

BISHOP GROSSETESTE UNIVERSITY

Document Administration

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*Please note this document remains valid until formally revoked or replaced by the University.

Car Parking Policy and Procedure

1. Introduction

- 1.1. BGU has designated car-parking areas within walking distance of all academic and residential buildings.
- 1.2. The purpose of this document is to give clear guidance to drivers about the regulations and restrictions on car parking and vehicle movement around the campus, in accordance with the University Travel Plan.
- 1.3. To manage and accommodate the demand for parking on campus, BGU operates an annual parking permit scheme, which requires staff, University Council members and students wishing to bring a vehicle on site to obtain authorisation and purchase a sessional permit. The parking permit authorises the holder to park on campus; however, it does not guarantee or imply a right to a parking space.
- 1.4. First Parking LLP - a British Parking Association (BPA) approved Parking Service Operator - administers the issuing of Parking Charge Notices, and provides appropriate signage outlining users' responsibilities under these terms and conditions within car parks, along access routes and at entrance points to the University premises.

2. Glossary:

Automatic Number Plate Recognition (ANPR)	Technology used to manage, control and enforce parking on campus.
Parking Charge Notice (PCN)	A penalty notice of charge levied for breaching these regulations. The charge is currently £80.00, reduced to £40.00 if paid within 14 days.

3. Parking Regulations

- 3.1. Access to the campus, including parking facilities, is by the permission of the University. BGU reserves the right to refuse entry to the car parks, to request users to leave car parking areas, and to request users to remove their vehicles at any time and at our discretion without prior notice.
- 3.2. Where a user has subscribed to the scheme, only one vehicle per registered user may be parked on campus at any one time.
- 3.3. All vehicles parked on site are left at the owner's own risk, and the University takes no responsibility or liability for any loss of, or damage to, vehicles or personal property left on its car parks.
- 3.4. Unless otherwise authorised by the University, all motor vehicles parked on campus must display a valid *Bishop Grosseteste Parking Permit*, which can be a:
 - Staff parking permit
 - Student parking permit
 - Sport & Fitness Centre Membership parking permit
 - BG Futures parking permit.

- 3.5. Specific spaces are only allocated to drivers with temporary mobility or medical conditions, to University vehicles, or to certain visitors.
Permits are eligible for 12 months from the date of issue and must be displayed clearly in the front windscreen of the vehicle. It is the driver's responsibility to display a valid permit. If any part of the permit is obscured so that the information contained on it or the validity of the permit is unclear, then the vehicle shall be treated as not displaying a valid permit. Alterations or changes made to permits will render them invalid. Changes must be notified to the University via the Estates & Facilities Team for amendment or replacement. Copies of permits are invalid and, if used, the vehicle will be subject to enforcement.
- 3.6. Vehicles must be parked only in dedicated parking spaces shown on the campus plans, or as otherwise signed by the University, and observe the rules that apply in each car park. Motorcycles and scooters should be parked in designated motorcycle parking areas or, if space is unavailable within these, in general car parking bays in the appropriately designated car park.
- 3.7. The University recognises that on limited occasions individuals may have exceptional circumstances where a Parking Permit may be issued to those who fall outside the criteria. Student Advice will consider exceptional student circumstances, and exceptional staff circumstances will be considered by the University's Human Resources Department.

4. Permits

- 4.1. Eligibility for and conditions of each permit type are outlined below:

A. Staff

For the purpose of this policy, staff are defined as persons employed by the University and having a university email address.

Student employees are entitled to a parking permit only in accordance with the Student Parking Permit terms and conditions in section 4B.

All university staff are eligible to apply for an annual Staff Parking Permit, via the Estates & Facilities Team. Following a successful application, a 'Permit Badge' will be issued to be displayed in the vehicle. Staff parking permits are not transferable, except where specifically authorised for shared use. Staff must register all vehicles which they are bringing onto campus, including temporary vehicles such as replacement or hire cars. The Portal allows a number of vehicles per permit, although only one vehicle should be on site at any one time. Staff who no longer require a parking permit must return this to the Estates & Facilities office and deregister their vehicle(s).

Staff should not park at any of the University car parks when they are absent from work for any reason, with the exception of staff leaving cars on site overnight to attend University business, in which case notice must be given in advance to the Estates & Facilities Department. All other requests for overnight parking must be approved by the Director of Estates & Facilities.

Staff permit holders with a Blue Badge or Orange permit may park in the designated disabled (Blue badge) or staff that have been assessed by HR and issued with an Orange Permit to park in designated orange bays.

B. Students

For the purpose of this policy, students are those who are attending the university on a programme of study. Students must live outside a one-mile radius of the university to be eligible to receive a Student Parking Permit, with the exception of students who have a disability or access need. These individuals may apply for a parking permit, which will be issued subject to approval from Student Services, entitling the holder to park in the designated student car parking areas.

Student permit holders with a Blue Badge may park in the designated disabled (Blue badge) bays or students that have been assessed by Student Advice and issued with an Orange Permit to park in designated orange bays.

Students should apply for an annual parking permit via the Estates & Facilities team. Students should collect their permit within 14 days of the first day of term from the advertised pick-up area and must produce original copies of the following:

- A valid driving licence (provisional driving licenses are not acceptable)
- Proof of student identity.

Student Parking permits allow the user to park in the University main car park.

C. Residential students

Resident students living on campus, Crosstrend House or within a one-mile radius of BGU will not be permitted to park a vehicle on campus. Crosstrend House students will be authorised to park in their allocated car park only.

The students who are to reside on the campus will be required to sign contracts which will prevent them from parking vehicles on campus. These students will be prohibited from parking cars on campus or on the roadside in the neighbouring areas, unless approval has been granted by BGU for access needs or mobility reasons. BGU will take action against students found to be in breach of this agreement; a formal disciplinary process will be undertaken which could lead to the termination of the accommodation contract.

Students resident on BGU campus who will require use of their own vehicle during placement will be required to request a permit for the period of time that a vehicle is needed for this purpose, and this be validated and managed by the Placement Office.

D. Disability Parking

Dedicated parking bays for blue badge holders are provided in both car parks. Vehicles parked in these bays must display a blue badge alongside a staff or student permit. Visitors with a Blue Badge are not exempt from the parking tariff.

E. Parking for an Access Need

Dedicated parking bays for orange badge holders (staff and students) are provided in both car parks.

F. Visitors

Any visitor without a permit who wishes to park on campus must pay the appropriate parking fee via "Just Park" by entering their correct vehicle registration number and location code.

Faculty and Professional Services must advise their visitors about the new parking arrangements. Advertised parking tariffs will apply.

Agreement has been made with First Parking for non-enforcement of parking charges for University Graduation only. Any changes to this will be agreed with First Parking in advance and reviewed on an annual basis.

G. Sport & Fitness Centre External Users

Sport & Fitness members who are not a member of staff or enrolled student must register their vehicle with the Centre to be issued with a valid Parking Permit, allowing free parking during the hours of:

06:30 to 21:30 Monday to Friday

08:30 to 14:30 Saturday and Sunday

Excludes Bank Holidays and the Christmas period.

Visitors to the Sports and Fitness Centre not in possession of a Parking Permit may park free for up to 2½ hours, after which they should register their car at the Sport Centre Reception.

H. Conference & Events Visitors

Hosts are responsible for providing conference and events visitors with parking information. It will be the responsibility of BG Lincoln Ltd to communicate the parking arrangements and make any adjustments (ensuring prior arrangements are discussed and agreed with Estates & Facilities in advance).

I. BG Futures

Tenants must register their vehicle with reception@ BG Futures to be issued with a valid parking permit and allocation of designated parking area.

Visitors to the business incubation units not in possession of a Parking Permit may park free for up to 2½ hours, after which they should register their car at the BG Future Reception.

J. Contractor /Authorised Volunteer Parking

All contractors visiting campus are eligible to park on campus, providing they are authorised to do so and report to the Estates & Facilities Department (or Reception) to log their details, along with the time and date of their visit. **The contractor's/authorised volunteer's vehicle must be registered, or they will be issued with a PCN.**

K. Motor Cycles and Pedal Cycles

Motor scooters, mopeds, motor cycles and quad bikes must be parked in the designated spaces and parked in an orderly manner, properly secured and immobilised.

Pedal cycles need not be registered but should be left only in cycle racks or other suitable places, such as the secure cycle shelter on campus. Cycles **MUST NOT** be taken into buildings or attached to fixtures. Access to the shelter can be gained via a staff or student ID card.

5. Traffic Regulations and Speed Restrictions on campus

- 5.1. Users must comply with all rules of the Highway Code when driving on campus. The roads on University land are regarded as public roads for the purposes of the Road Traffic Acts.
- 5.2. There is 5 mph speed restriction throughout campus. Disciplinary action may be taken against individuals who fail to comply and/or drive dangerously or recklessly.

- 5.3. Vehicles left for a period of one month and apparently abandoned will be removed and action taken to recover any costs that arise from the vehicle owner.
- 5.4. With the exception of Emergency Road Side Assistance, repairs to vehicles and engine testing must not be carried out on site.
- 5.5. It is prohibited to leave any animals in vehicles that are parked on campus.
- 5.6. Caravans must not be brought onto site. Camper vans may be brought onto site, but only when they are used as a means of transport. It is not permitted to bring camper vans onto University sites for the purpose of living or sleeping.
- 5.7. First Parking LLP are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the Traffic Regulations and Car Parking Policy.

6. Charges & Options for Payment

6.1. Annual Permits

- 6.1.1 Staff and students can apply for an annual parking session by completing the registration form available at the Main Reception (conditions apply).
- 6.1.2 Notification regarding change of vehicle should be made promptly to the Estates & Facilities Helpdesk.
- 6.1.3 In applying for a permit, staff and students agree to share their registration details with the external parking enforcement agency (First Parking LLP). This is to ensure they do not incur Charge Notices whilst parking on University car parks.
- 6.1.4 Where a user brings a different vehicle or courtesy vehicle to the University, it is the driver's responsibility to contact the Estate & Facilities Security Team based in the Robert Hardy Building, on or prior to arrival. Otherwise, a Parking Charge Notice may be issued.
- 6.1.5 Annual parking rights cease when leaving the employment or a study programme with the University, or where parking rights are relinquished.

6.2 Pay by Phone

- 6.2.1 Users of the Pay by Phone system can pay for all day parking by downloading the JustPark App or by calling 01453 488020. It is the user's responsibility to set up an account and ensure that car registration and payment details are correct and updated as necessary.

7. Charges

- 7.1 Car parking charges apply 7 days a week, with effect from 1st September 2019:
 - Up to 2.5 hours: Free parking
 - All day up to 18:00: £5.00
 - 18:00 to 23:59: Free parking
 - No overnight parking between 0:00 to 06:30.
- 7.2 Car parking will be reviewed annually by the University. The costs are in line with similar establishments in the area.

8. Enforcement

- 8.1 Parking Enforcement operations on University parking sites are undertaken in accordance with the BPA code of practice.
- 8.2 The University uses the services of a parking enforcement agent First Parking LLP to manage and control areas that are directly supervised by University staff and to issue Parking Charge Notices (PCN) of £80.00 (subject to change) for contravention of the parking restrictions outlined above.
- 8.3 Any breach of the following traffic and parking conditions leaves the driver of the vehicle liable to the issue of a PCN by either a member of the Estates and Facilities Team or by the Parking Services Operator:
- Failure to register vehicle and/or display a valid parking permit
 - Parked outside of marked parking bays
 - Parked on double yellow lines
 - Expired University Parking Permit or registration
 - Parked causing an obstruction/danger
 - Not parking in a designated space
 - Parked in a disabled bay without displaying a valid blue badge
 - Invalid permit for vehicle registration number
 - Permit not clearly displayed
 - Parked for longer than permitted
 - Incorrect permit for car park
 - Expired registered visit
 - Failure to comply with Electric Vehicle Charging Policy.
- 8.4 A PCN is payable at the rate of £80.00 and must be paid no later than the 28th day after the PCN is issued. A discounted rate of £40.00 will be accepted if payment is made within 14 days from the date the PCN is issued. The PCN will give the driver details of the breach and an opportunity to discharge the debt (the Parking Contravention Charge) by payment to First Parking LLP. Although a PCN may be issued by the Estates and Facilities Team, all follow-up action, including payment collection and appeal management, is dealt with by First Parking LLP, details of which can be found on the PCN and via www.paymyparking.net. Charges recovered by the University will be used to supplement the administration/upkeep of parking facilities and to support student experience initiatives. First Parking LLP reserve the right to contact the DVLA to obtain the registered keeper's details of any vehicles parked on University property. Should the driver of a car issued with a PCN not be identifiable, then the PCN will be issued to the vehicle owner.
- 8.5 The University uses ANPR (Automatic Number Plate Recognition) camera technology to manage, control and enforce parking on its sites. They are governed under guidelines from the Information Commissioner's Office on the use of CCTV and ANPR cameras, and conform to the Data Protection Act 1998 and EU General Data Protection Regulations.
- 8.6 The University reserves the right to affix a 'Warning Notice' to any vehicle for any breach of the parking regulations listed in this policy. The warning will remain live for 12 months. On a second breach of the regulations, the vehicle will be automatically issued with a PCN and for any subsequent offences.

- 8.7 The University will not tolerate any person(s) acting aggressively or demonstrating inappropriate behaviour towards university staff or Enforcement Teams. Such behaviour will be dealt with in accordance with the appropriate disciplinary policy.

9. Policy Revision and Adjustment

- 9.1 The University reserves the right to amend the policy following consultation through our deliberative committees and two months' notice of implementation.