

## 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 by using University parking when attending the university. In all cases where cars are parked illegally the University will support local residents, the police and local authorities to take all reasonable and legal measures against motorists that infringe the parking restrictions.

#### 1. General

1.1. All motorised vehicles (with the exception of motorbikes) parked on a campus (Frenchay, Glenside, and City Campus /Bower Ashton) between **9:00 and 17:00** Monday-Friday must display parking validation in their vehicle windscreen, which can either be:

- A valid Full UWE Bristol staff or Student parking permit
- A valid UWE Bristol contractor pass
- A valid UWE Bristol Event pass or visitor pass
- A valid UWE Bristol loading pass (to be booked out from and returned to East reception)
- A valid UWE Bristol permission to park pass plus:
  - either a validated daily scratch card or;
  - a dated parking ticket from a parking ticket vending machine
- A mobility Blue Badge issued by a local authority or UWE Bristol Accessible Parking Permit ('A' Pass)

*Outside of the core hours and at weekends, parking validation is not required.*

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 Reception.

1.4. 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 campus.

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

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

## 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.

2.2 Undergraduate students who live within the defined boundary exclusion zone (available on the UWE 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 permission to park permit and display daily parking validation.

2.4. Students may only park in designated parking spaces within East entrance car parks (1, 2, 3) and North entrance car parks (21, 22, 23) at Frenchay campus and the designated car parks spaces 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.

2.6. Any users that have forgotten or lost access cards are required to park within the North entrance car parks (21, 22, 23) that do not require access via their campus card.

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 8 and 15 are primarily for disabled Blue Badge holders. If you are a Blue Badge holder please contact Student Services who will be able to arrange access to these areas for you.

## 3. Staff

3.1. All staff are required to display either:

- a full staff parking permit or;
- a staff permission to park pass and a validated daily parking token or dated machine vended parking ticket.

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 all car parks on Frenchay, Glenside and City Campus sites with the exception of 6, 7, 8, 13, 19, 28, Future Space and the visitor carpark at Frenchay campus, the visitor car park (9) at Glenside and the car parks at the UWE enterprise park.

3.3. Frenchay Car parks 6, 7, 8 and 19 are reserved for essential access users. Applications for access to these areas must be made to the Car Parking inbox ([carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk)) and should be accompanied with a supporting letter from a Faculty or Service Head.

3.4. Frenchay Car Parks 8 and 15 are primarily for disabled Blue Badge holders. If you are a Blue Badge holder please contact HR who will be able to arrange access to these areas for you.

3.5. Car park 28 is restricted access for Bristol Robotics Lab and deliveries to the Students Union. The Future Space car park is restricted to Future Space tenants and their visitors.

3.6. Access to the car park at the Centre for Sport 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.

3.7. Access to the Visitor car park (9) at Glenside is restricted to visitors and essential users only. People needing access are to contact the Car Parking inbox ([carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk)).

3.8. Any Frenchay car park users that have forgotten or lost access cards are required to park within the North entrance car parks (21, 22, 23) which do not require access via their campus card.

3.10. 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 are able to pre-book their business visitors into the visitor car park. All visitors must report to the Bristol Business School building reception on arrival to validate their parking tickets.

4.2. Visitors to events at the Exhibition and Conference Centre (ECC) should receive an event pass and park in the North entrance car parks (21, 22, 23) For some large events car park 21 may be reserved for essential users. Visitors to the Glenside and Bower Ashton campuses should park in the designated car parks. All visitors must display a Visitor or Event pass and daily parking validation if detailed on the pass.

4.3. Visitors assisting students to move in/out of their accommodation at Frenchay Campus should report to the East Reception where they will be provided with a temporary loading pass, which is to be booked back in once loading/unloading is complete. Any visitors that wish to remain on site must then move their vehicles to the North Entrance Car Parks (21, 22, 23).

4.4. Visitors to the Bower Ashton campus should report to the main reception where you will be asked to register your company name, who you are visiting and your car registration number. For those who host frequent visitors please contact the Car Parking inbox ([carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk)) for a visitors permit.

4.5. Visitors with plug in electric vehicles may park and charge their vehicles at EV charging stations in unrestricted car parks on campus as long as a UWE Bristol visitor permit is displayed.

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**

5.1. Contractors are persons that are paid to work at the University by a third party and do not have a UWE Bristol payroll number. 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 Car Parking inbox ([carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk)).

5.2. Contractors are required to obtain access to car parks by reporting to the Site 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 are required to obtain access to car parks by reporting to the Site Reception, registering their company name, vehicle registration number and where the delivery is to be made.

6.2 Delivery drivers will be issued with a temporary pass to be displayed in the vehicle windscreen which is to be booked back into reception upon departure.

6.3. Delivery drivers will be given an appropriate time allowance to complete their delivery.

6.4. 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 it 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 on the University travel web pages and is open to all University staff and students.

<https://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/transport.aspx>

## **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 drive to 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 in this category should contact the student disability service for assistance. Staff in this category should contact human resources for assistance. A Pass holders are able to 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 Car Parking inbox ([carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk)).

8.3. Blue Badge Holders and Accessible Pass holders must park in designated parking spaces or parking bays 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 a number of electric vehicle charging bays in UWE Bristol operated car parks. Anyone with a valid full permit or permission to park permit (with daily validation displayed) may park in these bays and charge their vehicles in unrestricted car parks on campus.

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 is a member of the British Parking Associations' 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, ticket or token
- 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 users vehicle
- Parked in a space marked with 2+ signs without having a passenger in the car when it is parked
- 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 considered to be 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 Taxi waiting bays are provided for registered taxis to wait in only. Any vehicles not displaying a valid taxi plate will be subject to enforcement action.

10.5. 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 outstanding appeal).

10.6. Payment of parking charge notices may be submitted online or by post (to the address shown on the Parking Charge Notice (PCN) by cheque or postal order. Full details of the vehicle registration and date of the charge must be submitted when paying by post. A receipt will only be sent if a stamped addressed envelope is enclosed.

10.7. The University reserves the right to contact the DVLA to obtain the registered keepers details of any vehicles parked on university property.

10.8. Parking Charge Notice fee is £40, reduced to £20 if payment is received within 14 calendar days of issue.

10.9. All surplus revenue from parking charges is reinvested in 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 in writing within 28 calendar days from the date of the occurrence

11.3. If you wish to make an appeal against a parking charge notice, appeals can be submitted in writing either by email to [carparking@uwe.ac.uk](mailto:carparking@uwe.ac.uk) or by writing to: *Car Parking, University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY*. The following information must be provided:

- Date of charge
- Vehicle registration
- Full name and contact address and staff or student number (if applicable)
- Proof of payment of any outstanding parking charge notices
- PCN reference number
- Details of why you are appealing the charge and/or details of your complaint.

It is advisable to complete the UWE Bristol Parking charge appeal form as this will ensure that all the relevant information is provided and will reduce any risk of delay in responding. (The appeal form is available to download on the enforcement and appeals web pages:

<https://www1.uwe.ac.uk/about/visitus/campusmapsandinformation/carparking/enforcementandappeals.aspx> )

11.4. On receipt of your appeal the Travel & Access team will commence investigations. The Travel & Access team will usually provide a full written response to your complaint/appeal within 14 working days of receipt. Where it will not be possible to provide a response within that timescale you will be notified of the reasons for the delay within that timescale and provided with an estimated date for response.