

## **Car Parking Enforcement Procedure 2018**

### **Management and Enforcement of University Main Campus Parking Zones**

The car parking enforcement policy applies to all University owned parking spaces and roads on the University main campus including at student residences.

The rules set out below apply if you wish to park on the University main campus. Car parking on campus is managed and enforced by the Facilities Directorate.

Security Officers regularly monitor all parking zones and give help and guidance to individuals who are parking on campus where possible, however, they will enforce the policy when the rules of the car parking scheme have been contravened. An automatic number plate recognition system (ANPR) will monitor contraventions in the Orange Zone car park.

By entering and parking your vehicle on the main campus or a University supplied (or leased) vehicle, individuals are deemed to agree to the conditions set out below, and any contravention may result in a parking charge notice (PCN) and/or disciplinary action. Vehicles are parked at the owners risk and the University cannot accept liability for loss or damage.

The University reserves the right to commission an external agency to collect and enforce charges by civil process and to adjudicate on appeals against the issue of such charge notices.

The University does not guarantee the availability of a parking space for each permit holder at all times.

### **SECTION A Rules for all car park users**

Any contravention of the rules set out in this section will invoke a PCN. Persistent contraventions may lead to disciplinary action.

- Authorised contractors, visitors and permit holders, must prominently display a valid permit or daily ticket in the front of the vehicle.
- Non-permit holders are forbidden to park in a University car parking zone unless prior arrangements have been made with the Facilities Directorate or have been issued with a pre-paid ticket.
- It is the responsibility of all permit holders to ensure that accurate and up-to-date details of their vehicles are registered with the Facilities Directorate.
- Permits and barrier cards must be returned to the Facilities Directorate if you dispose of your vehicle, cease working for the University or no longer require your permit.
- It is prohibited to transfer a permit or ticket to another vehicle, which is not owned by the permit holder unless they are registered to car share.
- Vehicles must be parked in their designated parking zone as indicated on their permit. Visitors and staff purchasing daily tickets may only park in Orange Zone unless authorised to do otherwise by Security staff.

## **SECTION B Behaviour not permitted on University property or on the University Campus**

Any vehicles parking in a manner not permitted as described in this section will receive a PCN. Staff driving University supplied (or leased) vehicles parked in a manner not permitted, will be reported to the Head of School/Service responsible for the vehicle who will take appropriate action. This could include disciplinary action for incidents.

Parking anywhere other than a clearly marked parking space for which the driver has a valid permit. This includes:

- Parking on yellow lines, hatched areas, grass verges, loading bays, pavements, and areas marked for emergency services.
- Parking in such a way as to block fire escape routes or cause obstruction or inconvenience to other users.
- Parking which blocks the entry or exit of other vehicles.
- Parking in disabled bays without a valid Blue Badge permit.
- parked causing obstruction to University property or other Vehicles.
- Parking within a time restricted area for greater than the advertised time limit (e.g. for more than 20 mins in a Nursery drop off and collection bays).
- parking in any area that at the absolute, but reasonable discretion of the University is considered to be causing risk, nuisance, damage or danger to other users, the University or its property.

### **Misuse of permits**

Altering, tampering, duplication or forging of permits or tickets is deemed to be in breach of the Disciplinary rules for members of University staff. Human Resources will be informed and this may result in appropriate disciplinary action by the individual's line-manager. An offence of this nature will result in a withdrawal of parking rights or a period of withdrawal from one week to three months.

### **Civil Parking Charge Notice (PCN)**

If you are a staff permit holder, visitor or contractor and you fail to park according to the rules in **section A or B** you will be issued with a PCN Any subsequent offences will automatically result in the issue of further PCNs. The University has set the civil parking charge at £80, which reduces to £40 if paid within 14 days.

### **Contractor parking**

A contractor is a visitor who has been contracted by the University to provide a service and must park their vehicle in a specified location. Nominated individuals approve permits allowing contractors to park in designated locations on campus. These permits must be displayed in the front of the vehicle.

Contractors who park without a valid permit or in breach of any other university main campus parking rules as in section A or B will be issued with a PCN.

## **Appeals**

To maintain car park management and to preserve its credibility, a firm and consistent approach will be taken with all contraventions of the rules. This will be achieved using the parking management system described above which is in accordance with the British Parking Association Approved Operation Scheme.

In exceptional circumstances e.g. a vehicle had broken down or a staff member had to park in an unauthorised area due to an emergency the PCN may be waived without charge once the driver has appealed through the correct procedures. A full appeals process is available and information on how to appeal is provided on the reverse of the issued PCN, directly below the paragraph titled "Payment information".

All appeals are dealt with and considered on an individual basis, by the Facilities Directorate. The instructions on how to appeal are clear and provide a channel through which a motorist can put forward their case.

Appeals have to be made in writing to ensure that a full audit trail exists for each case.

PLEASE NOTE: If a PCN is paid an appeal cannot be submitted retrospectively. All appeals and correspondence will be responded to within 10 days (however it can sometimes take longer if further investigations are required ) of receiving the appeal and the outcome advised by post.

## **University action on repeat violations**

The following actions will be taken against those who persistently contravene the parking rules:

1. A person who fails to pay a parking contravention charge will normally be pursued for payment. This may result in court action.
2. Permit holders who are subject to a parking charge notice will have to pay the charge or have their permit withdrawn and no right to re-apply for a permit for a further period of at least 2 years.

4. Non permit holders who are subject to a parking charge notice on more than two occasions in 12 months, will be banned from using the car parks for at least 2 years.

5. Disciplinary action against staff may be taken in accordance with the Car Parking Terms & Conditions.

6. There shall be a right of appeal to the Director of Estates against any decision under 4 above. This appeal to be in writing and must be lodged with 14 days of notice of the decision. The decision on appeal shall be final.

#### Review of car parking policy

The car parking policy will be subject to a continued process of monitoring and review. The policy will be revised as necessary to take account of changes in circumstances, site re-development and the available supply and demand for car parking spaces.

The University reserves the right to withdraw permits, to update these rules as necessary or to change the areas where car parking is allowed.