

Rules and Conditions relating to Parking 2016-2017

Policy Statement

Car parking on campus is limited and restricted.

If you would like to bring a vehicle to University you must first gain consent through the on line parking application portal, providing vehicle details.

Consent is limited and granted on a first come first served basis and consent is for one academic year only (if you are a student or casual member of staff). Consent will result in you being issued a parking permit and the permit will designate the car park you are able to use.

You may only park in the area designated on the permit if a space is available, nowhere else. The permit must be clearly displayed in your vehicle whenever parked on campus. Access to your designated car park is barrier controlled via your student/staff ID card (Unicard).

There may be occasions when it is not possible to park on campus due to lack of suitable / appropriate space and despite having a parking permit, you will need to find alternative off campus parking and an alternative means of getting to the campus. (eg: shuttle bus, car share, cycling or walking)

Failure to register your vehicle or comply with the parking rules and conditions relating to parking policy will result in a £100 fixed penalty fine and will result in your consent to park being withdrawn.

Currently there are no charges for parking, however this is under review and may change at short notice.

INTRODUCTION

Parking permits are issued on an allocated first come first serve basis strictly in compliance with the following terms and conditions:

Registration

- Students: Must successfully complete the On-Line parking permit application form and preferably pre- register before arriving on campus.
If spaces are still available it may be possible to apply online at registration enrolment in the first week of term.
(Permits are only granted to current students)
- Staff: Must complete and hand in the form issued by HR or fill out a parking permit application online.

- If you drive a car that is registered abroad, please email the Estates and Facilities department on estatesandfacilities@rau.ac.uk and they will register your car for you.
- Visitors will be issued with a parking permit by the event organiser / coordinator or will be able to collect a visitor permit from the Porters Lodge

The registered information must be kept current at all times and any changes to vehicle details must be notified to the Estates & Facilities Department.

This information will be stored on and RAU database.

Rules & Conditions

- When on campus, all vehicles must clearly display an appropriate University issued parking permit.
- This permit is renewable each year from the Estates and Facilities Department.
- At all times, Student & Staff vehicles are only allowed in the car parking area designated by the issue parking permit.
- Access to all and any other areas other than your designated parking area is in contravention of the rules.
(This includes all service roads, staff parking, front of University including sports pitches, Boutflour Hall, Main building, Quad and Chapel.)
- For pedestrian safety, student vehicles are not allowed access up the front drive or around the service / side roads to the Main Building at any time.
- Vehicles are not allowed to be parked on any yellow lines, hatching areas, grass surfaces or disabled bays (without an appropriate permit). Any breach of the parking rules will attract a fixed penalty notice for every occasion.
- Students living off campus must not leave a car parked on campus for a period of time exceeding 20 hours in any 24 hour period without the prior consent of the Estates & Facilities department.
(We are not a long term parking facility)
- Vehicles must never be parked on or travel over any grass surfaces / areas at any time without the specific approval and direction of the Estates & Facilities Department
- Any vehicle left obstructing essential access and deemed by the RAU authority to represent a potential danger or unacceptable obstruction, will be forcibly removed to a secure storage facility.
- The University will not accept responsibility or liability for any damage caused whilst removing a vehicle.
- The vehicle owner will be held responsible for all costs arising for removal and storage.

Any breach of the above conditions and rules, by a student, guest or staff member, may result in a Fixed Penalty £25 fine for each infringement.

Failure to register your car may result in a fine of £100

Fixed Penalty Notices

Fixed penalty notices will be issued via an adhesive pouch containing the offence information notice or via email with photographic supporting evidence.

There will be seven working days to pay the fine in full via the online portal or via the Finance Department.

You will have seven working days to appeal against the fine in the first instance to the Director of Estates.

Failure to pay or successfully appeal the fine within the designated time frame will result in the fine being added to individuals' accounts and treated as a debt and costs will be incurred with the administration of this.

Recidivist / repeat offenders may ultimately have their parking privilege withdrawn and in certain circumstances have the vehicle impounded.

Additional conditions and rules

- Additional / extended storage e.g. leaving a vehicle on campus during holiday periods or outside of academic years, can only be permitted with prior consent of the Estates & Facilities Department.
- Staff may only park a vehicle on campus while they are actively undertaking their job and may not use the University to store vehicles without prior consent from the Estates & Facilities Department.
- If you are granted consent for extended storage, you will be designated a space / location entirely at the discretion of the Estates & Facilities department.
- Consent for such storage will only be granted if the owner leaves a set of vehicle keys and disabling / alarm deactivation device & instructions, sealed in an envelope marked with the owners contact details, in the Porters Lodge.
- The speed limit for the entire campus is **MAX 10 mph.**
- Any driving or actions deemed to be reckless or dangerous may result in spot fines, (up to but not limited to £500) and or the revoking of parking privileges and consent to bring or store a vehicle on campus.
- The safety of pedestrians and other road users is the prime consideration of the University. Vehicles must not be driven in a dangerous or reckless manner, must not exceed the stated

speed limit and must observe the one-way traffic arrangements. Failure to comply with this rule will result in fines and possibly removal of parking privileges.

- Students must not drive through the University or access at any time, areas other than their designated car parks.
- All vehicles parked on campus must be in a roadworthy and legal condition at all times.
- The vehicle must have a minimum valid current insurance for 3rd party liability which must include cover for commuting to a place of work or study on a regular basis
- The University may not be used as a storage facility for SORN notification with the DVLA
- Damaged vehicles may only be stored on campus with the prior consent of the Estates & Facilities department who in exception will only grant consent for up to a maximum of 2 weeks.
- Abandoned / scrapped vehicles must always be fully compliant with the law. SORN notices must not be claimed for vehicles stored on University property. No temporary storage of vehicles is allowed without the prior written consent of the Estates & Facilities Department.
- The University reserves the right to dispose of all vehicles we consider to have been abandoned on University property after issuing reasonable notice and will recover all reasonable costs incurred from the registered vehicle keeper or owner.
- Student vehicles must be removed at the end of each term and may only be left on University property when the prior consent of the Estates and Facilities Department has been granted. Additional storage charges will be applied to vehicles in breach of this rule.
- The University reserves the right to employ licensed contractors to apply vehicle clamping or towing and off-campus storage, where it deems appropriate.
- The car parks and campus cannot be used to store trailers, caravans, horse boxes or other vehicles that do not comply with the DVLA definition as Cars without prior consent of the Estates & Facilities Department.
- The servicing and repair of vehicles is not allowed on campus without the prior authorisation of the Estates & Facilities Department
- The University cannot accept any responsibility or liability for any loss or damage to any vehicle whilst it is stored or parked on the campus
- Washing vehicles on campus is not permitted.

Contact us

For any queries concerning this policy please contact the Estates Department