# BANGOR UNIVERSITY

## VEHICLE PARKING REGULATIONS

**GENERAL ARRANGEMENTS**

The use of the University vehicle parks is restricted to permit holders only. The vehicle parks are normally controlled 24 hours. The permit is intended to enable the permit holder to park in connection with University business. The issue of a permit DOES NOT guarantee that a parking space will be available for the permit holder.

In general, the Vehicle Parking Regulations do not permit the allocation of reserved parking spaces except as described under section 5(h). The University reserves the right however to reserve vehicle parks and vehicle parking spaces on a temporary basis for authorised central University events such as Degree ceremonies and VIP visits. Special arrangements for conferences, meetings, departmental open days etc can be made with the Property and Campus Services Department in accordance with the Procedure on the Use of University Vehicle Parks for Organised Events.

1. ELIGIBILITY

1. Members of staff
2. Registered students who are either resident in university-owned halls or comply with the residence criteria specified in 8b ii.
3. Permits and/or vehicle park barrier access cards/fobs may be issued to other persons on official University business.

**2. CONTROLS**

a. All vehicle parks are controlled by authorised personnel.

b. Some University vehicle parks are fitted with automatic barriers and other physical control devices. Access to such vehicle parks requires a permit holder to have an appropriate access card.

**3. DATA PROTECTION**

The barrier control mechanisms record the identity of the vehicle park barrier access card or fob and this information may be processed by Property and Campus Services for the purposes of analysing usage of University vehicle parks. In the case of staff applications the information given when applying for a vehicle parking permit is also shared with the IT Services Department and the Finance Office in order to process the application and to deduct the appropriate fee from staff salaries.

**4. DEFINITION OF A VEHICLE**

A vehicle, for the purposes of these Regulations, is that which requires a current Vehicle Excise Duty licence. Vehicles unlicensed in terms of the Vehicles (Excise) Act, or un-roadworthy vehicles, are NOT permitted to be parked on University property. The University reserves the right to treat such vehicles as abandoned and may take steps for their removal at the owner’s expense.

**5. GENERAL REGULATIONS**

a. A permit is required to park a vehicle at any University vehicle park.

b. The University requires that vehicles must be parked in designated marked spaces. The designated marked spaces may be marked in a variety of ways, depending upon vehicle park layout and surface. Generally, there will be white lines on either side of a marked space. Vehicles parked outside rows of marked spaces are parked in contravention of these Regulations. Other forms of marking such as the letter P or marker posts may sometimes be used.

c. The University will not accept liability for any loss or damage to vehicles and property or injury to persons arising from use of its vehicle parks and roadways. Vehicles are parked entirely at the permit holder’s risk.

d. The University reserves the right to control vehicle parking by issuing Civil Parking Notices (CPNs) as indicated in Section 6 of these Regulations.

e. Drivers must observe speed limits and other traffic signs and comply with instructions given by authorised personnel such as Security and other Property and Campus Services staff.

f. Permits must be displayed clearly on the nearside of the windscreen, with the obverse side of the permit or ticket facing forwards.

g. Any permit issued under these Regulations is personal to the permit holder and is not to be used by another person. It shall be valid however for the permit holder to display the permit in any vehicle that is driven by the permit holder.

h. Vehicle parking spaces designated as Accessible are reserved for that purpose and any unauthorised use can result in the issuing of a Civil Parking Notice (CPN) – see section 6.

i. Any lost or damaged access cards must be reported to the ITS Department and a charge of £10 will be levied to the holder for the replacement of the access card or permit which shows signs of obvious physical damage, or has been lost.

j. The act known as “tailgating” (i.e. following directly behind a car which is accessing a barriered car park without use of own access card) is NOT permitted and may result in disciplinary action being taken. Tailgating can cause damage to the barrier

k. The University reserves the right to withdraw permits without refund.

l. Once a staff or student permit has been issued, the University will not award any refunds to that individual.

m. The parking permit and access card remain the property of the University. Should you leave the University’s employment or are no longer required / contracted to carry out work on behalf of the University (as defined in paragraph 1. Eligibility), you must return the parking permit and access card to Property and Campus Services immediately.

p. The maximum time allowed for parking in Short Stay spaces is 15 minutes; if a vehicle is parked for longer than this, then a Civil Parking Notice (CPN) may be issued – see section 6.

6. **CIVIL PARKING NOTICES (CPNs)**

Authorised personnel are hereby empowered to deal with contraventions of these Regulations in the following manner:

a. Contraventions

A Civil Parking Notice (CPN) may be attached to the windscreen or window, with details of the contravention, and a fee of £80 will be charged. This fee will be reduced to £40 if paid within 14 days.

1. Parking obstructing Emergency access routes / double yellow lines

In order to comply with directions made from the emergency services, vehicles found parking on double yellow lines, over hatched areas or on routes signed as emergency access will be issued with a CPN, and a fee of £80 charged. (Reduced to £40 if paid within 14 days.)

c. Payment/non-payment of fees

Payment of fees must be made within 14 days (reduced fee) or 28 days (standard fee). Any unpaid fee will be administered by the enforcement partner whereby appropriate action to recover the outstanding debt will be taken, including the instigation of legal proceedings.

Where payment is not received within 28 days and no notification has been received from the owner of the vehicle, the vehicle will be regarded as having been abandoned and the Abandoned Vehicles Procedure will be applied (See section 6(d)).

d. **Abandoned Vehicles**

Where it is deemed by authorised personnel and where it is reasonably apparent that a vehicle has been abandoned, action will be taken in accordance with the Abandoned Vehicle Procedure.

**7. APPEAL PROCEDURE**

a. Any appeal against an action made by persons penalised under these Regulations, must be submitted in writing no more than 28 days from the action. Details of how to make an appeal are included on the CPN. Third party or other representation, purported to be made on behalf of the person penalised, will not be accepted.

b Appeals will be administered by the University’s car parking enforcement partner. Where appropriate, the University’s car parking enforcement partner will consult with appropriate personnel from Property and Campus Services to decide on the outcome of an appeal.

c. In deciding an appeal, only factual and procedural matters will be taken into account. Inability to pay is not regarded as a valid ground for appeal.

d. All appeals against an action taken under these Regulations will be responded to in writing.

e. Neither the University’s enforcement Partner, nor the Director of Property and Campus Services and his/her staff are empowered to vary or relax any of these Regulations and are not required to enter into correspondence or discussion over the interpretation of the Regulations beyond the appeal procedure outlined above.

**8. TYPES OF PERMIT/CARD**

a. **Staff**

i. General Permit

Allows parking at any vehicle park. Applications are made at the Property and Campus Services Department.

b. **Students**

i. Halls Permits

Allows parking at their hall of residence site only.

Applications are made online.

1. Commuting Student Parking Permits

Commuting Student parking permits are available. These will be restricted to designated car parks, which will not necessarily be adjacent to the permit holder's place of study. These permits do not permit you to park at Halls of Residence car parks between the hours of 16.00hrs to 08.00hrs.

Students can only apply for a Commuting Student Permit for car parks that are in a different town to where they live.

Bangor resident students (i.e. non-Halls of Residence) for example can apply for a Menai Bridge permit (and vice versa), but a Bangor resident student (i.e. non-Halls of Residence) cannot apply for a permit for any of the University’s Bangor car parks. (The boundaries for different towns are defined as those of the relevant Community Council(s).)

Applications are made online.

c. Non Staff

* 1. General Permit

Allows parking at any vehicle park. Applications are made at the Property and Campus Services Department and need to be confirmed in writing by the Head of Department. There is an annual fee of £58.00.

d. Accessible parking permits

Staff and students with mobility difficulties (as defined under the Disability Discrimination Act) shall be entitled to permits allowing access to all marked spaces and exclusive access to accessible spaces at any University vehicle park. Holders of current blue badges shall be exempt from payment. In addition, persons with temporary mobility difficulties (as certified, in the case of staff by the Occupational Health Advisor or, in the case of students by the Head of Student Services) shall be entitled to purchase such a permit for time-limited use (the time limit to be on the advice of the Health & Safety Services or Head of Student Services or their nominated deputy).

e. **Temporary Permits**

Temporary staff permits are available for short term appointments. These are available for 3 month. Temporary Permits are available upon presentation of appropriate authorisation from Property and Campus Services.

Visitor permits are issued by the relevant School/Department. The issuing School/Department must ensure that the permit is correctly completed as it will otherwise be invalid.

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Student permits are £40.00 per annum.

Staff on the living Wage are eligible to apply for a free parking permit.

Permit charges are calculated on 0.3% of basic gross salary subject to a maximum permit cost of £300 per annum.

Members of staff holding short term appointments are charged at £15.00.

Non Staff pay an annual fee of £58.00 for parking permits.

**N.B.**

* Salary means gross annual salary as at 1st August each year.
* Members of staff pay monthly by deduction from salary.
* The costs are calculated on the best estimate of income from all sources under the scheme (fees and fines), such as to equate with the costs of administering the scheme.