# BANGOR UNIVERSITY

## VEHICLE PARKING REGULATIONS

**GENERAL ARRANGEMENTS**

The use of the University vehicle parks is restricted to permit holders only. The vehicle parks are normally controlled 24 hours. The permit is intended to enable the permit holder to park in connection with University business. The issue of a permit DOES NOT guarantee that a parking space will be available for the permit holder.

In general, the Vehicle Parking Regulations do not permit the allocation of reserved parking spaces except as described under section 5(h). The University reserves the right however to reserve vehicle parks and vehicle parking spaces for authorised vehicles and authorised central University events such as Degree ceremonies and VIP visits. Special arrangements for conferences, meetings, departmental open days etc can be made with the Campus Services Department in accordance with the Procedure on the Use of University Vehicle Parks for Organised Events.

1. ELIGIBILITY

1. Members of staff
2. Registered students
3. Permits and/or vehicle park barrier access cards/fobs may be issued to other persons on official University business.

**2.** **CONTROLS**

1. All vehicle parks are controlled by authorised personnel.
2. Some University vehicle parks are fitted with automatic barriers and other physical control devices. Access to such vehicle parks requires a permit holder to have an appropriate access card.

**3. DATA PROTECTION**

The barrier control mechanisms record the identity of the vehicle park barrier access card or fob and this information may be processed by Campus Services for the purposes of analysing usage of University vehicle parks. In the case of staff applications the information given when applying for a vehicle parking permit is also shared with the IT Services Department and the Finance Office in order to process the application and to deduct the appropriate fee from staff salaries.

**4. DEFINITION OF A VEHICLE**

A vehicle, for the purposes of these Regulations, is that which requires a current Vehicle Excise Duty licence. Vehicles unlicensed in terms of the Vehicles (Excise) Act, or un-roadworthy vehicles, are NOT permitted to be parked on University property. The University reserves the right to treat such vehicles as abandoned and may take steps for their removal at the owner’s expense.

**5. GENERAL REGULATIONS**

 a. A permit is required to park a vehicle at any University vehicle park.

b. The University requires that vehicles must be parked in designated marked spaces. The designated marked spaces may be marked in a variety of ways, depending upon vehicle park layout and surface. Generally, there will be white lines on either side of a marked space. Vehicles parked outside rows of marked spaces are parked in contravention of these Regulations. Other forms of marking such as the letter P or marker posts may sometimes be used.

c. The University will not accept liability for any loss or damage to vehicles and property or injury to persons arising from use of its vehicle parks and roadways. Vehicles are parked entirely at the permit holder’s risk.

d. The University reserves the right to control vehicle parking by means of enforcement.

e. Drivers must observe speed limits and other traffic signs and comply with instructions given by authorised personnel such as Security and other Campus Services staff.

f. Permits must be displayed clearly on the nearside of the windscreen, with the obverse side of the permit or ticket facing forwards.

g. Any permit issued under these Regulations is personal to the permit holder and is not to be used by another person. It shall be valid however for the permit holder to display the permit in any vehicle that is driven by the permit holder.

h. Vehicle parking spaces designated as Accessible are reserved for that purpose.

i. Any lost or damaged access cards must be reported to the ITS Department and a charge of £10 will be levied to the holder for the replacement of the access card or permit which shows signs of obvious physical damage, or has been lost.

j. The act known as “tailgating” (i.e. following directly behind a car which is accessing a barriered car park without use of own access card) is NOT permitted and may result in disciplinary action being taken. Tailgating can cause damage to the barrier

k. The University reserves the right to withdraw permits without refund.

l. Once a staff or student permit has been issued, the University will not award any refunds to that individual.

m. The parking permit and access card remain the property of the University. Should you leave the University’s employment or are no longer required / contracted to carry out work on behalf of the University (as defined in paragraph 1. Eligibility), you must return the parking permit and access card to Campus Services immediately.

n. Abandoned Vehicles - Where it is deemed by authorised personnel and where it is reasonably apparent that a vehicle has been abandoned, action will be taken in accordance with the Abandoned Vehicle Procedure.

**6.** **TYPES OF PERMIT/CARD**

a. **Staff**

Allows parking at any vehicle park. Applications are made via the Campus Services web pages.

b. **Students**

Allows parking at any student designated vehicle park. Applications are made via Campus Services web pages.

c. Non Staff

Non staff permits are also available for those who do not fall under the category of staff or student. Please contact the Campus Services Department for further details.

d. Accessible parking permits

Staff and students with mobility difficulties (as defined under the Disability Discrimination Act) shall be entitled to permits allowing access to all marked spaces and exclusive access to accessible spaces at any University vehicle park. Holders of current blue badges shall be exempt from payment. In addition, persons with temporary mobility difficulties (as certified, in the case of staff by the Occupational Health Advisor or, in the case of students by the Head of Student Services) shall be entitled to purchase such a permit for time-limited use (the time limit to be on the advice of the Health & Safety Services or Head of Student Services or their nominated deputy).

 e. **Visitor Permits**

Visitor permits are issued by the relevant School/Department. The issuing School/Department must ensure that the permit is correctly completed as it will otherwise be invalid.