

## **BOURNEMOUTH UNIVERSITY TERMS AND CONDITIONS OF PARKING**

### **Responsibility for parking**

- 1 Responsibility for implementation of the University's parking Terms & Conditions has been delegated to the University Travel Plan Group. The Terms & Conditions are enforced by University site operations staff or staff working for the University's parking services contractor, who act on the University's behalf. These Terms & Conditions cover the use of any motor vehicle on any University grounds.

### **Terms & Conditions of parking**

- 2 Parking enforcement is in operation in all University car parks between the hours of 7am and 4pm, Monday to Friday, except for public holidays and official University closures. 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 Parking enforcement may also be in operation in some University car parks during additional time periods such as evenings and weekends, where car parks are open for public parking ("Public Parking Sessions"). The timings of any Public Parking Sessions will be stated in on-site signage.
- 4 At all times when parking enforcement is in operation, any motor vehicle parked in a BU car park must be covered by a valid permit or ticket of a type which is available in and accepted for that car park. This may include a staff Permit, a student or visitor parking permit issued by the University (either in virtual (e-permit) or hard copy form), an occasional use / daily-permit ticket (which may be via the Just Park App Parking Services) or a pay and display ticket. A "valid University permit or ticket" does not include:
  - 4.1 a Blue Badge or temporary disabled parking pass. Whilst this gives permission to use specific designated parking bays it is not a valid parking permit or ticket for the purpose of parking in a University car park unless accompanied by a valid University permit or ticket; or,
  - 4.2 a right to use a Permit or occasional use / daily e-permit to park more than one registered vehicles in any University car park at any one time. Where two specified vehicles are registered to a valid University permit or ticket, only one of those vehicles may be parked on any University grounds at the same time.
- 5 A reference to "valid University permit or ticket" means a University permit or ticket:
  - 5.1 that covers the whole period during which the vehicle is parked; and

- 5.2 is used in accordance with any restrictions stated at the point of issue (through on-site signage or otherwise) as regards the locations and time periods within which it can be used; and
- 5.3 except in the case of a pay and display ticket, is registered to the specific vehicle being parked.

Not all categories of permit or ticket will be available or accepted in every University car park. It is your responsibility to ensure that you are relying on a ticket or permit which is available in and acceptable for the area in which you park your vehicle and is otherwise valid as defined in these Terms & Conditions.

6 Sections 4 and 5 above do not apply to the following:

- 6.1 users of the Electric Vehicle Rapid Charging Points (EVRCPs) situated on any University grounds. Access to the EVRCPs spaces 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 permitted 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;
- 6.2 authorised users of University fleet electric vehicles;
- 6.3 users of the designated pick-up/drop-off zones. At Talbot Campus permission to park in this zone is limited to 20 minutes for buses or coaches and 10 minutes for other vehicles. Parking in this zone is permitted for the sole purpose of dropping off and picking up passengers. Drivers of any vehicle parked in this area must switch off the vehicle engine while stationary and remain with the motor vehicle at all times. For designated pick-up/drop-off zones in other University car parks, co-located signage and ground markings will detail its terms of use;
- 6.4 motorised two-wheeler vehicles (motorcycles or scooters) which do not need to be covered by a permit or ticket (as set out above).

7 Any vehicle parked in a designated disabled parking bay must be covered by one of the following **in addition to** a valid permit or ticket as required by section 4:

- 7.1 a valid (current) Blue Badge; or

- 7.2 a temporary disabled parking pass which covers the period of parking. This is a pass issued by the University which allows a member of staff or a student who does not have a Blue Badge to park a specified vehicle or vehicles in disabled parking bays. Decisions on whether to issue such passes are taken by the University's HR Department (for staff members) or Additional Learning Support team (for students) (as appropriate) and are subject to the individual submitting appropriate evidence of a short term medical condition or impairment significantly affecting their mobility. Please contact Parking Services for further information.
- 8 Motorised two wheeler vehicles (motor cycles or scooters) must be parked in a marked motorised two wheeler vehicle parking bay and must not be parked in car parking bays.
- 9 Before 10.00am designated lift sharing bays can only be used by those participating in the University's lift sharing scheme (see - <https://staffintranet.bournemouth.ac.uk/aboutbu/sustainability/sustainabletravel/liftshare/> ). Users must display two lift share permits in accordance with section 12 below and the vehicle must be linked both to a Permit and to one of the displayed lift share permits. If a designated lift sharing bay is available after 10.00 am it may be used by any user holding a valid University permit or ticket as required by sections 4 and 5 above (as appropriate and available).
- 10 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 the overnight period falls within a Public Parking Session or express permission for overnight parking has been given as provided for in section 11.
- 11 Permission for overnight parking should be requested from Estates via [parkingservices@bournemouth.ac.uk](mailto: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. Overnight parking will not be permitted for a period exceeding 2 nights. If a period longer than 2 nights is required you must make alternative arrangements for parking your vehicle. 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 University 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.
- 12 The following permits, tickets and badges/passes must be displayed whilst parking in University car parks:

- 12.1 Any permit or ticket which is only available in hard copy format, e.g. a pay and display ticket;
- 12.2 For any vehicle is parked in a designated disabled parking bay, a Blue Badge or BU temporary disabled parking pass; and
- 12.3 For any vehicle parked in a designated lift-sharing bay before 10.00am, two valid lift share permits.

A permit or ticket referenced above is only valid if it is displayed in accordance with this section. A reference to “displayed” means that the permit or ticket is placed so that the details of the permit or ticket are visible through the front windscreen from outside the vehicle.

### **Enforcement of these Terms & Conditions**

- 13 The following actions or omissions are considered to be breaches of these Terms & Conditions:
  - 13.1 Failing to have in place a valid University permit or ticket for the time period and location in which you are parked;
  - 13.2 When parking in a designated lift share bay before 10.00 am, failing to display two current and valid lift share permits and/or failing to have in place a valid Permit and / or an occasional use / daily e-permit linked to the parked vehicle;
  - 13.3 Occupying more than one space with only a single valid University permit or ticket in place, including but not limited to:
    - parking a single vehicle across two spaces;
    - parking a very large vehicle which does not fit within a marked parking bay; or
    - parking two registered vehicles within a parking enforcement area at the same time;
  - 13.4 Leaving a vehicle in a place causing unnecessary obstruction – for example, on clearly demarcated restricted areas or on access ways/roads etc.;
  - 13.5 Parking on, or adjacent to, double yellow lines;

13.6 Parking in an area of a designated car park where not entitled to do so under these Terms & Conditions. This includes any of the following:

- Parking in a marked parking bay formally designated (in accordance with any floor markings or signage in place at that location) for use by a particular category of vehicle or user when not entitled to do so and without meeting the conditions for use of such a bay;
- Parking in an EVRCP bay or the designated pick-up/drop-off zone in breach of the provisions of these Terms & Conditions;
- Parking in an unmarked area (i.e. an area not designated for parking);
- Parking in a demarcated, reserved or restricted areas or car parks if not permitted to do so by these Terms & Conditions or as otherwise communicated by way of signage or floor markings, for example, a student parking in the Talbot campus visitor car park;

In all cases such parking is prohibited and breaches these Terms & Conditions regardless of whether the user has a valid University permit or ticket for the period during which they are parked.

13.7 Parking on, or in a manner which causes an obstruction of, any access routes;

13.8 Being parked in contravention to, or failure to conform to, traffic signs and notices;

13.9 Parking overnight where this is not covered by a Public Parking Session and /or specific permission for the vehicle to be parked overnight on that date has not been granted through the process in Section 11 above;

13.10 Parking overnight in breach of any conditions attached to permission for overnight parking given under section 11 above;

13.12 Parking a motor cycle or scooter in or any area other than a marked motorised two wheeler vehicle parking bay.

- 14 The University engages a contractor to act on the University's behalf in monitoring car parking on its grounds and enforcing these Terms & Conditions. The University's site operations staff may also undertake these activities.
- 15 The University and its contractor use manual inspection and automatic number-plate recognition (ANPR) technology for the purpose of monitoring parking on University grounds and enforcing these Terms & Conditions. The University reserves the right to introduce additional monitoring and enforcement mechanisms, such as CCTV (in addition to any CCTV already located in University car parks for security purposes), subject to compliance with applicable laws including data protection legislation.
- 16 Any breach of these Terms & Conditions may result in the issue of a Parking Charge Notice (PCN) in respect of the relevant vehicle.
- 17 Where a PCN is imposed, you will be liable to pay a parking charge of up to £70 in relation to the vehicle in addition to any payment already made through purchase of a valid University permit or ticket.
- 18 If payment of the PCN is made within 14 days of its issue, the PCN charge is reduced to £40. If payment is not received within 28 days of its issue, action may be taken to enforce the PCN and recover the full cost of the additional parking charge plus any other reasonable costs incurred including, but not limited to, County Court costs. Such action will be taken by the University's contractor.

**Responsibilities of the University and vehicle owners/drivers**

- 19 All motor vehicles are brought onto the University grounds at your risk as the owner of the vehicle 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 & Conditions.
- 20 With the exception of:
  - 20.1 the EVRCP spaces which are open to members of the public for use;
  - 20.2 users of the car parks during Public Parking Sessions;
  - 20.3 bona fide visitors having business at the University; and
  - 20.4 users identified in section 6 above,

the University car parks are only to be used for parking vehicles that have a valid University permit or ticket registered or displayed unless as agreed by or on behalf of the University Travel Plan Group.

- 21 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 & Conditions it is not obliged to do so and not liable for failure to do so.
- 22 Any vehicle abandoned on the University's grounds is liable to be removed by the University's parking contractor. This is permitted in certain circumstances by the Torts (Interference with Goods) Act 1977. A vehicle may be deemed abandoned e.g. due to physical signs of abandonment or because there is no tax or MOT in place for the vehicle.
- 23 The University has sole discretion whether to accept or refuse any application for a permit or ticket of a type within sections 4 and 5 and does not guarantee that applications will be accepted. On occasion the University may request further information before deciding whether to issue a permit or ticket.
- 24 The issue of a Permit or occasional use / daily e-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 & Conditions if space is available. It is the University's policy to maximise use of the car parks by issuing more permits and tickets than there are spaces available. The University reserves the right to refuse any permit holders access to any 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 on open days; during the autumn and spring term; and often, during any term-time weekday, may be full by 10.30am - 11.00am.
- 25 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.