

HIGHBURY COLLEGE STUDENT CAR PARK POLICY

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HIGHBURY COLLEGE, PORTSMOUTH

Student Car Park Policy

1. Introduction

- 1.1. This policy has been produced to ensure that the car parking areas of the College are controlled and used in a safe manner.

2. Generally

- 2.1. All users of College roads and paths, including cyclists and pedestrians, are required to comply with the provisions of the Highway Code and with the College Traffic Regulations.
- 2.2. All motor vehicles entering College Property must be registered for use on public roads correctly taxed and MOT'd where applicable and the driver must have valid insurance.
- 2.3. All persons using or parking a vehicle on College premises do so entirely at their own risk whether to themselves, their passengers, the vehicle or its contents. The College will not be responsible for any loss or damage to any vehicle or to anything thereon or contained therein.
- 2.4. All persons using a vehicle on College premises shall observe all provisions of the law relating to the use of vehicles on public roads, together with any further requirements stipulated in these Regulations.
- 2.5. All persons using a vehicle on College premises must observe speed limits and all other signs regulating traffic and parking within the College, and must obey the directions of the College Estates Staff.
- 2.6. All persons using a vehicle on College premises will, if required to do so by Estates personnel, supply their names and details.
- 2.7. Learner drivers, whether accompanied or alone, are not permitted to drive on College premises without the written consent of the Executive Director of Finance and Corporate Services.
- 2.8. Unauthorised driving or parking on footpaths, verges or grassed areas is prohibited.
- 2.9. Parking is only permitted in marked bays. Owners and users of vehicles who do not park in marked bays, or in the correct parking areas in accordance with the requirements of this policy, will be subject to the penalty process listed in the Penalties and Appeal section.

3. Use of Motorcycles and Bicycles

- 3.1. Any person using a bicycle on College premises shall observe all provisions of the law relating to the use of such on public roads, including the correct use of lights during lighting up periods and no cycling on footpaths.

- 3.2. Bicycles must not be secured to anything other than purpose made bicycle racks. Some centres have a locked enclosure
- 3.3. The College will not be responsible for any loss or damage to any bicycle left on College property.
- 3.4. Bicycles and motorcycles must not obstruct Footpaths or paved areas. Any bicycle or motorcycle, which causes an obstruction, in the opinion of the Estates Team Leader, will be removed and placed into lost property.
- 3.5. Any costs associated with removal will become payable on demand to the College, including the cutting away of locking devices.
- 3.6. Motorcycles should only park in designated Motorcycle parking areas

4. Student Parking Applications

- 4.1. All students wishing to use the student parking areas at Northarbour and Highbury Campus must register with the Estates Office. Application Forms can be obtained from the College Reception. Users will need to provide details of the car registration, description, and a mobile phone contact number.
- 4.2 A parking permit will be issued on receipt of the completed application, which must be permanently displayed in a visible position on the top or bottom corner of the windscreen on the passenger side.
- 4.3 All parking is on a “first come, first served” basis and having a permit does not guarantee a parking space. **Parking must only be in the student parking zones and in the marked bays. Parking in any other area will be subject to penalty action and could lead to a fine and/or withdrawal of the permit (see Penalties and Appeals)**
- 4.4 Permit holders may not leave their vehicles on College property whilst away from College premises without the consent of the Estates Team Leader.
- 4.5 Student parking may be reserved for certain short courses at the approval of the Estates Team Leader but will be limited to a maximum number of 6 spaces at Northarbour and Highbury Campus during normal term time hours.
- 4.6 Student parking restrictions only apply during term times and between 08.00hrs and 16.00hrs during those dates, outside of these dates and times; students (who do not have a parking permit) must ensure that they enter their vehicle registration details at Reception outside of the times of 08.00hrs and 16.00hrs. At all other times only cars displaying the correct student permit will be allowed to park in the student parking zone.

5. Special Permits and Parking Spaces for people with disabilities

- 5.1 Use of the Parking spaces which are clearly marked for people with disabilities are for blue badge holders and special permit holders only. Blue badge holders must display their badges clearly in the windscreen at all times and the car user must be the person to whom the badge is issued.
- 5.2 Students with a medical condition may apply for a “special permit”. Special permits authorise the parking of a vehicle in areas designated for disabled

parking, without the requirement of being a “blue badge” holder. It does not authorise the parking on College roads, grassed areas, reserved parking spaces, or any other restricted area. Special permits will be issued after consultation with the Workplace Health Advisor who may require production of the appropriate medical documentation.

5.3 Unauthorised use of parking bays for people with disabilities is unacceptable and appropriate penalty action will be taken as necessary (see Penalties and Appeals section).

6 Unattended Vehicles

6.1 Any unregistered vehicle left unattended on College property is liable to be immobilised or to be removed and put in any place on the campus which the College Estates Staff may find convenient. Neither the College nor its officers shall be responsible for any damage caused to any such vehicle whether the damage is caused in the process of removal or thereafter.

6.2 Any costs incurred by the College in the immobilisation or removal of a vehicle will be charged to the owner of the vehicle.

6.3 The College will allow access to the owner to remove the vehicle during normal College opening times. A Form V888 from the DVLA may be used to obtain details of the registered owner. The College will write to the registered owner to give notice of the intention to remove the vehicle if it is not claimed by them. A warning notice will also be placed on the vehicle.

6.4 If such a vehicle is not claimed and removed from the College by the owner within 28 days, the College may dispose of the vehicle at its entire discretion and from the proceeds recover the cost of removal and any other expenses.

7 Penalties and Appeal

7.1 All College car parks are controlled parking zones. Vehicles not registered in accordance with this policy or incorrectly parked vehicles as defined in this policy are subject **to an immediate parking charge notice, a first warning will NOT be issued.**

7.2 This service is operated by UK Car Park Management Ltd., an independent company. UK Car Park Management Ltd (CPM). will request the details of the registered owner for any incorrectly parked or unauthorised vehicle from the DVLA and the charges will be sent to the owner’s home address. The standard fine is £100. Signs are displayed in all car parks.

7.3 The Carparks at Highbury Campus will be monitored by CPM using an automatic number plate recognition system (ANPR) and a warden patrol service.

7.4 The carparks at Northarbour Centre will be monitored by CPM using a warden patrol service.

- 7.5 Any appeal against a Penalty Charge Notice (PCN) must be made direct to UK Car Park Management Ltd.
- 7.6 From the 1st September 2016, a “30 minutes only” parking allowance will be given to those who are “dropping off” at Highbury Campus.
- 7.7 Any breach of the Policy may result in the suspension of the parking permit, or a fine if appropriate. If the parking permit is to be suspended or withdrawn, the driver will be notified of the decision and be asked to return the permit. Withdrawal of the permit is final and the named permit holder will no longer be authorised to drive a vehicle on the College premises.
- 7.8 In those instances whereby damage is caused to any College property, including planted areas, by virtue of the vehicle being used in contravention of the Regulations, the owner may be required to pay the cost of repair for the damage caused in accordance with the usual College invoicing procedure. This cost would be made in addition to the standard £100 Penalty Charge if appropriate.
- 7.9 In cases where there are concerns for safety, permit holders may, at the discretion of the Facilities Manager / Estates Team Leader (or in their absence other Estates staff), have their permits suspended immediately for a maximum period of 14 days. Further suspension or permanent removal of the permit will be at the discretion of the Executive Director of Finance and Corporate Services.

8 Exemptions

- 8.2 Temporary exemption from specific requirements of the Parking Policy may be granted by the Estates Team Leader / Facilities Manager (e.g. coach parking, College events and courses at weekends)