

Motor Vehicles, Car Parking Policy and Regulations



**Harper Adams
University**

AUGUST 2017

Motor Vehicles, Car Parking Policy and Regulations

Vehicles should be driven in a safe manner at all times and at a low speed (i.e. less than 10 mph) on University roads and car parks. The public roads passing through the University campus are extremely narrow and are subject to a 30mph speed limit.

Reckless driving or misuse of a motor vehicle on or around the University premises has the risk of injury and of bringing the University into disrepute and will be considered a disciplinary matter that could lead to suspension of the student or curtailment of parking rights. The police will be informed of any such incidents and this could result in prosecution.

The University's policy is to seek to optimise the use and security of car parking facilities for the maximum benefit of the University community. This document sets out the University's approach to car parking on its property and the regulations with which students and staff are expected to comply when using University car parking facilities. The Universities parking arrangements are managed by First Parking LLP.

Please refer any queries to carparking@harper-adams.ac.uk or the Facilities Manager in M23 next to Reception or on Ext. 5023.

Please note these regulations may be subject to change at any time, staff and students will be notified via email and notices on campus.

Access to Car Parking Facilities

Registered students, members of staff and visitors to the University all need to be accommodated in the limited car parking facilities available to the University. A registration system is used for students and staff so that information about vehicles regularly using University facilities can be maintained. In the interest of security all students must ensure their vehicles are registered and that details are kept up to date. Any change of vehicle must be updated on the Harper Adams University Portal as soon as possible. In previous years a physical permit has been issued, however from the 2016/17 academic year the registration process changed to electronically record vehicles on a database. Please note physical permits will only be issued for exceptional circumstances. Any issues with the registration process may be reported to either carparking@harper-adams.ac.uk or the Facilities Manager in M23 next to Reception or on Ext. 5023.

Although registered users may register multiple vehicles they may only park one vehicle on campus at any one time, unless permission has been granted by the Facilities Department.

Designated Parking Areas

Car parking on campus is based on zones, which are shown on the campus map available on the University web site. <http://www.harper-adams.ac.uk/documents/Campus-plan.pdf>

Staff car parking is permitted in two main zones, the Staff Zone (Brown) and the Overflow Zone (Yellow/Purple).

Visitors may parking in any zone on campus as long as registered and a Visitor Parking Permit is displayed.

Undergraduate student car parking is permitted in two main zones, the Student Zone (Blue) and the Overflow Zone (Yellow/Purple).

Postgraduate car parking is permitted in the Weston car park (Orange) and the Overflow Zone (Yellow/Purple).

If staff or students are participating in the University car-sharing scheme, they are permitted to park in the two Green Zones (Bamford Library & QMH) when two or more people are in the vehicle when it enters the designated car park, these car parks are more central to main University facilities. There are also a small number of journey share spaces in the BROWN zone for the use of staff who share a staff owned and registered vehicle ONLY.

Access to all zones is strictly on a first come first served basis. Undergraduate students are not entitled to park in the BROWN zone (Staff/Visitor car parks) or Weston car Park (Postgraduate/Visitor car park).

Postgraduate students **only**, may park in the Weston car park **unless it is in use for visitors**.

Please note that on a regular basis the Weston car park is required for open afternoons and spaces may be reserved for such events. Postgraduate students will be permitted to park in other student car parks on such occasions.

Disabled Parking

Staff or students with a recognised Blue disabled badge (which must be displayed), can park in any of the disabled bays around the University, or in any other parking bay in any of the parking zones. If anyone has a short term need to park closer to certain buildings because of a time limited illness or disability, they can be issued with a temporary Harper Adams disabled permit. Appropriate supporting evidence examples but not limited to: a doctor's letter, a letter from a hospital, the University's doctor or a nationally recognised disabled permit must be provided.

Further details can be requested by e-mailing: carparking@harper-adams.ac.uk.

Car parking is provided only for bona fide University business. The car parks may, however, be made available for public use at times determined by the University.

On occasions, it may be necessary for the University to ask car park users to move their vehicles to provide parking for special events. In such cases, the Facilities Manager and the Student Services office will be responsible for the communication of car park closures and alternative arrangements for car parking.

Where Parking is not permitted

Parking is **not permitted** in marked disabled parking spaces, unless a University recognised disabled parking permit is displayed, or in designated spaces for coaches or University vehicles.

Parking is also **not permitted** in the following areas:

- i) Caynton Road or Flatt Road
- ii) On University service roads (e.g. outside the Foulkes Crowther Building, Gloucester Hall, Regional Food Academy, Postgraduate Development Centre, around Weston Car Park, etc.)
- iii) The bus lay-by at the University crossroads or Outside the Farm Seminar Room
- iv) Outside the gymnasium in non-designated parking spaces
- v) Outside any area where access is required such as waste compounds etc.

The University reserves the right to take whatever steps it sees fit to remedy a problem with any vehicle, or its apparatus, causing obstruction, nuisance or danger. For the avoidance of any doubt, a vehicle that is not parked in a designated car parking space, or an unregistered vehicle may be subject to this enforcement. Examples include inappropriate use of disabled spaces, bus bays, blocking access roads, parking at the end of rows outside of designated bays, grassed areas, students parking in staff spaces (note that this list is not exhaustive and is intended for guidance only).

If the University incurs additional charges as a result of access being blocked (such as additional waste collections) the University reserves the right to apply disciplinary sanctions as appropriate and outlined in the Staff/Student Disciplinary Policies.

University facilities must not be used to store vehicles which are subject to a Statutory Off-Road Notification (SORN); or used to park a vehicle that is intended to be used for spare parts or otherwise abandoned. In such circumstances, the University reserves the right to report the vehicle to the relevant authorities.

Parking Permits: Physical or Electronic

Parking permits may be issued as an electronic virtual permit held within the registration system (normal) or a physical permit for display in the windscreen (exceptional). Staff and Students registering their vehicles at the University will be deemed to have accepted the parking policy and associated procedures, as part of their registration, this is repeated every year for students. Staff and Students can register their vehicle via the Harper Adams University Portal and must record any subsequent changes of vehicle via the Portal. Students should register their vehicle in advance of arriving on campus, information about the vehicle details and owners will be maintained in a University system in the interest of security and for the purpose of enforcing the parking policy.

Control of car parking will be delivered by:

- In the event of Physical Permits being issued the person registering the vehicle will on collection of the permit be deemed to have accepted the University Motor Vehicles, Car Parking Policy and Regulations. Physical Permits will only be issued in exceptional circumstances for example:
 - In event of a failure of the electronic based system
 - Temporary permits issued by the Facilities Manager such as to cover special events, or temporary disabled permits etc.
- Staff Permits (electronic), are created when Staff register their vehicle details when they join the University. By registering or updating their vehicle details staff are accepting and agreeing to conform to the University Parking Regulations;
- Student Permits (electronic), are created annually when students register their vehicle details. By registering or updating their vehicle details students are accepting and agreeing to conform to the University Parking Regulations;

Spot checks of permits/registrations and inappropriate parking are carried out by patrolling staff using Automatic Number Plate Recognition software, together with the use of photographic evidence of any inappropriate parking; Warning Tickets or Parking Charge Notices will be issued where appropriate.

Signage and road markings are used to indicate designated parking areas;

- Warning notices of the penalty for unauthorised parking, and of the charge;
- Recourse to disciplinary action should any member of staff or student use physical or verbal abuse towards staff undertaking traffic control measures.

Parking Charges Notices (PCN's)

IMPORTANT INFORMATION – Under British Parking Association regulations, Harper Adams University is no longer able to act as the first point of contact should staff or students have any queries relation to Parking Charge Notices that have been issued for their vehicles. The University can only consider an appeal referred to it by First Parking. **Should you receive a PCN, please follow the instructions on the notice.**

PLEASE DO NOT IGNORE A TICKET

Inappropriate Parking/Breach of University Parking Policy

Breaches of these regulations will be dealt with by the issuing of a £30 Parking Charge Notice (PCN) which is enforceable under contract law. If issued with a parking charge notice you are required to pay £30 with 28 days, or the reduced amount of £20 within 14 days, payments should be made as per the instructions on the Parking Charge Notice. Anyone receiving a PCN has the right to appeal (in line with the instructions on the PCN), all appeals must be directed to First Parking whose contact information is given on the PCN, this will ensure rights under POPLA (Parking on Private Land Appeals) & POFA (Protection of Freedoms Act) are maintained. The appeal will be passed to the University for investigation and response. The parking operator will then contact the person with the outcome either appeal 'Accepted' PCN cancelled, or appeal 'Rejected'. If the appeal is rejected the appellant has the right to contest the PCN further under POPLA via instructions given with the rejection notice.

If after 28 days since the issue of the PCN, no payment has been made or no appeal lodged, keeper details will be requested from the DVLA, and a notice to keeper letter will be sent to the registered keeper. At this point Harper Adams University will be able to request those details from First Parking as an approved Operator under British Parking Association Regulations. This information will be used for car parking purposes only, and be used to identify the driver on site, and for the University to follow-up using internal procedures.

Failure to pay the PCN after 56 days will be dealt with by the University as an approved Debt Recovery Agent, by letter, requiring the driver to attend a meeting with the Student Services Manager (students) or Line Manager (staff) along with a member of the Car Parking team to explain the reasons. In the absence of a satisfactory answer, the University may issue the Student/Staff member with an invoice requiring payment and / or disciplinary procedures may be considered.

Please refer to the Portal for information about the Staff Disciplinary Policy and the Student Handbook for the Student Disciplinary Policy

Failure to attend this meeting without a written and valid reason will result in an invoice from the university (acting as a debt recovery agent for the car parking operator), and / or possible disciplinary action.

Student Services may apply student disciplinary sanctions as appropriate in relation to the following breaches (as outlined in the student policy):

<http://www.harper-adams.ac.uk/documents/Student-Disciplinary-Policy.pdf>

Extracts of relevant items from Student Disciplinary Policy

1. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
2. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee or governor of the University or any authorised visitor to the University;
9. Misuse or unauthorised use of University premises or items of property, including computer misuse;
12. Failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given.

Visitors

Visitors to the University for overnight conferences, short courses etc. may park their vehicles on site and will be provided with a permit/electronic registration, by the Short Course and Conference Office, or hosting department as part of their joining instructions.

Appeals/Complaints Procedure – Outside of POPLA or POFA

In addition to the appeals process operated by the Parking Operator, the Estates and Facilities Department will take seriously all car parking complaints and will deal with them within 5 working days. Many complaints will be concerned with relatively minor and everyday matters which can and should be resolved quickly by the complainant raising the issue informally with the department. The department welcomes constructive criticism and where complaints cannot be resolved amicably, management will investigate. However, where problems cannot be resolved by informal means a formal procedure will be followed.

If you have a complaint over how you have been treated, please follow the recognised University complaints / grievance procedure

- In the first instance raise this with the Student Services Office (students only) or the Security and Portering Operations Officer, (staff/students) who will attempt to resolve the complaint by informal discussion.
- If the complaint is of such a serious nature to be put into writing, it can be emailed to the Security and Portering Operations Officer (dharding@harper-adams.ac.uk) or the Student Services Manager, as appropriate;
- The complainant will be contacted within five working days with a response;
- The complaint will be investigated and the complainant will be updated regularly on its progress;
- If the conclusion is accepted by the complainant, the complaint will be deemed resolved;
- If the complaint is not resolved to the satisfaction of the complainant, he/she may request a meeting with the University Secretary.

It will be the responsibility of the Estates and Facilities Manager to ensure that all relevant staff are aware of the complaint and its outcome.

The Vice-Chancellor, or an authorised member of staff, reserves the right to withdraw permission at any time for a student to use a motor vehicle on University premises.

First Parking LLP is an approved operator of the British Parking Association

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