

Title:	Car Parking
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Audience:	BU Staff and affiliated staff

CAR PARKING

I.2

All staff who wish to park in University car parks must display a valid and current annual parking permit (Permit), daily scratch card or pay and display ticket (where available). To obtain a Permit you must apply on-line at <https://parkingpermit.bournemouth.ac.uk>. Affiliated staff should contact Poole House Reception for an application form.

On completion of the on-line application process an email will be sent to you outlining the arrangements for delivery of your new Permit. You must continue to display your existing Permit or a temporary permit whilst waiting for your new Permit to arrive.

The University reserves the right to change arrangements for car parking from time to time. Should you have any queries regarding changes, please contact [The Travel Plan Group](#).

If you have any parking queries or are unable to complete the online application process please notify on Tel: 01202 968040 or email parkingservices@bournemouth.ac.uk

1. CAR PARKING PERMITS AND CHARGES

1.1 Staff will **not** be eligible for a permit if they live within two miles of their main place of work. With effect from 1 March 2016 a new annual application process will be introduced which applies to all staff and users of University car parks. All car park users are responsible for applying for a Permit each year.

For pay rolled staff the Permit charges are based on salary and grade. With effect from 1 March 2017, the annual car parking permit charges will be:

<u>Band 1</u>	<u>£58.80</u>
National Single Spine BU Point 1 to 14 inclusive	
<u>Band 2</u>	<u>£117.60</u>
National Single Spine BU Point 15 to 36 inclusive	
<u>Band 3</u>	<u>£176.40</u>
National Single Spine BU Point 37 to 46 inclusive	
<u>Band 4</u>	<u>£235.20</u>
National Single Spine BU Point 47 to 65 inclusive	
<u>Band 5</u>	<u>£294.00</u>
GP Educators, Deans, Members of OVC	

Part time staff will be charged pro rata the above rates.

For non-pay rolled part time hourly paid staff (PTHP) the annual permit charge will be:

Academic Staff £78.75

Non-academic staff £36.75

For affiliate staff the annual permit charge will be:

Full time affiliate staff £86.63

Part time affiliate staff £57.75

Daily Permits

- 1.1 For those staff not wishing to purchase a Permit but who wish to **occasionally** use University parking facilities, a one day Scratch Card may be purchased at the cost of £2.00 a day. Daily scratch cards are available for **staff only** to purchase for their personal use from the cashiers at both the Talbot and Lansdowne Campus. [Please refer to the Bournemouth University Scratch Guide Parking Permit Guidance](#) for user guidance and applicable terms.
- 1.2 The cost of Permits and daily charges will be reviewed annually by the Travel Plan Group prior to UET approval. Car parking charges will be published in the University's Staff Handbook and further information on travel and transport can be found at www1.bournemouth.ac.uk/about/jobs/pay-rewards-benefits.

2. PERMIT APPLICATION

- 2.1 If you wish to apply for a Permit please apply on-line at <https://parkingpermit.bournemouth.ac.uk> using your BU user name and password. You will not be eligible to apply for a Permit if you live within 2 miles of your place of work unless an exemption applies. The exemptions are:
 - 2.1.1 staff with children aged 12 and under
 - 2.1.2 staff who are registered disabled blue badge holders
 - 2.1.3 staff with a short or long term medical condition where medical advice supports the provision of a parking permit
 - 2.1.4 staff who are carersIf you disclose an exemption when applying for a Permit evidence of such exemption will be required. An email will automatically be sent to Human Resources who will request relevant evidence and assess your eligibility for a Permit.
- 2.2 All Permits issued will be valid from 1 March to 28 Feb (or 29 Feb on a leap year) each year irrespective of the date of your employment.
- 2.3 You must ensure that you apply online for a Permit and display a valid Permit at all times in accordance with the Terms and Conditions of Parking (as amended from time to time).

- 2.4 A transitional period shall apply permitting users to apply for a new Permit annually, during which time the current Permit should continue to be displayed in accordance the Terms and Conditions of Parking.
- 2.5 A reminder to apply for a new Permit will be communicated to all users prior to the new Permit year.
- 2.6 If you wish to amend or delete any vehicles associated with your Permit, please log into <https://parkingpermit.bournemouth.ac.uk> to make the appropriate changes.
- 2.7 It is the individual permit holder's responsibility to inform the University of any changes in circumstance affecting their parking permit.
- 2.8 Should a replacement permit be required (for example in the case of damage or loss) a charge of £15.00 administration fee will be made.
- 2.9 You can cancel your permit online at any time. Cancellations will take effect in the following month's payroll, providing you have cancelled by the 15th of the month.

3. TERMS AND CONDITIONS OF PARKING

Responsibility for parking

1. Responsibility for implementation of the University's parking Terms and Conditions has been delegated to the University Travel Plan Group. Site Operations staff enforce the Terms and Conditions. The Terms and Conditions cover the use of motor vehicles on any University grounds.

Terms and conditions of parking

2. Between 8.00am and 4.00pm, Monday to Friday (excepting any public holidays and official University closures) a BU Permit, daily scratch card or pay and display ticket (where available) must be displayed in the front windscreen of all motor vehicles parked on any University grounds. Motor cycles are also required to display a permit. An official University closure does not include the Spring, Summer and Winter Break periods.
3. Paragraph 2 above does not to apply to the following:
 - a. users of the Electric Vehicle Rapid Charging Points (EVRCPs) situated on any University grounds. Access to the EVRCPs shall be maintained at all times (24 hours a day, 7 days a week), unless otherwise stated. Parking in the designated EVRCP spaces is limited to 60 minutes and is for the sole purpose of charging electric vehicles. Parking in the designated EVRCP spaces for any other purpose is not permitted. Any vehicle parked in the designated EVRCP space must be connected to the charger at all times (except for when the vehicle is being connected or disconnected from the charger) and the driver must remain with the motor vehicle at all times;
 - b. authorised users BU Co-Wheels vehicles; and
 - c. users of BU Residential Services Electric Vehicles.
4. Designated lift sharing bays should only be used before 10.00 am by those participating in the BU lift sharing scheme (as referred to below and set out in the [BU Lift Share Permit Terms & Conditions](#). If a designated lift sharing bay is available after 10.00 am it may be used by other users displaying a BU Permit, a daily scratch card permit or pay and display ticket (where available).
5. The following actions or omissions are considered to be breaches of these Terms and Conditions:
 - a. Failing to clearly display a current and valid BU Permit, daily scratch card or pay and display ticket (where available);
 - b. When parking in a designated lift share bay before 10.00 am, failing to display a current and valid BU Permit plus two accompanying current and valid lift share permits;
 - c. Occupying more than one space with a single BU Permit, daily scratch card permit or pay and display ticket (where available) (including but not limited to parking across two spaces or parking a very large vehicle);

- d. Leaving a vehicle in a place causing unnecessary obstruction – for example, on clearly demarcated restricted areas or on access ways/roads etc.;
 - e. Parking on, or adjacent to, double yellow lines;
 - f. Parking, where not entitled to do so, in an unmarked area, or in a demarcated reserved or restricted area;
 - g. Parking, where not entitled to do so, in a disabled bay; designated lift share bay; EVRCP space (other than for charging a vehicle in accordance with these terms and conditions); bays marked 'BU Co-Wheels', 'Residential Service EV only' or BU Estates only or any access routes;
 - h. Parking in an unmarked area of a designated car park;
 - i. Being parked in contravention to, or failure to conform to, traffic signs and notices;
 - j. Failing to comply with pay and display restrictions where available;
 - k. Use of Parking Facilities for personal/non-employment related use;
 - l. Vehicles kept or left on site overnight unless specific permission is granted by Estates via parkingservices@bournemouth.ac.uk: parking is for daily use only.
 - m. Improper and/or inappropriate use, or use likely to prejudice or be detrimental to the image or interests of the University.
6. If any of the above breaches occur, the University (Site Operations staff or a subcontractor on its behalf) will place a Parking Charge Notice on the vehicle. A Parking Charge Notice will incur an additional parking charge of up to £70. If payment is made within 14 days of issue the charge is reduced to £40. If payment is not received within 35 days of issue, action may be taken to recover the full cost of the additional parking charge plus any other reasonable costs incurred, including County Court costs.
7. Requirements for displaying documents:
 - a. All motor vehicles parked on any University grounds must clearly display a current and valid BU Permit, pay and display ticket or daily scratch card.
 - b. If a vehicle is parked in a designated lift-sharing bay before 10.00 am, two valid lift share permits must also be displayed together with a current and valid BU Permit.
8. All motor vehicles are brought onto the University grounds at the owner's risk and the University neither undertakes nor accepts any responsibility for their safety or security. The use of any University car park is permitted subject to compliance with these Terms and Conditions. With the exception of the EVRCP spaces which are open to members of the public for use (unless otherwise stated) in accordance with these terms and conditions, the University car parks are only for the use of members of the University and bona fide visitors having business at the University, and may only be used by others as agreed by or on behalf of the University Travel Plan Group.
9. To the fullest extent permitted by law, the University is not responsible for loss or damage of any kind whatsoever, including to property or person, arising

from or in connection with bringing a motor vehicle onto any University grounds. While the University endeavours to enforce these Terms and Conditions it is not obliged to do so and not liable for failure to do so.

10. Bournemouth University has sole discretion whether to accept or refuse an application for a Permit, pay and display ticket or daily scratch card; it does not guarantee that applications will be accepted. On occasion it may request further information before deciding whether to grant an application.

11. The issue of a car parking or a lift-sharing permit does not guarantee a parking space or confer any rights other than to park temporarily in a designated car park or other authorised area in accordance with these Terms and Conditions if space is available. It is the University's policy to maximise use of the car parks by issuing more permits than there are spaces available. It reserves the right to refuse permit holders access to any spaces, including designated lift sharing spaces, in a car park from time to time, in order to accommodate bona fide visitors and special events. Drivers of motor vehicles and permit holders are advised that pressure on University car parks is particularly acute in Autumn and Spring Term and often on any term-time weekday, they are frequently full by 10.30am - 11.00am, and on Open Days.

12. Car park users must drive carefully and responsibly in car parks and on University access roads and should comply with all rules of the [Highway Code](#).

The Travel Plan Group 2017
Bournemouth University