



## Parking Regulations

### Why?

The aim is to make the Campus a safer place. Despite there being empty parking spaces available for use most days we still have a minority who regularly park inconsiderately and on occasions dangerously. Ticketing, coning and warning did not work and although there was some reduction in numbers of offenders with the introduction of clamping with a release fee, the operation proved very inefficient to operate. It was therefore decided to introduce fixed parking charge notices for breaches in the parking regulations. The charge is £80 reducing to £40 if paid within 28 days.

### Who is applying the parking charge notices?

Estates Security staff will be issuing the parking charge notices with the collection of charges undertaken by an appointed contractor.

### Which vehicles will have parking charge notices applied?

Any vehicle clearly and unequivocally parked in an unauthorised location will be issued with a parking charge notice. This applies to staff, visitors and contractors.

The Parking Regulations list illustrative infringements that give rise to parking charge notices being applied. These include vehicles parked:

- Causing an obstruction
- On footpaths
- On grassed areas
- On landscaped areas
- On double yellow lines
- On yellow hatching
- In any loading area
- In any emergency exit
- In any "keep clear" area
- In any turning circle
- In any delivery area
- In any access route
- In any bus bay
- In any area temporarily or permanently coned or cordoned off for visitors, contractors or any other University operational requirement
- In any areas designated for parking of University owned vehicles

- In any designated disabled space allocated on a vehicle specific basis or any general allocation disabled space without displaying a relevant permit
- In any designated car sharers reserved car parking unless displaying the relevant permits

The scheme is not designed to trap the unwary and the overwhelming majority of colleagues who use the properly designated car parking areas will be unaffected.

Examples set out below are a few illustrative examples of breaches of Parking Regulations resulting in the application of a parking charge notice.

#### Example 1



This vehicle is obstructing the pavement, parked on double yellow lines, parked in the bus bay, obstructing the visibility of pedestrians using the controlled crossing and obstructing the visibility of motorists by parking in the keep clear “zig zag” on the road. This parking is both inconsiderate and dangerous and the parking charge notice would be applied.

## Example 2



The vehicles parked here are obstructing the pavement and are also parked on double yellow lines. Both are breaches of the Parking Regulations and the vehicles would have parking charge notices applied. Vehicles parked in this manner also pose a wider campus safety risk as they narrow the width of available carriageway making it difficult for larger emergency vehicles e.g. fire engines, to access the campus and force pedestrians into the road.

## Example 3





These vehicles are parked on the landscaping both grassed and hard landscaping. This is a breach of University Parking Regulations and the vehicles would have parking charge notices applied.

#### Example 4



This vehicle is parked on landscaping and obstructing the pavement. Again the parking charge notice would be applied.



### Example 5



This vehicle is parked on a yellow hatched area. This is a breach of Parking Regulations and the parking charge notice would be applied.

### Example 6



This vehicle is parked outside a designated bay on the end of a row of parking. This is a breach of Parking Regulations which often results in narrowing of the access roads and minor collisions as drivers manoeuvre around the car park or can result in vehicles being blocked in. This is a practice we wish to discourage and therefore the vehicle would also have a parking charge notice applied.

### How do I pay the parking charge?

The parking charge will be paid to a contractor and details of how to do this will be included on the parking charge notice applied to the vehicle. Payment within 28 days will reduce the charge from £80 to £40.

### Can I complain if I think the parking charge notice has been wrongly applied?

Yes – The contractor collecting the charges will have a complaints procedure. In addition there will also be a complaints procedure under which drivers may submit a formal complaint in writing to the University Security Manager. Upon receipt of an appeal/complaint the parking charge enforcement process is suspended until such time as a verdict on the appeal is issued. If the appeal is not upheld the parking charge process recommences. If an appeal is upheld any charges paid prior to the successful appeal will be fully reimbursed. Colleagues should be aware that if they park in a location or manner highlighted under the illustrative infringements list or photographic examples then any appeal is highly unlikely to succeed.

### Summing up

The vehicle parking charge notice scheme became effective from the 1<sup>st</sup> August 2006. We have tried to illustrate the type of parking infringement that will give rise to the application of a parking charge notice. We hope that colleagues will park safely and courteously and therefore the occasions on which vehicles have to be issued with parking charge notices will be very few and far between - hopefully none at all.

## University Parking Regulations

1. In these regulations “vehicle” means any kind of motor propelled vehicle or implement including cars, vans, motorbikes, tricycles and invalid carriages. “University premises” means all land and buildings owned, leased or under the control of the University.
2. These regulations apply to all vehicles used or parked on the University premises.
3. All vehicles and property therein or thereon admitted to University premises remain entirely at the owner's risk and the University shall not be responsible for any damage or loss, real or consequential, however the damage or loss arises.
4. Any person using or parking a vehicle on the University premises does so at his or her own risk. The University shall not be responsible for any damage or injury caused to other vehicles, property therein or thereon, or persons as a result of use or parking of such vehicles on the University premises.
5. No member of staff may use the parking facilities without first registering their vehicle via the Estates intranet site. Members of staff must maintain the accuracy of the vehicles registered on the system.
6. Contractors must obtain and display a permit to park if they have a requirement to park their vehicle/s in a manner that contravenes paragraphs 10 or 11 below. This permit must be displayed prominently on the vehicle to which it relates whenever that vehicle is used or parked on University premises in a manner that contravenes paragraphs 10 or 11 below. Permits are non transferable and must not be altered, changed or defaced. Replacement or amendments must be requested via the Estates Division (Security). The permit remains the property of the University and must be returned to Estates Division (Security) on demand or on ceasing to be a University employee.
7. Any vehicle brought onto University land must be in a safe and roadworthy condition.
8. No vehicle shall be driven on the University premises at a speed exceeding 20 miles per hour (10 miles per hour over raised curb areas).
9. Vehicles must be parked in areas specifically set aside for parking and/or as directed by authorised officials of the University, and must not be parked in such a way that they can cause an obstruction.

10. Within the University premises no vehicle shall be driven or parked on any footpath, grassed area, landscaped area; nor parked on that side of any road marked with double yellow lines; nor parked on any area of road marked with yellow hatching, nor parked in any loading area, emergency exit, "keep clear" area, turning circle, delivery area, access route, any area temporarily or permanently coned or cordoned off for visitors, contractors or any other University operational requirement, or any areas designated for parking of University owned vehicles; nor park in any designated disabled space allocated on a vehicle specific basis or any general allocation disabled space unless displaying a relevant permit.
11. Within the University premises no vehicle shall be parked on any designated car sharers reserved car parking unless displaying the relevant permits. Any person using the car share bays will be in a breach of this regulation if they have not shared their journey to work with their car share partner both of whom shall be registered on the car share database.
12. Any vehicle not parked in accordance with these regulations may be subject to a parking charge notice (currently £80 reducing to £40 if paid within 28 days) subject to periodic review at the discretion of the Director of Estates.
13. Any vehicle not parked in accordance with these regulations may be moved by the University to an appropriate place at the sole risk of the owner or the person in control of the vehicle, and the University shall accept no responsibility for any damage to any motor or other vehicle or any property contained therein or thereon, occurring during the course of, or as a consequence of, removal.
14. The University Secretary may require the removal of any vehicle from University premises for any failure to comply with these regulations or other good cause. The owner of any vehicle so removed will be required to pay such fee as may be determined by the University to cover the cost in relation to such removal and any period of storage. If the vehicle remains unclaimed after one month then the University reserves the right to dispose of the vehicle and recover the costs of disposal from the owner.
15. No vehicle may be left on the University premises for any longer than is necessary than for bona fide business at the University. The Security manager must be informed in advance of any vehicle remaining on the premises overnight. Any vehicle which is left is entirely at the owner's risk.
16. No repair or maintenance work may be undertaken to vehicles on University land except in an emergency or as may be necessary to enable the vehicle to be removed from the University premises.



17. All drivers of any vehicle on the University premises must supply full details of their vehicle insurance to Estates Division Security Staff and/or the Insurance Manager from Finance Division if requested. In the event the driver or vehicle causes damage to any part of the University property or land holding the University reserves the right to make a claim against the driver or vehicle owner irrespective of whether the damage caused is covered by insurance or not. Any request for insurance policy details must be complied with promptly and in any case supplied with ten working days from the date of request.
18. Failure to observe these parking regulations will be treated as a disciplinary matter and dealt with in accordance with the University's Disciplinary Procedures.
19. All drivers of any vehicle on University premises must comply with these parking regulations, and with any instructions which may be given by Estates Division Security staff. All Security staff are authorised to direct traffic, regulate entry to University premises and take appropriate action to ensure compliance with these regulations.
20. At its absolute discretion the University may impose a charge in the form of an annual, monthly, weekly or daily charge for the use of car parking facilities on University premises.
21. Parking permission may be withheld or withdrawn on the authority of the University Secretary from any person contravening these regulations.