

UNIVERSITY VEHICLE REGULATIONS 2011

Section 1: General Access & parking

1. Access and Parking

Access and parking of any motor vehicle on University property shall be subject to authorisation and the payment of the appropriate fee (unless exempt from payment).

2. Parking Areas and Restrictions on Parking

General Parking Provisions

All vehicles must be parked correctly as follows, unless authorised otherwise by Security:

- Vehicles must be parked within the marked bays
- Vehicles must not
 - be parked outside the marked bays or park in any area of yellow or white hatching
 - park in the yellow hatching outside the nursery
 - park on footpaths or cycle paths
 - park on grass verges or other grassed areas
 - park on the roadways and footpaths in Earlham Park
 - not park on yellow lines at any time
 - obstruct fire exits, entrances, access areas or loading bays or cause any other obstruction to Campus users
- Disabled bays are for disabled drivers/passengers only and must not be used or obstructed by any other vehicles, including contractors and delivery vehicles
- Motor vehicles over 3000kgs, unladen vehicles or long vehicles must enquire with Security regarding the most appropriate location to park – such vehicles must not occupy more than one parking space.

3 Overnight Parking

Vehicles are not to be left parked overnight (after 2.00 am) on the University Plain car parks without permission from the Security Lodge. Any vehicle left without such permission will be in breach of these vehicle regulations.

Where such permission is given, the appropriate parking fee will have to be paid.

This does not apply to those vehicles with permits enabling parking in The Village, Suffolk Walk or other authorised location.

Section 2: Car Park Arrangements

Parking for Student Vehicles

Undergraduates and postgraduate taught students WILL NOT be issued with parking permits and are not allowed to park on University grounds between 07.00 am and 2.00 pm unless special dispensation has been given by the Independent Appeals Panel. Students may park as visitors in the Main Car Park or at the Blackdale Site after 2.00 pm and should either take a token at the barrier (Main Car Park) or Pay & Display (Blackdale Site).

Exceptions:

Permit holders who are Smartsharers and Post Grad. Research Students (except residents of Suffolk Walk) are provided with parking in the Main Car Park at anytime. Campus cards will be activated to enable swipe card access/egress to the Main Car Park.

Blue Badge Holders may park on the Main Car Park, at any time and may with special dispensation from the Independent Appeals Panel, park at Blackdale Site or the inner site. Campus cards will be activated to enable swipe card access/egress to the Main Car Park and the ability to purchase scratchcards for use in areas where payment is collected via this method will be extended to those in this category.

Main Car Park

Swipe cards must be used to gain entry to and egress from the Main Car Park even if barriers are open. It is important that members swipe IN and OUT for the correct amount to be debited. Failure to swipe at the entrance and exits could lead to a longer charge period being debited to an account. The parking fee will be automatically debited from salary or bank account via direct debit.

Group B staff and students may park free on weekends, public holidays, statutory and customary days but will still be required to swipe on entry and leaving to raise the barriers.

North/West Car Park

Group A staff and "other" permit holders must swipe on entry and on leaving; the parking fee will be automatically debited from salary or bank account via direct debit.

Group A and B student permit holders, unless given special dispensation, must not park their vehicle in these car parks at anytime.

Permit holders must not park in the bays to the rear of the School of Medicine reserved for NHS patients.

During weekends, public holidays, customary & statutory days other vehicles may park in these areas but will be required to display either a visitor permit or a pay & display ticket. Parking at other times is at the authorisation of the Security Team and those obtaining such permission will be required to display either a visitor permit or a pay & display ticket.

Swipe cards must be used to gain entry to and egress from the main and west car park. It is important that members swipe IN and OUT for the correct amount to be debited. Failure to swipe at the entrance and exits could lead to a longer charge period being debited to your account.

Colney Sports Pavilion Car Park & Blackdale Site

Group A staff and 'other' permit holders must display the appropriate scratchcard.

All other vehicles must follow the pay and display parking procedures.

During term time the Colney Sports Pavilion Car Park will not be available to permit holders on Wednesdays to ensure availability for those using the sports facilities.

Central Car Park is predominantly a visitor and designated user car park. Visitors must display either a valid pay and display ticket or visitor permit.

Group A and “other” permit holders entitled to park in designated bays must display a valid scratch card.

Boiler House Roof Car Park The boiler house roof is available to non-stipendiary permit holders and visitor permit holders only. Users must display either a valid non-stipendiary or visitor permit.

Earlham Hall Group A staff and ‘other’ permit holders must display the appropriate scratchcard.

Roadside Parking Bays All roadside parking bays are for Group A staff permit holders use only. Vehicles must display a Group A permit & appropriate scratchcard.

Gravel areas Waveney Road / Colman House are reserved for disabled student parking, visitors displaying visitor’s permits and UEA owned/leased vehicles.

Edith Cavell Car Park, School of Nursing Science is provided for staff, blue badge holders and students who hold LV permits.

The Village Parking Areas Only student vehicles given special dispensation by the Independent Appeals Panel and registered with the University Car Park Scheme may park in these areas.

Motorcycles must not park in any parking bay normally used by cars and should, wherever possible, park in the marked motorcycle areas, if not they should be parked in locations that do not cause inconvenience or obstruction to Campus users.

Sports Park Car Park is not available for use at any time by University staff or students.

5. Drivers/Passengers Who Are Blue Badge Holders

Blue (including orange) Badge Holders are NOT offered the same benefits on the University Campus as they have on the highways, as parking on any yellow lines is not permitted except in exceptional circumstances and only by prior arrangement with The Lodge.

There are disabled parking spaces situated around the Campus and The Village. However, if you are experiencing difficulty you should contact staff at the Lodge who will try to make alternative arrangements for you.

Staff and students who, whilst not a Blue Badge Holder, for other reasons require similar assistance with parking facilities should apply to the Independent Staff and Student Appeals Panels, providing full documentary evidence to support their application. No requests will be approved without this documentary evidence.

Blue badge or those who require similar parking assistance with parking facilities are required to pay the appropriate fee.

6 Parking in the Local Area

The University seeks to preserve the public facilities and residential access in the immediate area surrounding the University and gives notice that staff and students should respect these important provisions by not parking in the surrounding streets and car parks (including the Sportspark car park and the roads in Earlham Park) or any other place that may be designated when attending the University.

Any such parking that gives rise to complaint and is proved to prevent public access will be seen as a breach of the terms of registration under the University's Vehicle Regulations and may lead to revocation of the registration or other penalty.

7 Visitors

General visitors to the Campus are able to use the Main Car Park, Blackdale Annexe Car Park and Central car parks upon payment of the appropriate pay on foot or pay and display parking fees.

Schools and Divisions are able to purchase visitor parking permits for issuing to their visitors if they do not wish the visitor to pay for parking. These permits (sold in books of 50) must be purchased in advance from the Travel & Transport Team, Estates. Please send requests via email to: transport@uea.ac.uk

Alternative arrangements exist to deal with certain other visitors to the University, e.g. SCVA, School of Nursing Science, Health Centre, Nursery parents, Broadview Lodge and Conference Delegates and Contractors vehicles (further details available from the Travel & Transport Team or the Security Team).

Visitors are not allowed to park on any roadside parking bays, in The Village or on any area allocated as an overflow parking area, unless so directed by Security Services staff.

Section 3 The University car Park Permit Scheme

8 Registration

All staff, students and others who wish to park on University property at any time and are eligible for membership of the University Car Park Charging Scheme must register their vehicle.

All registration forms including those in respect of student applications to be considered by the Appeals Panel should be sent direct to the Travel & Transport Team, Estates Division. Where a registration permit is issued it must be displayed on the passenger side of the windscreen of the vehicle at all times.

Motorcycles must also be registered, but a permit will not be issued.

Registration is free.

Up to two vehicles may be registered but only one vehicle permit will be issued.

9. Registration Permits

Group A permit – enable parking at any time, on payment of the appropriate fee, where applicable and are not available to:

- ❖ Those who reside one mile or less from the Campus
- ❖ Undergraduate or postgraduate taught students

Unless you:

- ❖ Are a Blue Badge Holder
- ❖ Are a UEA or Student Union employee contracted to commence work between 5.30pm and 7.00am
- ❖ Have been granted special dispensation by the appropriate Appeals Panel

Group B permit – available to all other eligible applicants and enable parking free of charge on Saturday, Sunday, public holidays, customary & statutory days only.

All permits – will be colour coded to identify category of registration. Certain permits will include a letter to indicate the status of the permit holder as follows:

- ❖ S - issued to members of the Smart Share Scheme
 - ❖ NS - issued to non-stipendiary staff
 - ❖ D - issued to blue badge holders or those who require similar parking facilities
 - ❖ LV - issued to Students who have been given special dispensation by the Independent Appeals Panel to be members of the scheme
 - ❖ RV - issued to families resident in Village Close
 - ❖ RS - issued to families resident in Suffolk Walk
 - ❖ RM - residents, Main Car Park
 - ❖ O - issued to other groups e.g. Health Centre staff, business proprietors on Campus, UEA retired and Sports Associations etc
 - ❖ E - Edith Cavell Car Park
- Staff permits will be valid until employment on University property ceases.
 - Student permits granted by the Appeals Panel will be subject to an expiry date as set by the Panel.
 - Smart Share, 'NS' and 'O' permits must be renewed annually.

10. Mary Chapman Court

The car park at Mary Chapman Court belongs to Norwich City Council and access is strictly controlled. Only a small number of parking spaces are available for the use of Mary Chapman Court residents and these are allocated on a needs basis.

Students must apply in writing to the Independent Student Appeals Panel stating the reason for requiring a parking space.

If allocated a parking space, students must register their vehicle as above. A deposit of £10.00 is payable for a barrier access card in addition to the normal parking charges.

Permits are valid for 12 months only.

Mary Chapman Court permits do not allow parking on Campus as a permit holder. A separate application must be made to the Independent Student Appeal Panel if a student wishes to apply to become a member of the University Car Park Scheme in addition to being a Mary Chapman Court permit holder.

11. Replacement Vehicle

A new permit will be issued free of charge for a permanent replacement vehicle if the existing permit is returned. If the permit is not returned a £10.00 administration fee will be charged.

12. Lost / Stolen Permits

Lost or stolen permits will be replaced upon payment of a fee of £10.00.

13. Parking Fees

Parking fees for visitors apply throughout the year.

Parking fees will be payable by Group A permit holders from Monday to Friday throughout the year including University vacation periods but with the exception of weekends, statutory and customary days and Public holidays. Residents and Mary Chapman Court residents will pay a one-off annual fee.

Holders of non-stipendiary permits will not be charged to park.

Parking is free for both Group A & B permit holders at weekends, public holidays customary and statutory days. Group B permit holders must pay the published visitor parking fee at all other times.

Any member of staff or student who is not registered as a permit holder must pay the published visitor parking fees at all time throughout the year.

Motorcycles are allowed to park free of charge, but must not be parked in vehicle parking bays.

14. Payment of Parking Fees – Group A Permit Holders

UEA payroll members of the Scheme will be required to pay for their parking fees through the payroll system.

Students and other members who are not on the UEA payroll must pay for their parking fees via direct debit from their bank account. If at any time a bank returns a direct debit as unpaid the standard finance charge will be applied by Finance Division in addition to the debt owed.

Holders of “Resident” permits will be required to pay the annual fee in cash or by cheque. The Travel & Transport Team are unable to accept debit or credit cards.

For those members of the Scheme who park on the Main or North/West Car Parks, the process of swiping in and out of the car park will automatically debit their salary or bank account monthly in arrears.

It is important that members swipe IN and OUT for the correct amount to be debited. Failure to swipe at the entrance and exits could lead to a longer charge period being debited to your account.

Scratchcards – for the use on the inner site parking areas can be purchased from The Lodge. The cost of such cards will be collected from salary or bank account via direct debit, as above.

Members must produce their Campus card to verify membership of the Scheme when purchasing scratchcards.

Note: Staff and ‘other’ members of the Scheme who usually park on the Main Car Park are advised to retain a supply of scratchcards in their vehicle; this is due to the fact that if the Main car park is full staff and ‘other’ permit holders will be redirected to the other car parks where scratchcards will need to be displayed.

15. Permits, Scratchcards and Campus/Access Cards

All permits and scratchcards are identified with the member’s unique scheme number and the registration number of the member’s vehicle.

Permits and scratchcards are not transferable.

Members of the Scheme are wholly responsible for the use of their Campus access card, permit and scratchcards and as such will be held liable for any costs associated with any misuse of these items by person(s) known or unknown.

Permits and Campus access cards remain the property of the University at all times and may be recalled or disabled upon evidence of misuse or failure to observe the University Vehicle Regulations.

Permits, Campus/Access Cards and Scratchcards are issued on the clear understanding that no liability shall be attached to the University for any loss, damage or injury to the vehicle or to

any property or person as a result of the use of the permit, campus/access or scratchcard for access and/or parking purposes.

16 Enforcement

Serious breaches of the University Vehicle Regulations, a failure to pay parking fees or honour direct debit payments or any serious misconduct towards any member of staff involved in implementing the Regulations may lead to the revocation of an individual's Group A or B permit and any future application for the Scheme may be denied.

The following infringements will constitute breaches of the Regulations and attract sanctions:

- Failure to display Group A or B permit at any time
- Failure to display valid scratchcard or pay and display ticket
- Alteration, defacement or forgery of any permit, scratchcard or parking ticket.
- Overnight parking without authority
- Failure to pay appropriate parking fee on Main Car Park
- Failure to park within a marked bay
- Parking on any designated no parking areas including yellow or white hatching and yellow lines
- Parking on any footpath, cycle path or pedestrianised area
- Parking on grass verges or other grassed areas
- Parking on the roadways and footpaths in Earlham Park
- Parking in a designated bay e.g. disabled bay, loading bay, visitor parking areas etc
- Obstruction of fire exits, entrances, access areas or loading bays or causing any other obstruction to Campus users
- Failure to conform to any traffic sign or speed limit on University property or any other relevant Road Traffic legislative requirement normally applicable on the general highway

17. Cyclists

Cyclists are expected to conform to all traffic signs and directions as they would on the public highway.

Cyclists are prohibited from cycling on the footpath, unless designated as a cycle way.

Cyclists who ride in the dark are required by law to have lights. These must be white at the front and red at the rear.

18. Observance of Regulations

Any motor vehicle, including motorcycles, used or parked on any University property must comply with all relevant Road Traffic legislation in relation to the use of vehicles on roads, e.g. insurance, vehicle excise licence, test certificates, construction and use regulations, etc. The driver must hold a valid driving licence for the class of vehicle registered.

All vehicles, including pedal cycles, used or parked on any University property will be required to observe all road traffic signs and all provisions of the Road Traffic Acts and associated Road Traffic Regulations.

Any breach of these vehicle Regulations or the requirements of the Road Traffic Act and its Regulations shall be dealt with by the imposition of sanctions as described below.

19. Enforcement Procedures

Permit Holders

1. Security staff will note details of any vehicle breaching the Vehicle Regulations and will take a digital photograph providing conclusive evidence of the breach.
2. Members registered with the University Car Park Scheme will be dealt with by way of an infringement notice affixed to the windscreen of the vehicle.
3. After receiving two infringement notices within a rolling year, the member of staff or student involved will receive an email from Campus Services Manager advising them that they have received two infringements and that any further breach will result in suspension from the Car Park Scheme.
4. The receipt of a third infringement will result in a 12 week suspension from the University Car Park Scheme and the campus card will be suspended for parking purposes.
5. Following the third infringement, a letter will be sent by the Campus Services Manager advising the member of staff or student that the 12 week suspension be enforced. The letter will give details of the dates of the suspension and will require the member to return the vehicle's permit to the Lodge before the start date of the suspension.
6. Failure to return the vehicle's permit will result in relevant Dean/Head of Division/Dean of Students being informed so that the appropriate disciplinary action can be taken.
7. The suspension will not start until the Monday after the week following the date of the letter to enable the individual to make alternative travel arrangements.

Example: Third infringement logged on Tuesday 14th December. Letter sent Wednesday 15th December. Vehicle permit to be returned by Sunday 26th December. Suspension from the Scheme commences on Monday 27th December for 12 weeks.

8. Each infringement will be entered onto a database and after a 12 month period the infringement will be deleted.

All relevant reports and digital photographs will be retained for the same 12 month period to present as conclusive evidence in any subsequent appeal.

9. The scheme member may only park on Campus during the suspension if they are prepared to pay the standard visitor parking charges applicable at the time. During the period of suspension they will be treated for charging purposes as visitors. If the scheme member parks on Campus without paying the appropriate charges they may be subject to a CPN (Civil Penalty Notice).

Non-Permit Holders

Where a vehicle is found to have infringed the University's Vehicle Regulations it may be subject to a Civil Penalty Notice (CPN) and subsequent fine. As part of the issuing of a CPN, Security staff will note details of any vehicle breaching the Vehicle Regulations and will take a digital photograph providing conclusive evidence of the breach.

The CPN scheme is administered by an outside contractor, "The Car Parking Partnerships Co", and recipients of CPN's should follow the instructions on the notice. All correspondence in the first instance must be with Car Parking Partnership; contact details are provided on the CPN.

20. Removal of Vehicles

Any vehicle brought onto University property that is parked in breach of the Regulations or that appears to have been abandoned may be removed.

The University shall not be liable for any damage suffered by a vehicle removed under these Regulations, nor while in any place to which it is removed.

The University may employ the services of a garage or other motoring business or organisation to effect the removal and the person in whose name the vehicle was or should have been registered shall pay such removal costs.

Any vehicle removed under these Regulations that remain unclaimed for a period of fifteen days may be sold by the University (acting as agent of the owner). If the owner's whereabouts are known to the University, the University will account to the owner for the sale price (without interest), subject to the deduction by the University of any charge arising under these Regulations or arising out of the sale. Where the owner's whereabouts are not known, the University will retain the sale proceeds for twelve months, against the possibility of a claim for reimbursement from the (former) owner. In the absence of any such claim, the University shall be at liberty to use the sale proceeds in a manner of its choosing.

Notification of removal and impending sale will be by letter sent to the user's School of study or Department within the University (where relevant) and to the owner (if different from the user or if not a member of the University community and provided the owner's whereabouts are known to the University) within seven days of removal. The University will be under no obligation to obtain the best sale price.

21. Notification and Revocation

The acceptance by the University of an application to register a vehicle shall be deemed to institute the grant by the University in accordance with these Regulations of an immediately revocable licence in respect of that vehicle within the precincts of any University property. The licence shall in any event be revoked automatically when the licensee ceases to be either a student of the University, or a non-student member or employee of the University or an authorised user. The use of a vehicle within the precincts of any University property by a student, non-student member or employee of the University without notification having been accepted under these Regulations shall be a trespass.

22 Definition

'University' referred to in these Regulations means 'The University of East Anglia', including any of its officers, members of its staff, employees, students, licences or agents.

'University Property' shall include all property at any under the direct control of the University.