

## Regulations for the Registration and Parking of Motor Vehicles and Bicycles

All vehicles and bicycles are brought onto University sites at the owner's risk and the University undertakes no responsibility for their safety and security.

The University is an independent institution incorporated under Royal Charter and is empowered under that Charter to make Regulations and to do all such acts and things as may be requisite to further the objects of the University as a place of education and learning. The University's premises are inadequate to provide for all vehicles which staff, students and visitors might wish to bring to the University and the University Council has approved the following Regulations in order to ensure orderly and in so far as it may be possible equitable use of vehicles allowed under licence whether real or implied to enter the University's premises.

### Definitions

The following terms shall have the meanings specified:

**'Academic Sites'**

means any Premises owned or controlled by the University which is not Halls of Residence or Sports Grounds.

**'Car Parking Manager'**

means the authorised representative of the University with responsibility for managing car parking facilities on University Premises.

**'Contractor'**

Means any person or firm that supplies materials, labour or a service to the University and includes any firm, company or person sub-contracted to do so.

**'Disabled Person'**

means any holder of a 'Blue Badge' (government approved parking badge for Disabled Persons) or a person whose Permit has been over stamped as 'disabled' for appropriate medical reasons by a member of Staff duly authorised by the University.

**'Halls of Residence'**

means University premises (other than private houses) provided for the accommodation of students and staff whether or not board is also provided.

**'Premises'**

means any land or buildings in University ownership or under the control of the University including land or buildings occupied by private individuals or companies whether as tenants or licensees, including open space, car parks, roads, footpaths or covered by buildings of any kind.

**'Vehicle'**

means a mechanically or electrically propelled vehicle with two or more wheels but not a pedal cycle unless an engine of any kind has been fitted thereto, and also includes Trailers, Caravans, Motorhomes, Boats etc.

**'Permit'**

means a document issued by the University Estates and Facilities Department for the authorised parking of a motor vehicle.

**'Sports Grounds'**

means those Premises at Wide Lane and at the Boat Hard at Monks Brook which are in University ownership or control.

**'Staff'**

means any or all employees of the University of Southampton who are not Students.

**'Students'**

means any or all Students registered for courses of study with the University whether on a fulltime or part-time basis.

**'Visitor'**

means anyone other than Staff or Students with a bona fide reason for visiting the University but not any contractor or employee of a company based on the University's Academic Sites or Halls of Residence where the employee or company has agreed to abide by these Regulations. Without affecting the generality of the foregoing but for the avoidance of doubt "Visitor" includes any member of the University as defined in Statutes Section 2 other than Staff and Students and other persons receiving remuneration from the University.

## 1. Background

These Regulations apply to Staff, Students, Contractors and Visitors. These Regulations apply to all Academic Sites or Halls of Residence. Any infringement of these Regulations may lead to disciplinary or other steps being taken by the University against any member of Staff or Student concerned. Visitors contravening the regulations shall if possible be warned and have their attention drawn to the Regulations. The Regulations form part of the application for the issue of a parking permit and applicants are required to give an undertaking to abide by and observe these Regulations.

## 2. General

All users of vehicles and bicycles on University sites must comply with traffic signs and notices, whether permanent or temporary and comply with instructions given by Staff. Continuous parking of vehicles between 23.00 hours and 06.00 hours on academic sites is not allowed unless the Car Parking Manager has given express permission. Vehicles must be parked in designated parking areas and in clearly marked parking spaces on University sites. Each vehicle must not occupy more than one parking space unless the Car Parking Manager has given approval. Only Disabled drivers, or drivers with disabled passengers, are allowed to park vehicles in spaces reserved and marked for the use of disabled persons.

## 3. Parking Permits

All Motor Vehicles on University Sites must display a valid parking Permit so it can be clearly and entirely seen from the front of the vehicle. At Academic Sites this is from 0800 hours to 1700 hours unless parking in the Pay and Display or the Reserved Visitors' Car Park. Parking on Academic Sites without a valid Academic campus parking Permit is permitted, however, at weekends and from 17.00 hours (16.00 hours at Avenue Campus) to 00.00 hours on Monday to Friday. Parking permits are required at all times in Halls.

A parking permit will be invalidated if the vehicle does not have valid vehicle tax. The issue of a parking permit does not guarantee a parking space at University Premises. It is the University's policy to issue more Permits than there are spaces available at Academic Sites. No permit will be issued to anyone who has an outstanding penalty charge notice (PCN). Staff and Students living up to 3 miles from their main University base (as calculated by the applicable University's online car parking system accessible on SUSSED) are not eligible for a car parking permit unless they can demonstrate a genuine need for one. The decision to grant a permit to those Staff and Students living within a 3 mile zone

resides with the Car Parking Manager. All information provided to Estates and Facilities by Staff and Students on their relevant application forms must be true and accurate. Permit holders must immediately inform Estates and Facilities of any changes in their details such as car registration number and address via the SUSSED portal from the University's website. It is prohibited to alter, tamper, duplicate or forge a Permit in any way. It is also prohibited to transfer a University parking Permit to another vehicle which is not owned or used by the permit holder.

Holders of a University parking Permit are not allowed to park in spaces reserved and marked for the use of official vehicles, designated office holders, visitors or spaces reserved by bollards, signs or cones. Only Permit holders who have a permit over stamped 'Gower' are allowed to park in the Gower Car Park to the north of Salisbury Road (or other designated car park). Permits must be returned to Estates and Facilities 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 in car parks from time to time, in order to accommodate bona fide visitors and special events. Students may not park vehicles at Highfield, Boldrewood, Avenue or Winchester School of Art without a valid Permit except when a special case has been approved or if the Student is a Disabled Person. Undergraduate students are not permitted to park at Halls of Residence unless approved by the Car Parking Manager if exceptional circumstances apply.

Only one car per permit number may be parked on Campus at Academic Sites and Halls of Residence at any one time. If more than one vehicle is found to be on site with the same permit number a penalty charge notice will be issued to all vehicles that are parked on site.

#### **4. Car Share Permits**

Members of Staff may opt to share Permits; all car sharers must be registered on the application. The principal applicant is responsible for payment of the fee. All sharers must meet the parking regulations criteria.

#### **5. Rules for Motor Cycles**

Two-wheeled vehicles do not require parking permits but must be parked only in parking areas designated for such vehicles.

#### **6. Visitors**

Visitors to Highfield may use the Pay and Display Car Park or the Reserved Visitors' Car Park, if their host School or Department has pre-booked a space. It is the host's responsibility to apprise the visitor beforehand of the University's parking arrangements and regulations. Otherwise, visitors to all Academic Sites may be provided with a one-day only visitor's permit, which should be hung from the rear view mirror with the appropriate date scratched off when the vehicle is properly parked on Academic Sites. No visitor has a legal right to park on University Academic Sites and must not do so if appropriate provision has not been made. Visitors to Halls of Residence must display an appropriate permit which is available from Halls of Residence Receptions.

#### **7. Contractors**

In order to park at the University a contractor must display a valid parking Permit, obtained from the University's Estates and Facilities department.

## 8. Enforcement of the Car Parking Regulations

The Transport Team and Security Services are responsible for enforcing the parking regulations under the direction of the Director of Estates & Facilities.

## 9. Parking Offences

Contravention of the regulations will occur in the following situations:

- Failure to display a current car parking permit
- Causing an unnecessary obstruction
- Parking on double yellow lines or in a reserved or restricted area
- Parking in a disabled bay without an appropriate permit or in an access route
- Parking overnight on academic sites without permission from the Campus Parking Manager
- Parking in an unmarked area of a designated car park
- Failure to conform to traffic signs and notices
- Failure to conform to pay and display notices
- Failure to follow parking instructions from Car Park Attendants and Security Officers
- Failure to park in or wholly within a marked bay

## 10. Penalties

Persons who breach these Regulations may be given a penalty charge notice (PCN) of £50, or £75 for a serious offence. The PCN must be paid within twenty working days from the date of the PCN being issued. A discount of £25, however, is given on PCNs paid within ten working days of the PCN being issued. Holders of parking permits who park vehicles in spaces reserved and marked for the use of disabled persons may have their permits summarily withdrawn at the discretion of the Director of Estates and Facilities. In such circumstances, a pro-rata reimbursement of the charge made for the permit may be considered by the University.

The University reserves the right to have removed any Motor Vehicle parked on University Premises which is in contravention of 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 PCN imposed under the Regulations. Nothing in the Regulations shall in any way inhibit or restrict the University's other legal remedies against persons who breach these Regulations.

## 11. Appeals Procedure

The grounds for a PCN will be clearly stated on a ticket attached to the relevant vehicle. Appeals may be made on the basis that the relevant grounds stated on the penalty PCN can be demonstrated to be materially incorrect or inaccurate or if exceptional circumstances were prevailing at the time of the offence. Appeals must be made within ten working days after the issue of the ticket to the Car Parking Manager who will consider appeals against PCNs. The Car Parking Manager has the power to waive the PCN, reduce the level of a PCN, or confirm a PCN. If the PCN is confirmed, it must be paid within twenty days of receiving confirmation of the PCN. In the event that the appellant is dissatisfied with the Car Parking Manager's findings, a further appeal may be made to the University Transport Manager. If the PCN is confirmed, it must be paid within twenty days of receiving confirmation of the PCN.

## 12. Failure to Pay a Penalty Charge Notice

In the event of a member of Staff breaching these Regulations and failing to pay a PCN properly imposed or to reimburse the University's expenses that sum or sums will be deducted from that person's salary. In the event of a Student breaching these Regulations and failing to pay a PCN properly imposed or to reimburse the University's expenses, then the University will treat the sums or sums involved as any other debt to the University. Any Contractor with outstanding PCNs incurred pursuant to these Regulations will be invoiced and/or may have the outstanding fees offset against payments otherwise due by the University to the Contractor.

## 13. Non-University Permits

Parking permits issued to the occupants of buildings/offices leased by the University will be subject to the University parking terms and conditions and the permit terms and conditions of the issuing company (e.g SCC, SGH). Data may be shared with the relevant Parking Team for the purpose of managing and enforcing parking within their car parks.

## USE AND PARKING OF BICYCLES

(Applicable both to students and to staff who are hereby notified that all bicycles parked on University land are parked there at their owners' risk.)

1. Cyclists are required to observe and to comply with the regulations concerning the movement of traffic on the University sites, including those relating to the one-way system on the Highfield Site.
2. Cycling on footpaths and grassed areas on the University sites is prohibited.
3. Bicycles do not require parking permits.
4. Whenever possible, bicycles should be parked in designated areas where clips, stands or other facilities are provided. Under no circumstances may bicycles be taken into buildings or parked where they are liable to cause obstruction, e.g. near ramps for use by disabled people, attached to railings or at entrances to buildings.
5. Bicycles which are found in buildings or parked where they are liable to cause obstruction may be removed or impounded. 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. The maximum charge shall be authorised by the University Executive Group from time to time.

**Cases of non-compliance with any of the above regulations may result in offences being referred to the Chief Operating Officer who will take appropriate action.**