

Title:	Vehicle Parking
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Audience:	BU Staff and affiliated staff

VEHICLE PARKING

I.2

All staff who wish to park a car in University car parks must display a valid and current annual parking permit (Permit), daily scratch card or pay and display ticket (where available).

Permits for University car parks are issued annually through an online process. To obtain a Permit you must apply on-line at <https://parkingpermit.bournemouth.ac.uk>. Staff working in Melbury House should use this process in addition to the separate permit application process for the Madeira Road car park operated by Bournemouth Borough Council if:

- (a) they currently have a University-allocated permit for Madeira Road. This is to establish their continuing eligibility to use that permit in University car parks. Section 2.1 of this policy applies to staff for these purposes. Staff will not have to pay a further fee additional to any fee already due for the Madeira Road permit; or
- (b) they have not been allocated a permit for the Madeira Road car park but wish to obtain a Permit to park in University car parks.

Where such staff use University car parks, the terms and conditions in this policy apply. The allocation of permits for the Madeira Road car park and parking at that location by staff allocated such permits is subject to [separate terms and conditions](#) and is not covered by this policy.

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.

All staff who wish to park a motorised two-wheeled vehicle (i.e. motorcycle or motorised scooter) in University car parks are requested to register details of their vehicles as explained below.

The University reserves the right to change arrangements for vehicle 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 has been 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 2018, the annual car parking permit charges will be:

Band 1 **£59.96**
National Single Spine BU Point 1 to 14 inclusive

Band 2 **£119.92**
National Single Spine BU Point 15 to 36 inclusive

Band 3 **£179.98**
National Single Spine BU Point 37 to 46 inclusive

Band 4 **£239.83**
National Single Spine BU Point 47 to 65 inclusive

Band 5 **£299.79**
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 **£80.30**

Non-academic staff **£37.47**

For affiliate staff the annual permit charge will be:

Full time affiliate staff **£88.34**

Part time affiliate staff **£58.89**

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. Staff that use the scratch card parking permit should take the time to read the [formal guidance notes](#) referring to the purchase and use of scratch card parking permits.
- 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 APPLICATIONS AND VEHICLE REGISTRATION

Car parking permits

- 2.1 If you wish to apply for a Permit to park your car in BU car parks 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 carers
- If you disclose that an exemption may apply to you when you are applying for a Permit evidence that your circumstances are within the 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 your car in accordance with the Terms and Conditions of Parking (as amended from time to time). "Display" means that your Permit must be placed so that it is clearly visible to a person looking into your vehicle from outside, e.g. placed face-up on your dashboard. If you do not have a Permit or are not able to display your Permit while parked, you must obtain and display a daily scratch card or a valid pay and display ticket. If your Permit is not clearly visible from outside the car, enforcement action may be taken against you.
- 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 ensure that their vehicle details and associated personal information held by the University in relation to their Permit are accurate and up to date, and 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.

Vehicle registration: motorised two-wheeled vehicles

- 2.10 Motorised two wheeler users are not required to display a Permit, scratch card or pay and display ticket but are requested to register their vehicle details, for operational security and health and safety purposes. This will enable us to notify owners of any incidents or damage affecting their vehicle, to take action as required to maintain emergency access or enforce conditions of parking, and to take appropriate action in respect of vehicles which appear to have been abandoned.

Please log into <https://parkingpermit.bournemouth.ac.uk> to register a motor cycle or scooter. You will be asked to provide the vehicle registration number together with its make, model and colour.

3. TERMS AND CONDITIONS OF PARKING

Responsibility for parking

- 3.1 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

- 3.2 Between 7.00am 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. An official University closure does not include University vacation periods i.e. the Spring, Summer and Winter Break periods in which University offices remain open and operational.
- 3.3 Section 3.2 above does not apply to the following:
- 3.3.1 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; and
- 3.3.2 authorised users of BU Fleet Electric Vehicles.
- 3.4 Parking is for daily use only and vehicles must not be parked in University car parks overnight (i.e. parked continuously from before midnight on one day until after 7am on the next day unless permission has been given).
- 3.5 Permission for overnight parking should be requested from Estates via parkingservices@bournemouth.ac.uk. Requests should usually be made no later than 3 working days in advance of the date on which the parking period

would commence. Parking Services will respond to requests within 2 working days. Permission to park overnight is at the discretion of Parking Services. In deciding whether to grant permission, Parking Services will consider all relevant factors, including the reason for the request and the impact of the overnight parking in light of scheduled campus works, scheduled BU events and parking capacity generally. Permission may be granted subject to conditions, including conditions as to the duration of the parking or the location in which the car may be parked.

- 3.6 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 those displaying a BU Permit, a daily scratch card permit or pay and display ticket (where available).
- 3.7 The following actions or omissions are considered to be breaches of these Terms and Conditions:
 - 3.7.1 Failing to display a current and valid BU Permit, daily scratch card or pay and display ticket (where available);
 - 3.7.2 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;
 - 3.7.3 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);
 - 3.7.4 Leaving a vehicle in a place causing unnecessary obstruction – for example, on clearly demarcated restricted areas or on access ways/roads etc.;
 - 3.7.5 Parking on, or adjacent to, double yellow lines;
Parking, where not entitled to do so, in an unmarked area, or in a demarcated reserved or restricted area;
 - 3.7.6 Parking, where not entitled to do so, in a marked parking bay formally designated for use by a particular category of vehicle or user, for example a disabled parking bay, a designated lift share bay or an EVRCP space (other than for charging a vehicle in accordance with these terms and conditions).
 - 3.7.7 Parking on, or in a manner which causes an obstruction of, any access routes;
 - 3.7.8 Parking in an unmarked area of a designated car park;
 - 3.7.9 Being parked in contravention to, or failure to conform to, traffic signs and notices;
 - 3.7.10 Failing to comply with pay and display restrictions where available.
 - 3.7.11 Parking overnight where permission for the specific vehicle to be parked overnight on that date has not been granted through the process in Section 3.5 above or in breach of any conditions attached to permission for overnight parking. .
 - 3.7.12 Motorised two wheeler vehicles (motor cycles or scooters) must park in a marked motorised two wheeler vehicle parking bay. Motor cycles

or scooters which are parked in marked car parking bays are in breach of the parking terms and conditions.

- 3.8 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.
- 3.9 Requirements for displaying documents:
- 3.9.1 All vehicles with the exception of motorised two wheelers, parked on any University grounds must display a current and valid BU Permit, pay and display ticket or daily scratch card.
- 3.9.2 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.
- 3.10 All motor vehicles are brought onto the University grounds at the owner's risk and the University undertakes no 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.
- 3.11 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 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.
- 3.12 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.
- 3.13 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.

- 3.14 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.

Data Protection

- 3.15 This [privacy notice](#) explains how your personal data will be processed in connection with your application for a Permit and management of University car parks.

The Travel Plan Group 2018
Bournemouth University