

Parking Regulations for Motor Vehicles

2008-09 Academic Year

1 Introduction

The University of Chichester (The University) has nearly 750 parking spaces situated at its two campuses at Bishop Otter and Bognor Regis and at its Halls of Residence to satisfy a population of about 5,500 students, staff, and visitors.

Demand for car park spaces exceeds the spaces available, which is particularly acute during term time. Therefore, parking controls and restrictions are implemented to ensure the efficient and effective operation of the University, equity of access and fairness.

A parking permit system is in operation throughout the University. However, the issue of a permit does not guarantee a parking space.

The following rules and instructions must be followed by all staff, students and those visiting the University.

2 General

2.1 During the Academic Year

Cars parked on either campus and at student residences are required to display a current University Parking Permit on their car windscreen or an authorised "Visitor's Permit" at all times during the periods specified below.

The relevant dates in 2008-09 are:

Monday 8 September	-	Friday 19 December 2008
Monday 4 January	-	Friday 5 June 2009
<i>All dates inclusive</i>		

A valid parking permit must be displayed between 0800 and 1700 hours, (8.00 am and 5.00 pm) Monday to Friday, throughout the University's core teaching year. i.e. between the dates shown above.

Camper vans, trailers, caravans, etc; are not permitted to park on campus without express permission from the Estates Office.

2.2 At any time throughout the calendar year

Cars should not be left on either campus between the hours of 0200 and 0600 hours. Any car left on campus during this period will be required to pay a **£10.00** fee for each and every period and to display a valid ticket in the car windscreen, even if displaying a standard University Parking Permit.

The **£10.00** overnight pass can be purchased at the Student Union, Conference and Accommodation Office and Security Office. Special Permits will be issued to

residential conference guests, 'Blue Badge' holders, student wardens and to those staff and contractors who are required to work between 0200 and 0600 hours.

Resident students (other than Wardens and 'Blue Badge' holders) are not permitted to park on campus at any time, except when arriving/departing at the beginning/end of term.

It is the responsibility of drivers to ensure that they park their vehicles in a marked bay. Emergency vehicle access routes must be kept clear at all times and vehicles parked outside of marked bays are liable to be towed away at the owner's expense.

3 Car Parks

3.1 Available Spaces

The following car parks are generally available but are subject to change without prior notice.

Bishop Otter Campus

	Spaces	
University House	18	
Gatehouse	11	
Security Main entrance	16	
Learning Resources Centre [Front]	5	(5 x 30 minute bays)
Learning Resources Centre [Main]	42	
Main Car Park	350	(1 x 30 minute bay)
Pinewood House	9	
Havenstoke Close	24	

Bognor Regis Campus

Mordington	30	
Dome	12	
Security: Main Entrance	5	(5 x 30 minute bays)
Mead Lane Car Park	97	
Longbrook	29	
London Road Car Park *	50	

**London Road car park is restricted for the use of Bognor Regis based students only.*

3.2 Motorcycle Parking

There are approximately 7 motorcycle parking spaces at Bishop Otter and 10 at Bognor Regis. There is no charge for motorcycles parked in these designated spaces.

3.3 Cycle Spaces

There are approximately 190 covered cycle spaces at Bishop Otter and 80 covered spaces at Bognor Regis. There is no charge for cycles parked in these spaces. However, a returnable deposit of **£5.00** is required to obtain a gate release card to the secure cycle compound at Bishop Otter campus. The gate release card can be obtained from the Conference and Accommodation Office.

3.4 Car Parking for Visitors on University Business

A limited number of visitors' spaces at each campus can be booked in advance through the Estates Office (carparking@chi.ac.uk). Spaces are allocated on a first come first served basis and cannot be guaranteed.

3.5 Disabled Users Parking Spaces

These are located as follows:

Bishop Otter

Security: Main Entrance

7

Main Car Park ArtOne

5

LRC – Front

2

Havenstoke Close

1

Bognor Regis

Security: Main Entrance

1

Mead Lane

4

Longbrook

2

3.6 Short-stay spaces

There are a limited number of 30 minute short-stay bays available, as indicated in the table at 3.1 above. Parking permits are not required in these bays. Parking over 30 minutes may result in a parking penalty charge.

4 Eligibility for a Parking Permit

4.1 Students

No resident student, unless a warden or with a 'Blue Badge', can apply for a permit.

All other students are eligible to apply for a permit to park during core teaching hours.

Resident students at Pinewood House and Havenstoke Close may apply for a resident's parking permit, valid for parking (including overnight parking) at these Halls only, at a **charge of £220/annum**. Spaces are limited and are allocated on a first come first served basis and cannot be guaranteed. Vehicles parked in these spaces must display the relevant permit.

Resident students holding a valid 'Blue Badge' must display their 'Blue Badge' and a valid University Parking Permit when parking on University property.

4.2 Staff

All staff may apply for a permit. A member of staff is generally defined as someone paid through the University payroll system. In exceptional circumstances other staff, such as volunteers and the like, may be eligible for a permit.

4.3 Persons with a disability

Students, staff and visitors displaying a local authority disabled car user badge (Blue Badge) may use the parking spaces set aside for persons with a disability. Such staff, students and visitors must display their 'Blue Badge' and a valid

University Parking Permit, which is available free of charge upon presentation of a valid 'Blue Badge'.

In very exceptional circumstances, the University will authorise temporary permit use for those not holding a local authority disabled car user badge to use the parking spaces set aside for persons with a disability. Written application should be submitted to the University's Nurse, (Bishop Otter Campus) supported by medical evidence of need and an indication of the reasons why a disabled badge is not held. However, this concession will not relieve the need to pay the appropriate car parking charges as outlined herein.

4.4 Contractors

The person authorising the work must notify the presence of contractors on site to the University's Estate Office and the Health and Safety Officer. Contractors attending site to carry out official works must park where advised by the Estate Office and display a valid 'Contractor's Permit'. Under no circumstances are emergency access routes to be obstructed or blocked.

Staff employed by Cleaning and Catering Contractors are entitled to park providing they display a valid Permit.

4.5 Visitors

Most faculties and departments hold a stock of temporary visitor permits. It is the responsibility of staff within the faculty or department to issue permits for their visitors and to advise them about these Regulations.

Staff may contact the Estates helpdesk (x 6122) for further advice on the issuing of temporary permits.

Visitors must report to Reception on arrival.

5 Applying for a parking permit

5.1 How to obtain a permit

The Conference and Accommodation Office on each campus process applications for a permit.

Staff may apply for a parking permit between 1000 and 1600 hours any weekday from 18th August 2008.

Students may apply for a parking permit between 1000 and 1600 hours from 1st September 2008.

Annual permits are valid from 1st September 2008 to 31st August 2009.

Parking enforcement will commence at both campuses from 0800 Monday 8th September 2008. All vehicles parking on campus must display a valid permit or penalty charges may be imposed, as detailed in clause 6 below.

5.2 The cost of a Permit

Parking Permits cost **£30.00** per annum or any part thereof. Parking permits for those senior staff authorised to use the barrier controlled car park at the Bishop Otter campus cost **£60.00** per annum or any part thereof.

Parking permits for senior staff based at Bognor campus will remain at **£30.00**.

5.3 Replacement permits

A fee of **£30.00** will be charged for the replacement of a lost permit. Lost permits will be blacklisted to prevent fraudulent use and only one replacement permit will be issued.

5.4 Terms of Application

An Application for a parking permit is deemed to be acceptance of the University's Parking Regulations as revised from time to time and published on 'Portia'.

The permit is issued to the driver, not the car, and it is the responsibility of the car-owner to ensure that Conference and Accommodation office has an up-to-date record of the car they are using.

The purchase of a permit should not be construed as a guarantee to be able to park.

Staff Permits must be returned to Human Resources on termination of employment. No refunds will be made for returned permits.

5.5 Pay and Display

Pay and Display regulations operate for overnight parking as detailed at 2.2 above.

6 Penalties and Sanctions

Students, staff and visitors who contravene these regulations unfairly penalise their colleagues. The University employs a registered external agent to enforce the car parking regulations and collect all charges that are due.

County Parking Enforcement Agency Ltd [CPEA] has been engaged to monitor the use of our car-parks.

The Estates and Facilities Management Department manage the contract on behalf of the University.

6.1 Penalty Charges

Vehicles parked on University car parks which are not displaying a valid parking or visitors permit, nor displaying a valid 'pay and display' ticket as required by Clause 2.2 above of these Regulations, will be liable to a penalty charge.

Vehicles parked outside marked parking bays will be liable to a penalty charge and may be towed away.

Resident students, other than Wardens and 'Blue Badge' holders found to be parking on University property at any time (except when arriving/departing at the beginning/end of term) are liable to receive a penalty charge for any occurrence in each 24 hour period and persistent offenders may have their Residential Licence Agreement withdrawn.

Any vehicle parked in a disabled bay without displaying a valid 'Blue Badge' and a valid University parking permit will be liable to receive a parking penalty charge.

6.2 Towing away

The University will authorise the towing away of any vehicle that poses a health and safety risk, obstructs fire access and egress points, impedes the business activities of the University, persistently contravenes these regulations, or appears abandoned.

A notice will be applied to the vehicle generally giving at least 24 hours notice of the intention to tow away. However, where the vehicle poses a health and safety risk or seriously impeded the business of the University, immediate action will be taken.

The decision to authorise the towing away of a vehicle rests with Director of Estates and Facilities Management or, in his absence, a member of the Vice Chancellor's Group.

6.3 Penalty Charge rates

The penalty charge, at the time of publication of these regulations is **£80.00** but discounted to **£40.00** if paid within 14 days and for towing away the charge is **£150.00**. These charges are subject to change and will be displayed on the information boards at each location.

Queuing or waiting in College Lane will be deemed a violation of these Regulations and offenders are liable to have their parking permit revoked.

6.4 Appeals

Appeals against a Charge Penalty Notice must be submitted within seven days of the date on the Notice to:

County Parking Enforcement Agency Ltd
PO Box 548,
Northampton,
NN7 3WR

The Appeal may exceptionally be considered by the University's Director of Estates and Facilities Management whose decision will be final.

7 Vehicles on campus

Any vehicle brought onto either of the University's campuses or residences must be road worthy, hold a valid Road Fund Licence, an MOT certificate (where applicable) and be insured.

8 Impact of car use in the local community

The high number of car journeys to and from the University's campuses has a significant impact on the local community. In particular, inconsiderate and indiscriminate parking on roads surrounding the campuses causes local residents inconvenience, disturbance and anxiety. Many of the neighbouring roads are narrow and when congested with parked cars can be difficult to pass especially for emergency vehicles.

The University wishes to be a 'good neighbour' as well as supporting the needs of our staff and students. The University will work closely with the Local Authority and Police Community Support Officers (PCSO) to find solutions to parking congestion on the roads around the campuses. The University supports the actions of the PCSO to ticket and remove cars on the public highway that contravene the road traffic act.

The University will consider disciplinary action against any members of staff or students who persistently contravene the regulations and/or damage the reputation of the University.

9 The University's Liability.

Vehicles are parked at their owner's risk and the University does not accept any responsibility for the loss/damage to vehicles parked or travelling on University property, or to vehicles that have to be removed.

10 Sustainability and a Green Travel Plan

The University is committed to environmental sustainability and developing its Environmental Strategy and Green Travel Plan to support the activities of the University and to mitigate the impact on the environment.

These regulations will be reviewed during the 2008-09 academic year alongside a review of the Environmental Strategy and Green Travel Plan.

The Parking Regulations for Motor Vehicles for the 2008 – 09 Academic Year were approved by the Vice Chancellor's Group on 5 August 2008.