

IMS Procedure: OPPCT_002

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TERMS AND CONDITIONS RELATING TO USE OF UNIVERSITY CAR PARKS

1. The car parks are part of the University estate and whilst many are monitored by CCTV, vehicles are parked on them at their owners' risk. The University does not accept responsibility for loss of or damage to vehicles or their contents whilst using its car parks.
2. Campus Wardens have authority to direct traffic, regulate entry to car parks, exercise control over parking and ensure compliance with the University's parking regulations including the issue of Parking Charge Notices on behalf of Excel Parking our contracted Car Park Operator.
3. Where a paper permit is issued this needs to be prominently displayed at all times and relate to the category of car park at all times. With all permits issued, you must ensure your details are registered online on our permit and payment systems and any changes to vehicles must be made before bringing it onto site. It is the responsibility of the permit holder to keep vehicle details up to date.
4. Possession of a valid permit does not guarantee a parking space. Category A permits are issued at one permit per space within a designated car park, all other car parks are on a first come first serviced basis.
5. For Category B Pay As You Go permits, payment must be made to correspond with the period of parking required using RingGO location code 450014
6. Parking in the following manner is a breach of the terms and conditions of parking and may incur a Parking Charge Notice which may be issued by campus warden or via ANPR:
 - Vehicles not parked wholly within a designated bay so as restricting access to adjoining bays
 - Vehicles failing to park with the correct permit and payment. Only one vehicle per permit holder may be parked at any time
 - Vehicles without Blue Badge or University Disabled Permit parked in designated disabled bay
 - Vehicles parked in restricted areas (eg loading bays, on yellow lines, in hatched areas)
 - Vehicles parked causing an obstruction or inconvenience to others

The charge is £100 reduced to £60 if paid within 14 days. The notice should be read carefully and acted on promptly. Contractual information can also be found on signage on entry and within the car parks.

7. Motorcycles should be parked in designated motorcycle parking areas where possible but under no circumstances in lined car spaces.
8. Permit holders are expected to drive and park in a reasonable and responsible manner showing consideration to other users, with a maximum speed of 5mph. Persistent or

considerable transgression may result in immediate withdrawal of the permit and/or issue of a PCN. If PCN's are not acted upon, the permit and future rights to park may be removed.

9. Parking facilities may be withdrawn as required by The University. Advanced notice will be given where possible, please look for notices within car parks.
10. Permits can be cancelled by permit holders at any time by logging onto their PermiT account. Where a permit is deducted from salary and a paper permit is issued, this must be returned to Parking Services on floor 8 of the Arts Tower. Permits are valid according to their payment period, eg monthly where by paid by salary. Part refunds are not available.
11. Permits are issued subject to regulations approved by The University Travel Advisory Group and may be withdrawn at any time. Applications are assessed on an annual basis taking into consideration individual circumstances, number of spaces and overall demand. **Allocation of a permit in any one year should not be taken as a guarantee of eligibility in future years.**
12. **Application for/acceptance of a parking permit shall be deemed a legally binding acceptance of these Terms & Conditions.**