

## Car Parking Policy

*This policy applies to everyone who parks on land operated by University of the West of England (UWE Bristol).*

### Car parking in residential streets around campus locations

As individuals, we all have a duty to respect our neighbours and the University is no different. Please help us to maintain a good relationship with our surrounding communities by not parking in neighbouring residential streets close to our campuses instead using University parking when attending the university. In all cases where cars are parked illegally the University will support residents, the police, and local authorities to take all reasonable and legal measures against motorists that infringe the local parking restrictions.

When parking on UWE Bristol campuses, it is important that drivers understand and follow the rules and processes set out below that are in place to make the facility work for everyone.

### 1. General

1.1. All motorised vehicles (excluding motorcycles, e-bikes, e-scooters) parked on a campus (Frenchay, Glenside, and City Campus) between **08:30 and 17:00** Monday-Friday must have valid permission to park in one of the following forms:

- A valid Full UWE Bristol staff or Student parking permit
- A valid UWE Bristol contractor pass
- A valid UWE Bristol pay daily permit, plus:
  - payment made using the Pay by Phone system, or.
  - a dated parking ticket from a UWE Bristol parking ticket vending machine
- A mobility Blue Badge issued by a local authority
- Or be an approved, pre-booked visitor (see section 4)

1.2. Vehicles must only be parked within designated car parks and within marked parking bays. Vehicles found to be parked in any other area will be subject to enforcement action(See 10).

1.3. Persons wishing to park a vehicle overnight or for extended periods must obtain authorisation and register the vehicle's details at the campus East Entrance Reception.

1.4. Overnight parking within the Frenchay accommodation areas and courtyards is prohibited

1.5. UWE Bristol does not guarantee the availability of parking spaces, reserved or otherwise. Parking on campus is also entirely at the owner's risk. The University of the West of England accepts no responsibility for any theft of vehicles, or any loss from or damage to vehicles parked on its sites.

1.6. The University reserves the right to restrict parking to host events or for other operational needs. Wherever possible, these restrictions will be communicated in advance.

1.7. Full Details of how to obtain parking validation (Permits, Passes and Tickets) are detailed separately on the University web site.

1.8. Persons found to be using falsified permits, passes or tickets will be subject to enforcement action and disciplinary action where necessary.

1.9. All vehicles brought onto any campus must meet the minimum legal requirements for driving on the public highway.

1.10. Rules regarding eligibility to park: tariffs, exclusion zones and car park availability are subject to change to suit operational circumstances.

1.11. The University uses an automated visual detection system within general parking areas of Frenchay campus to monitor parking availability. The system updates the signs at the east and north entrances in real-time to indicate how busy the car parks are.

1.12. All vehicles must adhere to the campus speed limits. Displayed on signs throughout the campus.

## **2. Students**

2.1. Students who live in university managed accommodation are not permitted to park or bring vehicles onto Frenchay Campus at any time except for designated moving in/out periods.

2.2 Undergraduate students who live within the defined boundary exclusion zone (available on the UWE Bristol website) are not permitted to park or bring vehicles onto Frenchay campus at any time.

2.3. All eligible students who wish to park must register their vehicle and either:

- purchase a full parking permit or.
- obtain a pay daily permit and.
  - o A payment made using the Pay by Phone system, or.
  - o a dated parking ticket from a UWE Bristol parking ticket vending machine
- 

2.4. Students may only park in designated parking spaces within car parks 1, 2, 3, 21, 22, 23 Enterprise Park at Frenchay campus and the general car parks at the Glenside and Bower Ashton campuses.

2.5. Student permits are non-refundable without exception and are only valid for one vehicle. Lost permits can be retrieved from the student's online UWE Bristol portal and reprinted.

2.7 Students with motorcycles must only park within designated motorcycle parking areas. Motorcycles left in any other areas will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

2.8 Frenchay Car Parks 5, 8 and 15 are primarily for disabled Blue Badge and Accessible permit holders. If you are a Blue Badge holder, please register your status using the permit application system.

## **3. Staff**

3.1. All staff are required to display either:

- a full staff parking permit or

- a staff pay daily permit and
  - o payment made using the Pay by Phone system, or.
  - o a dated parking ticket from a UWE Bristol parking ticket vending machine

Staff are those paid directly by the University to work on behalf or for the University and have a UWE Bristol payroll number. This group includes staff working on behalf of the TSU, PhD staff and visiting lecturers.

3.2. All Staff have access to car parks 1, 2, 3, 4, 21, 22, 23, Enterprise Park, Northavon House and Centre for Sport Road on Frenchay campus. All car parks on other campuses are available to staff apart from the visitor car park (9) on Glenside campus, and visitor car park at City Campus Bower Ashton.

3.3. Frenchay Car parks 6, 7, 19 and 28 are reserved for essential access users. Applications for access to these areas should be made using the Facilities Online system when applying for a permit. Existing permit holders should email the Travel Team ([travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk)) to request access. Those who are deemed needing to park in these areas by the Travel & Access team will be provided access.

3.4. Frenchay Car Parks 5, 8 and 15 are primarily for disabled Blue Badge holders. If you are a Blue Badge holder, please contact [travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk) who will be able to arrange access to these areas for you.

3.6. Access to the car park at the Centre for Sport (13) is restricted for community users of the Centre for Sport. Further information relating to this car park can be gained by contacting the Centre for Sport reception on +44 (0) 117 32 86 200.

3.9. Staff with motorcycles must only park within designated motorcycle parking areas. Motorcycles left in any other areas will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

#### **4. Visitors**

4.1. At Frenchay Campus, UWE Bristol staff can pre-book their business visitors into the Bristol Business School visitor car park.

4.2. At Glenside Campus, UWE Bristol staff can pre-book their business visitors into the visitor car park. Staff will be issued with the code to enter the car park with the booking confirmation to pass onto their visitor.

4.3 At City Campus Bower Ashton, UWE Bristol staff can pre-book their business visitors into the visitor car park.

4.4. Visitors assisting students to move in/out of their accommodation at Frenchay Campus should contact [travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk) for advice and assistance.

4.5. Visitors with plug in electric vehicles may park and charge their vehicles at EV charging stations in the visitor car park on Frenchay campus. Rules regarding charges and length of stay are outlined on signage at the EV bays.

4.6. Visitors with motorcycles must only park within designated motorcycle parking areas. Motorcycles left in any other areas will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

## **5. Contractors and non-payroll staff**

5.1. Non-payroll staff are subject to the same rules as payroll staff. They will need to request a car parking permit by contacting the Travel Team ([travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk)).

5.2. Contractors that work at UWE Bristol campus locations on a regular basis are required to obtain a contractors parking permit, requested by the appropriate project manager, by contacting the Travel Team ([travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk)).

5.3. Contractors are required to obtain access to car parks by reporting to the campus reception, registering their company name and vehicle registration number. They will then be provided with the appropriate access to the required areas.

5.4. Vehicles must only be left in designated areas including service bays. Vehicles left in any other areas will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

## **6. Deliveries**

6.1 Delivery drivers to Frenchay Campus are required to obtain access to car parks by reporting to the campus East Entrance Reception, registering their company name, vehicle registration number and where the delivery is to be made.

6.2. Vehicles must only be left in designated areas including loading bays. Vehicles left in any other areas will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

## **7. Car Sharing**

7.1. The University actively encourages staff, students and visitors to car share whenever possible to reduce the impact their travel has on the environment and local infrastructure.

7.2 The University operates a service to find partners to journey share across all transport modes. Details of this scheme can be found using the link below. <https://joinmyjourney.org.uk/>

## **8. Blue Badge and UWE Accessible Parking Permit holders ('A' Pass)**

8.1. Vehicles displaying a local authority issued mobility Blue Badge do not require additional validation permits or tokens. Visitors to the university that do not have swipe access permissions to restricted car parks are to visit the East reception where access will be provided to the most convenient parking area.

8.2. UWE Bristol operates an Accessible Parking Permit scheme for staff and students that meet certain criteria. Students and staff in this category can apply for accessible parking using the same process used to apply for a standard permit. A Permit holder can park in designated bays marked with an A, some of which are wider than a standard bay. For more information on the locations of these bays please contact the Travel Team ([travel.team@uwe.ac.uk](mailto:travel.team@uwe.ac.uk)).

8.3. Blue Badge Holders and Accessible Permit holders should park in designated parking spaces where possible. Vehicles will be subject to enforcement action if deemed to be causing nuisance, inconvenience or risk to other users or site operations.

## 9. Electric vehicle (EV) charging bays

9.1. There are several electric vehicles charging bays in UWE Bristol operated car parks. EV users with a valid full permit or pay daily permit (with daily validation displayed) may park in these bays and charge their vehicles in general parking areas.

9.2. These bays are dedicated for plug-in electric vehicles only. Unauthorised parking in these bays may result in enforcement action.

## 10. Enforcement

10.1. Parking Enforcement operations within university managed car parks are undertaken in accordance with current legislation. The University's enforcement operator is a member of the International Parking Community Approved Operator Scheme.

10.2. The University reserves the right to issue a parking charge notice or to take whatever steps it sees fit to address any vehicle that is parked in contravention of the UWE Bristol parking policy and/or is believed to be abandoned and/or is deemed to be causing obstruction, nuisance and/or danger. For University staff and students this may also result in disciplinary action being taken and/or removal of access rights.

10.3. Vehicles will be deemed to have infringed parking policy if they are:

- Not parked in a designated car park space or parking bay.
- Not clearly displaying a valid parking permit, pass or ticket.
- left unattended in any area other than a designated car park.
- a student vehicle parked in a car park marked for restricted use.
- not displaying either a valid mobility Blue Badge or UWE Bristol accessible parking badge when parked within an accessible parking bay.
- not displaying a valid mobility Blue Badge when parked within a disabled parking bay.
- Parked overnight without a valid authorisation.
- Parked in a hatched area, loading bay, or on a verge, footpath, double yellow lines.
- Parked causing obstruction to university property or another user vehicle.
- Parked in a parent and child bay without a child registered at or an appointment with the Halley Nursery.
- Parking within a time restricted area for greater than the advertised time limit. Parking in any UWE Bristol managed area that at the absolute discretion of the University and its Parking Enforcement Contractor is causing risk, nuisance, damage or danger to other users, the University, or its property.

10.4. Drop off/collection points are provided for the drop off and collection of passengers only, any unattended vehicles will be deemed to be parked and will be subject to enforcement action.

10.5. Any vehicles in a designated taxi area not displaying a valid taxi plate will be subject to enforcement action.

10.6. Authorisation to park in all university managed car parks may be withdrawn for any vehicles with outstanding parking charge notices older than 28 days (unless there is an ongoing appeal).

10.7. Payment of parking charge notices may be submitted online (using the details shown on the Parking Charge Notice (PCN)).

10.8. The University's operator reserves the right to contact the DVLA to obtain the registered keepers' details of any vehicles parked on university property and take any action deemed necessary to recover outstanding debts.

10.9. Parking Charge Notice fee is £60, reduced to £30 if payment is received within 14 calendar days of issue.

10.10. All surplus revenue from parking charges is reinvested into UWE Bristol's travel infrastructure.

## **11. Appeals against parking charge notices**

11.1. Staff within the University will not be able to assist in overturning parking enforcement action taken and cannot arrange for charges to be waived prior to an appeal being investigated.

11.2. All appeals against parking charge notices must be submitted to the enforcement operator within 28 calendar days from the date of the occurrence.

End of document