDK Partnerservices (Q-Park) and will contain a renewal link. The link is valid only until 31 January. A reminder will be sent in mid-January. After this point, permits can only be reactivated by submitting a new application form.
- If, contrary to expectations, you do not receive a renewal notification, please contact byg-frbplus@adm.ku.dk as soon as possible.

Please note: Parking charges issued due to failure to renew a parking permit cannot be cancelled.

External Tenants, Regular Suppliers and Business Partners

- External tenants, regular suppliers and business partners, such as cleaning companies, canteen operators and external contractors, may apply for an electronic parking permit through their UCPH contact person. The contact person must request a registration list for each company, project or similar by contacting byg-frbplus@adm.ku.dk.
- External contractors using company vehicles for long-term projects must contact their UCPH contact person, project manager or similar representative. Information regarding the project, campus location and project duration must be provided through a dedicated registration list, available upon request from byg-frbplus@adm.ku.dk. These permits will be created using the UCPH contact person's email address.

Visitors to Faculties and Departments and Visitor Parking Permits

As a general rule, the host is responsible for providing visitor parking permits to guests.

- Visitors must be issued with a visitor parking permit clearly stating the vehicle registration number and the current date. The permit must be placed in the vehicle's windscreen. Please remember to set the parking disc before collecting the permit – parking is allowed for a maximum of 15 minutes while doing so.
- Visitor parking permits **are available from departments, staffed receptions, operations offices and similar units**.
- Visitor permits are valid only on the date stated on the permit. Permits must not be copied, altered or transferred to another person. Any alteration of a permit will result in a parking charge.
- Departments may request visitor permits for distribution by contacting byg-frbplus@adm.ku.dk.
- Visitor permits cannot be used as a substitute for a permanent parking permit.

Students

Students are not eligible for parking permits. However, students with disabilities may apply for an exemption by emailing byg-frbplus@adm.ku.dk and enclosing a copy of their personal official blue disability parking permit.

What should I be aware of?

- **Long-term parking of more than three days** is not permitted. Longer parking periods may be approved for work-related reasons by prior written agreement with byg-frbplus@adm.ku.dk.
- SCIENCE parking areas are **monitored and inspected around the clock**. Parking without a valid parking permit or a correctly completed visitor parking permit will result in a parking

charge.

- Any **special parking arrangements** must be agreed in writing with byg-frbplus@adm.ku.dk.
- Parking on **fire access routes, emergency escape routes, disabled parking spaces**, in areas marked “No Parking”, or in spaces marked “Reserved for Service Vehicles” without authorisation will result in a parking charge that cannot be cancelled.
- **Instructions regarding parking conditions issued by Campus Administration Buildings staff** at Frederiksberg Campus, Nørre Campus Syd and Øster Voldgade 10 **take precedence over these rules and must be followed**.
- Vehicles are parked at the owner’s risk. UCPH accepts no responsibility for damage to parked vehicles or their contents.
- It is important that you familiarise yourself with the signage in the area. Signs clearly indicate where parking is permitted. Vehicles may only be parked in marked parking spaces designated by road markings on paved and asphalt surfaces or by signage in gravel parking areas.
- UCPH is not responsible for any liquids or objects (including building materials or building components) that may drip, splash or fall onto a vehicle.
- Availability of parking spaces cannot be guaranteed.
- If you are unsure whether you are entitled to park in the area without receiving a parking charge, you should park outside the area.

Appeals and Parking Charges

Any enquiries regarding a disputed parking charge must be submitted in writing within five days of the charge being issued. Please send your appeal, including the reason for the enquiry and a copy of the parking charge notice, to byg-frbplus@adm.ku.dk.

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