

UNIVERSITY OF BRADFORD
DEPARTMENT OF ESTATES & FACILITIES

CAR PARKING POLICY

INTRODUCTION

The University of Bradford's car parking policy seeks to clarify the regulations and restrictions for the benefit of our staff, students and visitors.

The car parking policy requires permits to be displayed on the motor vehicles of all staff, students and visitors who park in University car parks during the period of 9:00 am to 5:30 pm, Monday to Friday. Disabled staff and students who are blue badge holders, who require the use of a motor vehicle to enable them to come to the University are exempted from any fee.

The policy applies to all staff, students, contractors and visitors and covers the parking of all motor vehicles on University land.

WHY HAVE A CAR PARKING POLICY?

Like many other city centre universities our premises are inadequate to provide parking for all staff, students and visitors who wish to drive. With c3500 staff, c11000 students and only c1,200 car parking spaces there are many more applications for parking permits than parking spaces available. The number of permits available in relation to spaces has therefore been restricted to a maximum 75% over-subscription. This policy has been developed to ensure fair and orderly access to all our car parks.

BASIC PRINCIPLES OF OUR CAR PARKING POLICY

- Car parking permit fees shall cover operational costs and any planned improvements to the car parks
- High over-subscription of available spaces means that unless a permit holder has a reserved space, a parking permit only gives permission to hunt for a space. It does not guarantee that a space will be available
- The number of permits issued is limited and any student applicants living within a two-mile radius of the University are only eligible to apply for a permit under exceptional circumstances
- Provision of car parking is detrimental to the environment in that it encourages car travel as a means of commuting to work and study

CAR PARKING PROVISION

Car parking spaces are provided at the following sites for permit holders only:

City Centre Campus	Laisteridge Lane Campus	School of Management Campus	School of Health Studies Campus	Off Campus Properties
Chesham Ashfield Sports Centre Natwest Bank* Rear of Carlton Wing Carlton Entrance Professors – Front of Richmond Chesham St West End Car Park Student Central Car Park Longside Phoenix Ramp Shearbridge Green Theatre in the Mill IPI	Rear of Revis Barber Hall Nursery / Sports Pavilion	Rear of Emm Lane Emm Lane Heaton Mount Overflow 1&2	School of Health (main)	Forster Building*** Cobden Building 21 Claremont

* For Nat West Bank visitors only (time limited to 10 minutes) parking restrictions for bank only spaces apply between the hours of 09:00 am and 5:30 pm Monday to Friday

***For visitors only

STAFF PARKING

Staff who are eligible for a parking permit must apply annually from November - permit effective for the period 1 February to 31 January. The number of staff permits available is restricted and these are issued on a first come first served basis. Permits for non-salaried staff are issued once the appropriate fee has been paid. For salaried staff, payment will be by monthly deduction from the staff member's salary.

Staff must apply for permits annually and the number of staff permits issued is restricted. Permits are issued on a first come first served basis. Staff wishing to apply for a parking permit should complete an on-line application at <http://carparking.brad.ac.uk/default.asp>

For those staff who do not have an email account with the University a paper copy of the application form may be obtained from Richmond Reception, Richmond Building. Permits will be issued via internal mail.

Permits must be surrendered when leaving the employment of the University, or where car parking rights are relinquished.

STUDENT PARKING

Students must apply for permits annually and the number of student permits issued is restricted. Permits are issued on a first come first served basis. Students wishing to apply for a parking permit should complete an on-line application at <http://carparking.brad.ac.uk/default.asp>

Student permit holders resident in University and Bradford Halls may **only** park at the rear of Revis Barber Halls of residence on Laisteridge Lane between the hours of 9:00 am to 5:30 pm, Monday to Friday.

Students may only park on the Campus Car Parks for which their permit is issued.

In addition, all students may park on the City Campus after 5:30 pm until 9:00 am Monday to Friday and all times at weekends without the need for a permit.

STUDENTS NOT IN RESIDENCE

Students who are or will be living at home or in private accommodation at a distance of more than 2 miles from the City Campus; School of Health Studies or School of Management and who wish to apply for a permit should do so on-line at <http://carparking.brad.ac.uk/default.asp>
Students with parking permits for the School of Health Studies and School of Management are not permitted to park their vehicles on City Campus.

It should be duly noted that with the exception of the car park at the rear of Revis Barber Hall, all other car parks on the Laisteridge Lane Halls of Residence Complex are owned by a private company who operate a wheel clamping policy, therefore parking in any of these other car parks is strictly prohibited for University permit holders.

VISITOR PARKING

Arrangements have been made for the issue of temporary parking permits for visitors.

All visitors must present themselves to one of the University Reception Desks (Richmond Building Atrium, School of Health Studies and School of Management) to obtain a visitor parking permit.

Academic Schools/Departments wishing to hold their own supply of visitor parking permits must send an internal requisition to the main University Reception Desk in Richmond Building Atrium stating their requirements (Minimum of 100). These will be supplied in the form of scratch cards. They can be used on any date as required. They will be supplied at a cost of £1 per permit and charged back to the Schools/Departments twice a year. Visitor permits are subject to audit.

All visitors must obtain and display a valid Parking Permit clearly in the windscreen of their vehicle within 15 minutes of parking.

** Visitor permits are not available to staff and students.*

VISITOR PARKING ON OPEN/APPLICANT/RECRUITMENT DAYS

Permits for visitors for the above activities are obtainable from the main University Reception Desk Richmond Building Atrium. Academic Schools/Departments should advise the Richmond Reception of the number of permits required and the dates on which they will be used. You will be provided with a special events permit for the numbers anticipated and they will be date-stamped. These should be collected in person by the events organiser.

It should be noted however that parking for such events is very limited and organisers should encourage visitors to come by public transport wherever possible.

VISITOR PARKING FOR ANY OTHER ORGANISED EVENTS

Permits for visitors to a large organised event other than recruitment are also obtainable from the main University Reception Desk Richmond Building Atrium. Academic Schools/Departments should advise Reception of the number of permits required and the dates on which they will be used.

You will be provided with a special events permit for the numbers anticipated and they will be date-stamped. These should be collected in person by the events organiser.

It should be noted however that parking for such events is very limited and organisers should encourage visitors to come by public transport wherever possible.

CONTRACTOR AND CONSULTANT PARKING

Contractor and Consultant parking permits are held at Phoenix Northeast Building reception. All main contractors working on University projects are allowed one liveried vehicle to park in the Universities car parks. Permits must be collected and returned daily. On collection of a permit this must be clearly displayed in the vehicle windscreen. Failure to display a valid permit will result in a £60 Civil Penalty Notice.

Contractors and Consultants must comply with University Parking Regulations This is outlined on the reverse of the permit. Contractor parking is strictly prohibited in:

- Spaces reserved for a named person
- Spaces reserved for University vehicles
- Spaces reserved for Disabled drivers
- Areas cordoned off by the University
- Yellow cross-hatched areas or areas with double yellow lines or triple stripes marked on kerb edges
- Professors' car park in front of Richmond Building
- Visitor's spaces
- Spaces marked 'Reserved'
- Parking other than in a designated parking space
- An area where this may cause an obstruction

The parking of private vehicles owned by employees of contractors and sub-contractors is strictly prohibited in University car parks. Employees should use the publicly available on-street parking surrounding the University.

All Contractors must obtain and display a valid Parking Permit clearly in the windscreen of their vehicle within 15 minutes of parking.

DISABLED PARKING

Disabled members of staff and students will be issued with a permit if the use of a vehicle is essential for their mobility irrespective of their place of residence.

Disabled staff and students who are blue badge holders, who require the use of a motor vehicle to enable them to come to the University are exempted from any fee.

Members of staff and students with a temporary mobility problem may apply for a temporary disabled permit following an assessment by and recommendation from the University Disability Office. Application for temporary disabled permits will be referred to the Disabilities Office for assessment and may not be issued free.

The University of Bradford provides a number of disabled parking spaces and applicants need to apply for a special parking permit to park in one of these spaces. Demand fluctuates yearly so new applicants should apply in good time. A disabled parking permit is not a guarantee of a disabled space but entitles the holder to use such spaces when they are available.

Disabled permit holders who park on University property are not entitled to park on the following:

- Spaces reserved for a named person
- Spaces reserved for University vehicles
- Areas cordoned off by the University
- Yellow cross-hatched areas or areas with double yellow lines or triple stripes marked on kerb edges
- Spaces marked 'Reserved'
- Parking other than in a designated parking space
- An area where this may cause an obstruction

Staff and students who wish to apply for a disabled permit should complete an on-line application at <http://carparking.brad.ac.uk/default.asp>

Disabled driver only parking spaces are provided in the following car parks:

- Chesham
- Ashfield
- Sports Centre
- Rear of Carlton Wing
- Carlton Entrance
- Back of Richmond
- Phoenix Ramp
- Shearbridge Green
- Student Central Car Park
- Longside
- Emm Lane (School of Management Campus)
- School of Health Studies Car Park
- West End Car Park

OCCASIONAL USER PARKING

Occasional users may purchase 20 occasional user scratch card permits (£20.00) to a maximum of 50 per annum. Such permits are available to members of staff and students who infrequently use a motor vehicle, attend for work or study on an infrequent basis or occasionally hire vehicles for business purposes and do not require one of the regular permits. Occasional user permits can only be issued where spaces are available.

Occasional user permits can be obtained from the main University Reception Richmond Building Atrium.

TWO VEHICLE REGISTRATION SCHEME

Members of staff are permitted to register a maximum of two vehicles on their car park permit application providing the second vehicle is a second family vehicle and resides at the same address as the first registered vehicle.

Permit holders will only be provided with one permit and this should be transferred between vehicles when bringing the vehicle to site.

CRIME PREVENTION

All vehicles are parked on University sites at the owner's risk and the University accepts no liability for the safety and security of such vehicles.

Most car crime is opportunist and you can put thieves off with vigilance and by taking the following simple precautions:

- Never leave a car door unlocked or a window/sun roof open
- Do not leave any belongings on display in your car (lock them in the boot)
- Security mark your stereo and if its removable, always take it with you
- If you have a Satellite Navigation device ensure you not only remove the device but also remove any tell tale ring mark on your windscreen
- Do not leave credit cards or cheque books in a glove compartment
- Never leave your vehicle documents in your car
- Double check that all doors and windows are locked before leaving the car
- Security, patrol all areas of the University throughout the day and night and there is an extensive CCTV (with digital video recording) system for your safety. The incidence of car crime on Campus is extremely low.

To help maintain a safe University immediately report any suspicious persons or incidents to Security on 01274 236999.

PERMIT CHARGES

Income from car parking permits covers the cost of operating and maintaining the car parking system and any planned improvements to the car parks. Fees therefore cover the costs of security, lighting, ground maintenance and administration of the system. The fees also contain a 15% environmental carbon levy.

Applicant	Permit Type	Conditions	Charge (£)
Full-time Staff	Reserved	Eligible senior staff* entitled to a reserved parking space	620
	General	More than 22 contractual hours	120
	Genera	Less than 22 contractual hours	60
Students	General***	12 Month period	60
All Staff & Students	Motorcycles	12 Month period	21
	Occasional****	20 visit entitlement up to a maximum of 50 per annum	20

**Those eligible are staff holding full-time appointments that, by custom and practice, have been allocated a named reserved space prior to 1.10.93 and other staff holding appointments as Deans or Heads of Departments*

***** Occasional user permits can only be issued where spaces are available.*

ENVIRONMENT LEVY

The University has imposed a 15% fee on all permits for the development of an environmental levy fund to support transport initiatives. Small grants are available from the environmental levy to part fund transport initiatives, which have the aim of reducing staff and student car dependence. Typical initiatives include installing new bicycle storage facilities and showers, driver training on environmental driving techniques and provision of public transport information.

Any Academic School, Department or Staff and Student Organisation can apply to the fund for support for their initiative. For further information, contact the University Environmental Manager on 01274 233430.

PARKING RESTRICTIONS

Permit holders are expected to observe the University's parking restrictions. A Civil Parking Notice of £60.00 (subject to change) will be imposed in respect of any of the following offences.

- Parking in a car park for which a permit is not valid;
- Parking on double or crosshatched yellow lines;
- Parking where there are triple yellow stripes marked on the kerb edges;
- Parking without a valid disabled blue badge or university disabled permit;
- Causing an obstruction;
- Parking in a location in which a notice clearly prohibiting parking is displayed, for example outside emergency exits or plant rooms or near delivery doors;
- Parking by men drivers in spaces set aside for women drivers;

- Unauthorised parking in a reserved space or in an area clearly marked as temporarily or permanently allocated for use by visitors or, for example, in connection with maintenance or construction work;
- Parking other than in a designated parking space;
- Exceeding the stipulated waiting time where parking is restricted to 10 minutes only e.g. bank visitor area; (*Parking restrictions for bank only spaces apply between the hours of 9:00 am and 5:30 pm Monday to Friday*);
- Failing to display clearly a valid permit; (*All motor vehicles in University car parks must display a valid parking permit on the front windscreen at all times between the hours of 9:00 am and 5:30pm Monday to Friday*)

It is a requirement of the University of Bradford car parking terms and conditions that permit holders strictly observe the above parking restrictions. This ruling applies to all car parks on the City Campus, School of Health Studies, School of Management and all other car parks belonging to the University. Contravention of these restrictions could lead to the issue of a £60 Civil Parking Notice which must be paid within 28 days to University of Bradford.

CIVIL PARKING NOTICE PAYMENT

Payment can be made to the payment line on 01604 625612. Please have your ticket number and credit / debit card details available when you call. A discounted amount of £30 will be accepted if paid within 14 days. If not paid within 28 days the parking charge will increase to £75. You will incur additional charges resulting from further action being taken against you if the fee remains unpaid. This could also lead to the withdrawal of the offenders permit.

Vehicles found parked in any of the University's car parks **without** clearly displaying a valid permit will also be liable to a £60.00 Civil Parking Notice charge as per the same conditions above.

PARKING ENFORCEMENT

University Car Park Attendants and Security Staff have the authority to direct traffic on campus, regulate entry to the car parks, exercise control over parking and ensure compliance with the University's parking regulations.

Car Park Attendants and Security Staff are empowered to affix Civil Parking Notice's to motor vehicles parked in contravention of the parking regulations and to issue parking penalty charge notices to motor vehicles not displaying a relevant permit.

Car Park Attendants and Security Staff are responsible for enforcing the parking regulations, under the direction of the Security Manager.

PARKING APPEALS

Representation / Appeals regarding the issue of Civil Parking Notices will only be accepted in writing. Send all correspondence to University of Bradford, PO Box 597, Northampton. NN4 7XN.

CHANGE OF VEHICLE STAFF AND STUDENT

Any change of vehicle must be notified immediately to Richmond Reception and a 'change of vehicle form' completed. Forms can be obtained at Richmond Reception or by going to the car parking website <http://www.brad.ac.uk/admin/estates/carpolicy.php> and downloading a copy for completion, alternatively you can change your details on-line at <http://carparking.brad.ac.uk/default.asp>.

A temporary permit must be obtained from Richmond Reception Desk to display on the windscreen while the change of vehicle form is being processed.

No vehicle should be parked on University car parks without clearly displaying a valid permit on the windscreen.

Where a vehicle has been damaged and or serviced and you are provided with a courtesy vehicle a temporary permit must be obtained from Richmond Reception Desk and clearly displayed on the windscreen immediately.

Permit holders must not place permits from an existing vehicle and/or notes into any replacement vehicle which is not valid. Failure to notify such a change immediately could result in a Civil Parking Notice and or withdrawal of permit.

SURRENDERING OF PERMITS

Permits surrendered before the end of the period to which they relate may attract a pro-rata refund for any Full months left remaining where an applicable permit was purchased. For a refund to be made, the permit disc must firstly be returned to the Security Manager at Richmond Reception Desk Richmond Building Atrium together with a covering letter requesting that the appropriate amount be reimbursed. This request may also be made using the on-line system at <http://carparking.brad.ac.uk/default.asp>.

PARKING REGULATIONS

These regulations apply to all staff, students, contractors and visitors to all University car parks.

These regulations form part of the application for the issue of a parking permit and as such applicants are deemed to have read and agreed to abide by the regulations.

Anyone contravening these regulations will receive a Civil Parking Notice of £60.

Any holder of a parking permit who contravenes these regulations may also have their permits withdrawn at the discretion of the Security Manager.

Any contravention of these regulations by a member of staff or a student may lead to disciplinary steps being taken by the University.

- All motor vehicles in University car parks must display a valid parking permit on the front windscreen at all times between the hours of 9:00 am and 5:30 pm Monday to Friday

- All users of motor vehicles must comply with the Highway Code
- All users must abide by any traffic signs and notices, whether permanent or temporary and any instructions given by our Car Park Attendants and Security Staff
- The speed limit on all University property is 10mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians
- It is prohibited to park in a car park for which a permit is not valid
- Motor vehicles must be parked in a designated parking area and in clearly marked parking spaces. No vehicle must occupy more than one space.
- All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the permit and possible disciplinary action being taken.
- Permit holders must immediately inform Security of any changes to their motor vehicle details (for example following the purchase of a new car)
- It is prohibited to alter, tamper, duplicate or forge a parking permit in any way -Penalty for contravention – removal of permit and pursuit of criminal charges through the courts for fraud.
- It is prohibited for an able-bodied person to park in a disabled drivers space
- It is prohibited to park in a reserved space if you are not the named individual for that space
- It is prohibited to exceed the stipulated waiting time where parking is restricted to 10 minutes only e.g. Bank visiting area. *(Parking restrictions for bank only spaces apply between the hours of 9:00 am and 5:30 pm Monday to Friday)*
- It is prohibited to cause an obstruction
- It is prohibited to park on triple or double yellow lines (also identified on some paving and car park edges) and on cross-hatched areas
- It is prohibited to park in a location in which a notice prohibits any parking, for example outside emergency exits, plant rooms or delivery zones
- It is prohibited to park in an area marked as temporary or permanently allocated for use by visitors or in connection with maintenance or construction work
- It is prohibited to park outside of a designated parking space, for example on grassed verges or on pavements
- It is prohibited to transfer a permit to another vehicle unless that vehicle has been registered through the Two-Car Registration Scheme
- Permits must be returned to Security if holders cease working or studying at the University or if the permits are no longer required

- The University reserves the right to refuse permit holders access to spaces from time to time, in order to accommodate bona fide visitors for an organised event
- Visitors contravening these regulations will be liable to be issued with a Civil Parking Notice.
- Permits must not be altered or defaced in any way. Where permits are found to be altered or defaced they will be treated as invalid and a £60 Civil Parking Notice will be issued.
- Civil Parking Notice's must be paid within 28 days from the date of issue. Telephone payment line 01604 625612 (Operators cannot answer any queries regarding charges or appeals).
- LATE PAYMENTS –Failure to pay the Civil Parking Charge of £60 within 28 days from the date of issue will result in your vehicle licensing details being obtained from the DVLA and the payment will increase to £75. In the event of non-payment of the Civil Parking Charge Notice the case may also be passed to a debt collection agency at which stage you may be liable for additional costs.

CARSHARE SCHEME

HOW TO QUALIFY

To qualify for a Carshare permit and a reserved parking space you will need to do the following:

- Find at least one other driver to share with to form a 'car pool'.
- Elect one member of the car pool to be the lead driver. The lead driver will be responsible for the smooth operation of the car pool, informing the Security department of any changes and will act as the main point of contact for the Security Administrator.
- The driver of each vehicle used as part of the car pool will need to complete the Carshare scheme registration form. The form will need to be signed by the lead driver.
- The lead driver will forward **all** Carshare registration forms to the Security Administrator at Security Department Richmond Reception. (Drivers need not return permits at this stage).
- The Security Administrator will process your registration and arrange a reserved car park space in the car park.
- Once the formalities are completed, the lead driver will arrange to collect all previously held permits and exchange these for a Carshare permit. The car pool cannot begin operation until all permits are returned.

TERMS AND CONDITIONS

This form is only appropriate for use by applicants of a car pool who require a Carshare permit. A car pool is defined as having at least two, University based, car-driving members. If membership of the car pool is less than two drivers, the entitlement to a Carshare permit is withdrawn.

Each car pool must have a designated lead driver whose responsibility will be to inform the Security Administrator in writing of any change to car pool membership. Where the

designated lead driver no longer requires membership of the Carshare scheme, the car pool should elect a new lead driver and inform the Security Administrator in writing immediately of this change.

Members of car pools may only hold Carshare permits. Drivers will be required to exchange previously held permits at the time of issue of the Carshare permit.

Drivers from the same address may be accepted only if each has previously held a parking permit for a vehicle in their own right (individually paid for) and the share arrangements signifies a change in driver patterns.

Returned parking permits in support of a Carshare permit registration must have been valid for at least three-months prior to the introduction of the scheme. Returned permits which are less than three-months old will only be accepted where the holder is a new staff/student member. This will be subject to verification by the Security Administrator.

Only one parking space per car pool will be reserved. Staff will be allocated a space in the School of Health Studies, School of Management or Main Campus car parks.

Car pool permits will only be issued to those who share on a regular basis. Ad hoc arrangements i.e.: attendance at conferences, meetings, and home visits, etc, will not be eligible for the permit.

Parking permit fees, once paid are not refundable in whole or in part. Where a member of staff joins the Carshare scheme, payments deducted from salary will cease on issue of the Carshare permit.

Permits will last for twelve months from the date of issue. Permit holders will be required to renew their twelve months permits by application to the Security Administrator on forms which will be provided for that purpose.

Any parking permit holder changing a registered vehicle will need to apply for a permit for the new vehicle on a form available from the Security Administrator. There will be no charge for the issue of a new permit in these circumstances; however, permit holders will be required to surrender their existing permits before new permits are issued.

It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum.

The University of Bradford reserves the right to withdraw the Carshare permit where a car pool is deemed to be in breach of these terms and conditions.

USEFUL CONTACTS

Car Parking Enquiries
Richmond Reception Desk
01274 23 4894/4080

Car Parking Manager
Richmond Building
01274 234897

Civil Parking Notice Payments
01604 625612

Environmental Levy
Environmental Manager
01274 233001
environmental@Bradford.ac.uk

Parking Appeals (accepted in writing only)
University of Bradford
PO BOX597
Northampton
NN4 7XN