

Car Parking Policy

Version Number 3.5

Effective from 1 September 2017

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Estates & Property Services**

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
T. Jones & V. Booth	Update to include removal of issue of physical annual permits	V3.5	15/08/2017: Director Estates & Facilities
W.Paterson	Amendment to parking fine information	V3.4	23/02/2017 Interim Director of Estates & Facilities
M.Stephenson	Inclusion of section 3.7.3 on information sharing	V3.3	07/12/2016 Interim Director of Estates & Facilities
V Booth	Correction of contact information for car parking fine appeals	V3.2	28/09/2016. Correction only – no approval required
T. Jones & V. Booth	Update to include pay by phone parking and speed restrictions	V3.1	Exec Dir E&PS: 15/09/2016
T. Jones	Changes to contractor parking	V3.0	Exec Dir E&PS: 16/06/2016
T. Jones	Changes in car parking places and logistics. Update into new template	V2.0	Exec Dir E&PS: 01/12/2013
T. Jones	New policy	V1.0	Dir E&PS: July 2011
Policy Management and Responsibilities:			
Owner:	The Director of Estates and Facilities has the authority to issue, implement and communicate the Car Parking Policy in a fair and consistent manner and has delegated responsibility to: <ul style="list-style-type: none"> • Head of Security & Community Support for day to day management and authorship of the policy; • E&F Admin Support Team to administer the process; • E&F Security staff to direct traffic on campus, regulate entry to car parks, exercise control over parking and enforce this car parking policy. 		
Others with responsibilities (please specify):	All car park users must comply with this policy, in particular section 3.9 Car Park Users Responsibilities		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	Submitted Sep 2016		
Legal implications (LPG)	N/A		
Information Governance (LPG)	Support with policy template		
Student facing procedures (QEO)	N/A		
UKVI Compliance (Student Admin)	N/A		
Consultation:			
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	N/A		
Review:			
Review due:	2 years by August 2019		
Document location:	University Policy Pages at http://www.salford.ac.uk/policies		
The owner and author are responsible for publicising this policy document.			

1.0. **1.0 Purpose**

The purpose of the document is to give clear guidance to all car park users what car parks are available and to whom, how much the user will pay and the responsibilities of the user.

2.0. **2.0 Scope**

The policy covers car parking arrangements for the University including Students, Staff, Visitors and Contractors excluding MCUK.

3.0. **3.0 Policy Statements**

3.1 General conditions

- a. The parking scheme runs annually from 1 October. The number of sessions issued is not limited and these are issued on a demand basis. Estates and Property Services reserve the right to review this aspect on a yearly basis. High over-subscription of available spaces means that a permit holder only has the right to hunt for a space. It does not guarantee that a space will be available.
- b. Where a user has subscribed to the annual parking scheme only one vehicle per registered user may be parked on campus at any one time. Persons lending or borrowing, aiding and abetting, counselling or procuring such misuse of parking rights are liable to have these rights revoked.
- c. University Security patrol all areas of the University throughout the day and night and there is an extensive CCTV (with digital video recording) system. However, all vehicles are parked on University sites at the owner's risk and the University is not liable for any loss of or damage to vehicles or personal property left on its car parks.
- d. The University reserves the right to prohibit or restrict access to any area at any time or to change the usage of any individual car park without prior notice.
- e. Car parks are for the use of University staff, students, visitors and contractors carrying out works for the University only. They are not open to the general public.

3.2 Disabled parking

- a. The University is committed to ensuring that accessibility to its sites is improved for all students, staff and visitors. The University provides a number of disabled parking spaces; however, a disabled parking permit is not a guarantee of a disabled space, but entitles the holder to use such spaces when they are available.
- b. Disabled staff and students, who are blue badge holders and require the use of a motor vehicle to enable them to travel to and from the University, are exempted from any fee, but must display their blue badge.

3.3 Temporary Disabled parking

- a. Staff and students with a temporary mobility issue may apply for a temporary disabled pass.
- b. This is not issued free of charge. Applicants will be required to purchase an annual session or show proof of purchase of a monthly PaybyPhone session.

- c. Applications for temporary disabled passes will be referred to Human Resources or AskUS for assessment. Temporary disabled parking permits will be reassessed at regular intervals and further clarification of ongoing mobility issues may be requested.
- d. Temporary disabled staff and students will be able to access all disabled bays on the University Campus.

3.4 Visitor, Conference and event parking

- a. Schools and Professional Services must advise their visitors about the new parking arrangements. Advertised parking tariffs will apply.
- b. If the School / Professional Service wishes to pay for the visitor's parking they can obtain a day pass via their departmental Finance Officer (who can purchase them from the Estates & Property Services Support Team) or alternatively 'Whitelist' the visitor through the Departmental/School office (ensuring registration details provided are correct)
- c. It will be the responsibility of the relevant School / Professional Service to ensure any day pass is completed correctly and that their visitor is displaying the pass when parking on any University car park. The day pass must be validated for one day only.
- d. If parking is required for a Special Event or Conference and a large number of visitors are anticipated, the organiser must notify Security in advance.

Spaces cannot be reserved. Should the nearest car park be full, visitors will be redirected to the next available car park. Visitors will be subject to car parking policy/contractual agreement.
- e. The main advertised University Open Days will be free of charge to visitors if they park in designated car parks, as advised by the Head of Security and Community Support.

3.5 Contractor parking

- a. Full details of Contractor parking are included in Appendix 1: Contractor Parking Conditions.

3.6 Motor Cycles and Pedal Cycles

- a. Pedal cycles need not be registered, but should only be left in cycle racks or other suitable places, such as one of the secure cycle shelters on campus. Cycles MUST NOT be taken into buildings or attached to fixtures. Please contact the Estates Helpdesk on 295 4444 to arrange access to the shelters via your staff or student ID card.
- b. Pedal cycles, motor scooters, mopeds, motor cycles and quad bikes must not occupy parking spaces marked out for motor cars and must be parked in an orderly manner, properly secured and immobilised.
- c. Cyclists should note that all cycles causing an obstruction will be subject to immobilisation or removal.

3.7 Charges and Options for Payment

3.7.1 Annual Sessions

- a. Salaried staff can apply for an annual parking permit by completing the registration form available from the Maxwell Building Reception (conditions apply). Payment will be made by monthly deduction for the staff member's salary.
- b. Staff and students also have the option of purchasing an annual parking session from the [University online shop https://shop.salford.ac.uk/](https://shop.salford.ac.uk/)
- c. Notification regarding changes of vehicle, should be made promptly to the Estates & Facilities Support team. Parking sessions are not transferable.
- d. With effect from 1 October 2017 staff and students purchasing an annual session will no longer be required to display a permit and therefore no annual permits will be issued.
- e. Staff and students who opt to purchase an annual session, in doing so agree to share their registration details with the external parking enforcement agency. This is to ensure that they do not receive parking charge notices whilst parking on University car parks. This sharing agreement has been documented in a formal data sharing agreement to ensure compliance with the relevant Data Protection legislation.
- f. The information shared is limited to the following for each annual parking session
 - Vehicle Registration Number;
 - Whether the session has been paid for via the online shop (olo) or by salary deduction (ds).

Please note that staff and students who do not wish the University to share their information in this way, will be required to make payment for parking via alternative means i.e. via PaybyPhone or pay and display.

- g. Where a user brings a different vehicle or courtesy vehicle to the University, it is the driver's responsibility to contact the Support Team on 295 4444 (ext 54444) on arrival, otherwise a Parking Charge Notice may be issued.
- h. Annual parking rights cease when leaving the employment of the University, or where car parking rights are relinquished. Parking sessions cancelled before the end of the period to which they relate may attract a pro-rata refund for any full months left remaining in any financial year.

A request to cancel an annual session should be emailed to:

Estates-SupportTeam@salford.ac.uk

3.7.2 PaybyPhone and Pay and Display

Users of PaybyPhone can opt to pay for 2 hours, 3 hours, full day or monthly sessions at <https://www.paybyphone.co.uk>

It is the user's responsibility to set up an account and ensure that car registration and payment card details are correct and updated as necessary.

Users can also opt to pay via one of the pay and display machines on campus. Users are required to clearly display the ticket in their vehicle,

3.7.3 Charges

- a. Car parking permit fees shall cover operational costs and any planned improvements to the car parks
- b. Car Parking charges apply from 09:15 – 18.00, 7 days a week, with effect from 1 September 2017.
- c. Car parking charges will be reviewed annually by the University. The costs are in line with similar establishments in the area. Current charges can be found at:
<http://www.estates.salford.ac.uk/page/charges>
- d. Heavily subsidised parking is available to staff and students at Farmer Norton car park.
- e. 16hr and under parking sessions are available to staff who are contracted to work 16 hours or under, as determined by Human Resources.

3.8 University Responsibilities

- a. To manage the available car parking space to ensure it is used effectively.
- b. To ensure that car parking is available on as fair a basis as possible, including designated but NOT reserved disabled spaces.
- c. To provide unimpeded access to University buildings for delivery vehicles and emergency services.
- d. To ensure suitable access for contractors without impeding the usual business of the University.

3.9 Car Park Users Responsibilities

- i. All University car park users shall be deemed to be in acceptance of this car parking policy.
- ii. All car park users are required:-
 - To display clearly any pass or day ticket issued or disabled blue badge as applicable.
 - To pay any car park charges or parking infringement penalties.
 - To park only in designated spaces
 - To treat car parking staff with respect.
 - To agree to share registration details with the University's contracted Enforcement Company when purchasing an annual parking session.
- iii. All car park users are expected to observe the University's parking restrictions. Parking restrictions and penalties are displayed on notices across the University estate.

Contraventions include but are not restricted to:

- Parking without clearly displaying a valid pass/pay and display ticket at time of enforcement.
- Parking without a valid 'pay by phone' session.

- Parking in a vehicle other than that which has been registered with the scheme
- Parking outside of parking bays or causing an obstruction.
- Parking displaying an invalid pass or pay and display ticket for the day of parking
- Parking causing an obstruction/danger.
- Not parking in a designated space.
- Parking displaying an invalid pass for the vehicle registration number.
- Parking for longer than permitted.
- Parking in a disabled bay without displaying a valid disabled badge.
- Parking on double yellow lines or strictly no parking areas.
- Parking in a space or an area clearly marked as temporarily or permanently allocated for alternative use, for example in connection with maintenance or construction work, if you are not authorised to do so.

3.10 Speed restrictions on campus

It is essential that **ALL** users of vehicles (Cars, Lorries, Motorcycles or cycles) must adhere to speed restriction signage throughout all campuses for the health and safety of everyone. In the event of speeding, dangerous or reckless driving, disciplinary action may be taken against individuals who ignore these signs.

4.0. Enforcement of the Policy

- a. Car park user users should be aware that where a pass/pay and display ticket has been issued, failure to display that pass or ticket could result in being refused registration the following academic year and being issued with a Parking Charge Notice (PCN) of £60.00 reducing to £30.00 if paid within 14 days (subject to change).
- b. University Security staff have the authority to direct traffic on campus, regulate entry to the car parks, exercise control over parking and ensure compliance with this Policy, under the direction of the Head of Security. Random checks will be made of parking passes and ID Cards.
- c. The University also uses the services of a parking enforcement agent (Parking Solutions 24) to manage and control areas that are not directly supervised by University Security staff or to issue Parking Charge Notices (PCN) of £60.00 (subject to change) for contravention of the parking restrictions outlined above.
- d. If the fee remains unpaid, additional charges may be incurred. This could also lead to the withdrawal of the Users University parking permit.

4.1 Parking Appeals and Cancellation Requests

All appeals and cancellation requests must be made in writing within 28 days of the PCN either:

Online: Appeal online at www.paymypcn.net or

Post: PO Box 5419, Hove, BN52 9AN

4.2 Cancellations of Parking Charge Notice (PCN)

Circumstances where a PCN may be cancelled:

- The first Parking Charge Notice (PCN) that you receive if you have a valid University temporary disabled pass but you forgot to display it in your vehicle, it fell off the windscreen, or it was not clearly visible to the Enforcement Officer. However, any further tickets that are issued may not be cancelled. The above also applies to disabled badge holders. (Please note that cancellations will not be supported for any pay and display customers failing to display a valid ticket.).
- The first parking charge that you receive where you have input your registration number incorrectly on the pay by phone system.
- Medical illness or injury. However, you will need to provide some evidence, such as a doctor's note. If you are delayed due to a hospital or dental appointment that overran this is not usually a good enough reason as it is reasonable to expect a delay when visiting hospital or the dentist.
- Vehicle breakdown - If you are delayed due to vehicle breakdown, the PCN will normally be cancelled provided that evidence of vehicle breakdown is provided. This could be an invoice for repairs to the vehicle or a receipt for parts or a recovery sheet from a breakdown service. However, you will be expected to have made arrangements to repair or remove your vehicle within a reasonable period of time.
- Crime - If you have been a victim of crime, for example, your vehicle was stolen when the PCN was issued or you were delayed through reporting a crime to the police, then the PCN will normally be cancelled, provided you produce a Police Incident Number.
- Signs and Markings - If the signs and/or markings are missing or not visible or are unreadable at the time when you parked the PCN will normally be cancelled. However, if the yellow lines or other markings are faded, or partly eroded, but it remains clear what the restriction is, then the PCN will probably not be cancelled. Enforcement Officers check that the signs and lines are correct before issuing a PCN.

5.0. Related Documentation

Car parking provision is listed on the Estates & Property Services webpages at

http://www.estates.salford.ac.uk/page/car_parking

Online purchase of annual parking permits at <https://shop.salford.ac.uk/>

6.0. Appendices

Appendix 1: Contractor Parking and Deliveries

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1. All Contractor's official vehicles, trucks, vans etc., used for daily deliveries and offloading or collection of plant, tools and equipment are given free access at any time. These vehicles will be required to vacate site, once they have completed their task.
2. Contractors will be allowed parking within the constraints of the designated Contractors Compound (as agreed with the Project Manager/Project Officer and Head of Security or his Deputy). Usually, this covers parking for the site agent only unless otherwise agreed with the Project Manager/Project Officer.
3. All Contractors' workmen not parking in the Contractors compound area (including management and subcontractors) and arriving by car may purchase a valid session for use at the **FARMER NORTON CAR PARK only** at the advertised tariffs.
4. All Contractors' vans or trucks have the option of either parking on the Farmer Norton site or finding alternative parking arrangements off site.
5. The University however cannot guarantee parking at any of its Car Parks and will not be held liable for any additional costs incurred due to the inability of the Contractor to park on the University premises.
6. The Contractor will be fully responsible for their vehicles including those of their subcontractors and suppliers whilst on University premises.
7. Any vehicles parked in restricted areas on the University Campus must be removed at once or they will be subject to a parking charge notice.
8. Traffic around the University Campus must not exceed 5mph.