



CAR PARKING POLICY AND REGULATIONS

August 2024

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Document title	
Car Park Policy and Regulation	
Document author and department	
Adam Mason – Estates and Campus Services	
Approving body	
University Executive Board	
Date of approval	
22 April 2024	
Review date	
August 2025	
Edition no.	
2	
ID Code	
198	
Date of effect	
August 2024	
For a) public access online internet or b) staff only intranet?	Both
<p>External queries relating to the document to be referred in the first instance to the Corporate Governance team: email corporate-governance@port.ac.uk</p> <p>If you need this document in an alternative format, please email corporate.communications@port.ac.uk</p>	

SUMMARY

What is this document about?

Policy and Regulation for the Parking of Vehicles, Motorcycles and Bicycles on University Premises

Who is this for?

Staff, Students, Contractors and Visitors

How does the University check this is followed?

Installed ANPR Camera and Permit Software

Who can you contact if you have any queries about this document?

Estates and Campus Services Helpdesk on 02392846677 or email car.parking@port.ac.uk

Executive summary

Given the restricted capacity of university parking facilities, allocation is feasible only for vehicles owned by faculty, students, visitors, lessees, and contractors within university premises. In response to this constraint, the university has implemented a structured parking permit system governed by established policies and regulations. The policy and regulations also provide guidance on compliance for vehicle, motorcycle, and bicycle users while on university premises.

1. PURPOSE

University parking facilities have limited capacity to accommodate vehicles belonging to Staff, Students, Visitors, Tenants, and Contractors on campus. To effectively manage this, a structured policy and regulation framework has been established to govern eligibility for parking permits. This system is designed to control access for staff, students, visitors, contractors, and property tenants, ensuring a manageable and appropriate allocation of parking spaces. Furthermore, the policy and regulations delineate compliance requirements for users of vehicles, motorcycles, and bicycles on university premises.

2. SCOPE

The policy and regulation apply to all car parks and bicycle facilities managed by the University and applies to all Staff, Students, Visitors, Contractors and Property Tenants who want to use car parks and bicycle facilities.

3. POLICY

3.1 All vehicles, motorcycles, and bicycles left on university premises are at the owner's risk, and the university cannot accept responsibility for individual safety or the security of their vehicle, motorcycle, bicycle, or property.

Exclusion Zone

3.2 A two-mile exclusion zone around the University has been implemented, limiting access to University car parks. This exclusion zone is measured from University House (PO1 2UP), excluding Gosport, and is calculated based on direct distance. Individuals falling within this radius, including staff, non-payroll workers, or non-University staff members working in university-owned buildings, are ineligible to apply for a staff parking permit. However, there are specific exceptions to this policy.

3.2.1 Disabled staff living within the exclusion zone may apply for a disabled parking permit. Application is made via the online portal, which will verify your eligibility to receive a permit.

3.2.2 Staff residing within the exclusion zone may qualify for a permit under certain circumstances, such as having a dependent child under the age of 11 or demonstrating other caring responsibilities. Additionally, eligibility extends to those who work nonstandard hours where public transportation options are limited. Documentation substantiating these conditions must accompany the permit application. Staff members are mandated to meet one of the following criteria based on demonstrated need:

3.2.3 Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare

3.2.4 Caring responsibilities for a disabled, elderly or ill dependent

3.2.5 Public transport is unavailable between 9 pm and 6.30 am to support the applicant's contractual or required obligations to work.

3.2.6 Other staff whose role is critical to the university's business operations continuity. The Director of Estates and Campus Services will agree on the relevant roles.

3.2.7 Staff living in the exclusion zone will be permitted to use the car parks in exceptional circumstances as agreed by the FM Soft Services Facilities Manager, such as attendance for emergencies, staff working extended hours during confirmation and clearing, essential University-related business etc., but will be expected to pay the appropriate charges. Applications will need to be made to car.parking@port.ac.uk

3.2.8 Governors are exempt from the exclusion zone. External Governors are treated as visitors and are not required to pay parking charges.

Parking Permits

3.3 All staff who are registered disabled blue badge holders are eligible to apply for an annual car parking permit (proof is required).

3.4 Staff and non-payroll staff outside the exclusion zone with a payroll number can apply for a car parking permit with a UoP email address.

3.5 Students are eligible for parking permits in the University's car parks if they can provide evidence that:

They are a registered disabled blue badge holder (proof is required). Eligible disabled students who are blue badge holders are exempt from charges as a reasonable adjustment.

OR

They have exceptional circumstances or restricted public transport from their home address, which must be outside the PO1-PO6 areas (a cover letter is required with the application).

We meticulously assess permit requests against specific criteria, with the business deeming travel durations exceeding two hours in one direction exceptional. For travel durations under two hours, the criteria outlined below are thoroughly examined, and permits are granted at the discretion of the FM Soft Service Facilities Manager.

- Location
- Travel time – train, bus & walking
- Availability of public transport to & From the University
- Arrival at 9 am for lectures
- Walking distance – over 30 minutes
- Environment safety - street lighting/pavement / safe walking
- Childcare for children under the age of 11

Students are eligible for a parking permit if they are registered disabled blue badge holders (proof is required). As a reasonable adjustment, eligible disabled students who are blue badge holders are exempt from charges.

Or

Students have exceptional circumstances or restricted public transport from their home address, which must be outside the PO1-PO6 areas (a cover letter is required with the application).

3.6 Car parking permit charges from 2024

You will add your parking credit to the new parking portal. You must ensure enough credit on the system before leaving the car park. If you do not have enough credit to pay for the parking, you could be issued a Penalty Charge Notice (PCN). You will be charged for the time you are parked from the point of entry to exit at the hourly rate to the maximum daily charge as per your grade listed below. Payments are capped daily and monthly, meaning you will not be charged for more than the maximum daily or monthly amount as per your grade. Once these maximums are reached, you will be entitled to free parking until the 1st day of the following month.

Motorbikes will be charged a monthly permit fee of £20.

If you use a University vehicle to commute to and from work, you will be charged £ 42 monthly.

Student permits will be charged £125 per annum as a 12-month permit from the approval date. Payment is due upfront.

Staff charges for those staff with a parking permit are as follows:

Grade range	Total parking charge per annum	Parking Charge Per Day	Parking Charge Per Week	Parking Charge Per Hour
10-12 and above	£1,040	£4.00	£20	53p
1-9	£650	£2.50	£12.5	36p
Student Permit	£125	N/A	N/A	N/A
University Vehicles	£504	N/A	N/A	N/A
All Motorbikes	£240	N/A	N/A	N/A

Charges will be reviewed periodically and on an annual basis as a minimum.

3.7 Only one registered vehicle per staff member or student will be allowed within the car parks at any time. If two vehicles registered to the same person access the car parks, the person is at risk of receiving a PCN.

3.8 Staff, Students, Visitors, Contractors and Property Tenants are subject to the policy and regulation.

3.9 Approval to use the car parks does not guarantee a car parking space.

3.10 Individual cases of staff mobility dispensation will be granted on a temporary or permanent basis through the allocation of temporary (or permanent) use of an accessible parking bay, subject to the need identified by Occupational Health.

3.11 The University reserves the right to issue more car parking permits than spaces.

3.12 Car parking spaces cannot be reserved for members of Staff or Students.

3.13 The University reserves the right to refuse any application for a parking permit.

3.14 The University reserves the right to refuse permit holders access to spaces in car parks from time to time to accommodate approved visitors and special events.

3.15 The policy, regulation and charges for parking permits will be reviewed regularly.

4. REGULATION

4.1 The contractor responsible for traffic enforcement is contracted on behalf of the University to provide ANPR cameras within our car parks to ensure that vehicles and motorcycles on University premises adhere to the policy and regulations.

4.2 A PCN will be issued to any vehicle not registered with an approved, valid parking permit or parked illegally/ contrary to the regulations.

4.3 The contractor responsible for traffic enforcement reserves the right to remove, at the owner's expense, any vehicle parked on University premises without a valid vehicle tax.

4.4 Private caravans, mobile home vehicles, and trailers are prohibited from parking on University premises. Vehicles occupying more than one parking space are also not permitted.

4.5 Permit holders must comply with all and any additional regulations and directions issued by the University or its agents occasionally.

4.6 All users of vehicles, motorcycles, and bicycles on University premises must obey traffic signs and notices, whether permanent or temporary and follow instructions. If users fail to comply, they will be issued a PCN notice.

4.7 Only disabled drivers or those with an approved mobility dispensation are allowed to park vehicles in spaces marked for the use of disabled persons. To avoid a PCN notice being issued, parking within these spaces must display a valid, in-date blue badge or dispensation.

4.8 Holders of a University parking permit are not allowed to park in spaces reserved and marked for the use of official University vehicles, Visitors or Maintenance and Contractor Bays.

4.9 The permit holder is responsible for keeping their vehicle details updated through the online platform. It is essential that both the CCP permit and G2G payment system are kept up-to-date and the information is identical. If the records do not match, this could result in a PCN.

4.10 It is prohibited to apply for a University parking permit for a vehicle not owned or used by the permit holder.

4.11 Staff inviting Visitors and Contractors to the University must make their visitors aware of the policy and regulations. If they require a parking space, they must register with the parking team and receive approval. Spaces are limited and on a first-come, first-served basis please contact Parking Reservations on parking.reservations@port.ac.uk.

4.12 Approved Disabled permit holders must always display their Blue Badge if using accessible bays.

4.13 Appeals against a Penalty Charge Notice should be made directly with the contractor responsible for traffic enforcement. If you receive a PCN, you will need to appeal at <https://www.parkingeye.co.uk/motorist/>. You have 28 days to appeal. Once your appeal has been received, the time frame for paying your Parking Charge Notice will be effectively paused until the appeal is resolved. You can appeal through www.popla.co.uk should not be happy with the outcome of your appeal to Parking Eye.

5. CAR PARKING AND PERMIT GUIDANCE

5.1 Staff car parking

Staff living outside the exclusion zone can apply for a car parking permit. Staff living within the exclusion zone can apply for a car parking permit if they meet any of the exemption criteria listed in item 3.3. To apply for a car parking permit, please use the online portal.

5.2 Student car parking

Students can only apply for a car parking permit if they are registered disabled blue badge holders, have exception circumstances, or are restricted from using public transport from their home address, which must be outside postcodes PO1-PO6. To apply for a car parking permit, please use the online portal. Evidence will be required to support the application.

5.3 Visitor car parking

A Visitor car parking permit is valid for a day and is available from the Estates and Campus Services helpdesk on a first-come, first-served basis. Visitors must comply with this policy and regulation.

5.4 Contractor car parking

A parking permit for set periods is available for approved contractors at approved charging rates. Contractors must comply with the policy and regulations. To apply for a car parking permit, contact Estates & Campus Services Helpdesk on tel: 02392 8946677 or email: car.parking@port.ac.uk

5.5 Property tenant's car parking

An agreed number of parking permits are available to eligible approved tenants subject to payment. Tenants must comply with the policy and regulations. To apply for a car parking permit, contact Estates & Campus Services Helpdesk on tel: 02392 8946677 or email: car.parking@port.ac.uk

5.6 Pay & Display parking

Pay & Display parking is available from 4.00 pm - 7.00 am Monday - Friday and all day at weekends.

5.7 Car parking bay line colour codes

Colour-coded lines mark parking and reserved bays with signposts detailing the reservation.

5.7.1 White lines (Standard bay) - All permit holders can park in any standard white bay except for Contractors and Tenants.

5.7.2 Yellow and Blue Lines (Disabled Bay)—Only valid disabled badge holders or those with an approved mobility dispensation can park in the Yellow and Blue disabled bays.

5.7.3 Orange lines (Contractor/Maintenance bay): The Bays are for the use of Contractors, Maintenance, and Security vehicle permit holders only.

5.8 Parking offences and penalties

Staff, Students, Visitors, Contractors and Property Tenants who do not comply with the policy and regulation will be given a Penalty Charge Notice issued by the contractor responsible for traffic enforcement. As a reminder, this will occur, for example, in the following situations:

5.8.1 Please register your vehicle for a valid car parking permit.

5.8.2 Causing an Obstruction.

5.8.3 Parking on double yellow lines.

5.8.4 Parking in a bay your permit does not permit.

5.8.5 Parking in a disabled bay without an appropriate permit.

5.8.6 Parking in an area not marked for parking.

5.8.7 Failure to conform with traffic signs and notices.

5.8.8 Failure to conform with pay and display notices.

5.8.9 Failure to follow parking instructions from the contractor responsible for traffic enforcement and/or Security Officers.

5.8.10 Failure to park in or wholly within a marked bay.

5.8.11 Non-blue badge holders who park vehicles in spaces reserved and marked for the use of disabled persons or those with an approved mobility dispensation may have their permits withdrawn at the discretion of the University.

5.8.12 The University reserves the right to remove any motor vehicle parked on University Premises that contravenes the Regulations. The University has the right to recover from any person who breaches these Regulations legal or administrative costs incurred by the University in addition to any Penalty Charge Notice imposed under the Regulations. Nothing in the Regulations shall inhibit or restrict the University's other legal remedies against persons who breach these Regulations.

5.9 Appeals procedure

Appeals must be made directly to the Contractor responsible for traffic enforcement. For instructions, please see the Parking Charge Notice.

The parking system makes parking permit appeals, which the soft service facilities manager or parking administrator will review.

5.10 Failure to pay a Penalty Charge Notice

Failure to pay for a Penalty Charge Notice will be administered by the contractor responsible for traffic enforcement.

6. MOTORCYCLES PARKING ADVICE AND GUIDANCE

6.1 Motorcycles require a separate parking permit and must be parked in parking areas designated for motorcycles.

7. Bicycle Parking Advice and Guidance

7.1 Bicycles do not require parking permits but must be parked in bicycle parking areas.

7.2 In all bicycle facilities, cyclist D should lock the frame and both wheels to the stand.

7.3 E-bikes are permitted on the University Campus but must be parked in the areas designated for bicycles. They are not permitted to be stored in any University building.

7.4 All bicycles parked on University premises are left at the owners' risk.

7.5 Cyclists are required to comply with traffic regulations whilst on University premises.

7.6 Cycling on footpaths and grassed areas at the University is prohibited.

7.7 Bicycles must be parked in designated areas where stands or other facilities are provided.

7.8 Under no circumstances should bicycles be taken into buildings or parked where they are liable to cause obstruction, e.g. fire escapes, ramps for use by disabled people, attached to railings or at entrances to buildings.

7.9 Bicycles found in buildings or parked where they can cause obstruction may be removed and impounded at the cost of the owner.

7.10 Notices will be affixed to bicycles thought to be abandoned. After 28 days, bicycles deemed to have been abandoned on University premises will be removed and disposed of by the University. Security chains and other devices will be cut if necessary. A charge shall be made for the recovery of an impounded bicycle. Estates and Campus Services shall authorise the maximum charge.

7.11 UK e-scooter law states that they are not legal for road use. Riding one on the road, the cycle path, or pavement is illegal unless it's part of a trial. This means they are banned from the University Campus and not allowed in our buildings.

8. Decisions Regarding Exclusions or Eligibility

8.1 All exceptions to the exclusion zone and any other eligibility requirements relating to the car parking policy will be reviewed by a panel chaired by the Deputy Director (Facilities Management)

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