

## **TERMS & CONDITIONS FOR ACCESS & PARKING (VEHICLE REGULATIONS) AT THE UNIVERSITY OF EAST ANGLIA**

### 1. Access and Parking

Access and parking of any motor vehicle on University property shall be subject to authorisation and the payment of the appropriate fee (unless exempt from payment).

### 2. General Provisions

All vehicles must be parked correctly as follows, unless authorised otherwise by The Travel & Transport Team or the Security Team:

- Vehicles must not
  - Be parked outside the marked bays
  - Park in any area of yellow or white hatching
  - Park on any footpath, cycle path or pedestrianized area
  - Park on grass verges or other grassed areas
  - Park in an unauthorised bay such as an accessible bay without a blue badge or a restricted bay or parking area
  - Park on the roadways and footpaths associated with Earlham Hall
  - Obstruct fire exits, entrances, access areas or loading bays or cause any other obstruction to Campus users
  - Park on yellow lines at any time
  - Park overnight (after 2.00 am) without permission from the Travel & Transport Team or the Security Lodge except those vehicles who have been issued with a permit to park in an authorised location as determined by their permit type
  - Fail to pay appropriate parking fee
  - Fail to display a valid permit in any car park and in car parks not controlled by barrier entry and exit a valid permit and a valid scratchcard
  - Fail to conform to any traffic sign or speed limit on University property or any other relevant Road Traffic legislative requirement normally applicable on the general highway including tailgating at barriers
  
- Disabled bays are for disabled drivers/passengers only and must not be used or obstructed by any other vehicles, including contractors and delivery vehicles
  
- Motor vehicles over 3000kgs, unladen vehicles or long vehicles must enquire with Travel & Transport Team or the Security Team regarding the most appropriate location to park – such vehicles must not occupy more than one parking space.
  
- Driving in an erratic or dangerous manner may result in an infringement being issued

Failure to comply with Section 2 of the University's Terms & Condition for Access and Parking may result in enforcement action as described in Sections 12 and 15.

### 3. Registration & Permits

All staff, students and others who wish to park on University property at any time and who are eligible for membership of the University Car Park Permit Scheme must register with the scheme.

All applications including those in respect of student appeal applications should be submitted to the Travel & Transport Team, Estates & Building Division.

Non-UEA campus card holders who would wish to obtain a permit to park should seek advice from the Travel & Transport Team.

Where a parking permit is issued this must be displayed on the passenger side of the windscreen of the vehicle at all times. This ensures there is no misuse of spaces. Handwritten notes are not accepted in place of permits. However where a substitute vehicle is parked on campus you should display your permit and inform the Travel and Transport Department.

To protect the integrity of the scheme up to two vehicles may be registered but only one vehicle permit will be issued.

Motorcycles must also be registered free of charge, but a permit will not be issued.

### **Permit Types**

Standard permits will be issued to those eligible to become members of the UEA Car Park Permit Scheme and permits must be renewed annually. Certain permits will include a letter to indicate the status of the permit holder as follows:

- S issued to members of the Smart Share Scheme
- NS issued to non-stipendiary staff
- D issued to blue badge holders or those who require similar parking facilities
- U Staff – Unsocial hours
- EC issued to businesses based with the Enterprise Centre
- R issued to eligible residents living on campus

### **UEA Car Park Permit Scheme Permit Allocation**

Until September 2018 (to coincide with the construction of Blackdale Phase 2), parking permits will not be available to:

- Those who reside one mile or less from the Campus
- Undergraduate or postgraduate taught students

Unless the applicant is:

- a Blue Badge Holder or have an evidenced medical condition which entitles you to a UEA parking permit
- a UEA or Student Union employee contracted to commence work between 7.00 pm and 7.00am
- as a student, been granted special dispensation by the Appeals Panel

From September 2018 (to coincide with the construction of Blackdale Phase 2), permits may not automatically be available where:

- The applicant is an undergraduate or postgraduate taught student
- The term time residential address is less than 2.4 kms (1.5 miles) of the University (walking distance as indicated by Google maps)

**The following exemptions will apply:**

**Table 1**

Need	Criteria	Evidence
Blue Badge or other medical condition which affects mobility	Medical conditions which inhibit the ability to walk or use public transport to commute to UEA	Blue badge or clinician/GP. If latter letter must be clear as to the absolute requirement for the permit.
Caring responsibilities	Caring responsibilities for a disabled, elderly or ill dependent	Copy of letter from medical practitioner confirming caring status or the carer allowance is received
UEA Staff - Unsocial hours	Unavailability of public transport to support UEA Staff contractual obligations to commence or finish work outside the hours of park & ride operation. (Monday to Friday)	Letter from line manager confirming applicant is contracted to work unsocial hours and inability to use public transport
Student placement parking permits limited to length of placement	The student is resident in UEA Halls of Residence and is required to attend a placement that cannot be reached by alternative means	Confirmation of placement from appropriate School
Students who care for primary school age children	Where the home address is beyond the parameters of the Accessibility Zones and use of alternatives does not allow on-time attendance at lectures.	An appeals process has been established, details available on the travel & transport web pages
Those who have formed a car share group	Eligible for a UEA SmartShare permit and registered with UEA CarShare.com as per the conditions stated at Section 4.	Please see section 4
From (date TBC) Walking distance of 2 kms (1.5 miles) or public transport accessibility –	Walking distance exceeds the parameter due to lack of footpaths and there is no alternative public transport option.	Google map is used to plot walking route. Bus journey details as given by the approved journey planner <a href="http://www.travelineeastanglia.org.uk">http://www.travelineeastanglia.org.uk</a>

From (Date TBC) Staff who care for primary school age children or younger	Applications from staff members who require a car to regularly convey primary school age or younger children to and from school or childcare where walking or public transport options are not available and where flexible working is not possible or appropriate. Where a child(ren) attend UEA Nursery. Permits will be limited to 1 per household.	The Parking Permit Management System will determine the Accessibility Zone however applicants may consult Google map to plot walking route. And/or bus journey details as given by the approved journey planner <a href="http://www.travelineeastanglia.org.uk">http://www.travelineeastanglia.org.uk</a>  Confirmation of outcome of appeal.

**Those not eligible for a UEA car park permit but wish to drive must use Costessey Park& Ride.**

#### **Replacement Permits**

A new permit will be issued free of charge for a permanent replacement vehicle if the existing permit is returned. If the permit is not returned a £10.00 administration fee will be charged.

#### **Lost / Stolen Permits**

Lost or stolen permits will be replaced upon payment of a fee of £10.00.

#### **4. Wardens/Residents Parking**

- Wardens and family residents may be provided with a parking permit where the vehicle registration document bears the address of the University. Applicants are required to provide the original vehicle registration document to evidence this. Only one vehicle may be registered.
- To avoid cars of residents blocking car parking spaces that would normally be available to other permit holders' i.e. main car park, parking is only offered in the Village or in the bays designated for them along Colman Rd or Suffolk Walk. Parking in other areas is not permitted. If a resident chooses to use alternative parking areas they will be required to pay the appropriate visitor charge.
- Residents found to be in breach of the University's terms & Conditions for Access and Parking will be issued with a Parking Charge Notice (£70 but reduced to £35 if paid within 14 days).

## 5. Car sharing Arrangements

Car sharing is defined for the purposes of this policy as two or more individuals who are on the University's Payroll or employed to work on the University campus by an external organisation for example NHS or are members of the student body, as sharing a vehicle to travel from home to the University and who are each eligible for a car park access permit through the application/criteria process.

A University staff member sharing a journey from home to the workplace with a spouse/partner or other person resident at the same address will only be accepted if each has previously been eligible for and held a standard car parking permit for a vehicle in their own right (individually paid for) and/or the share arrangements signifies a change in employment patterns which allow for a sharing arrangement.

Those eligible for a standard car parking permit are eligible to apply for a **Smart-Share** permit.

Applications will only be accepted where

1. The term time address is beyond 5km of the University
2. Where a more sustainable means of travel is not available (this may include park & ride)

Terms & Conditions:

3. A car pool is defined as having at least two, University based, car-driving members. If membership of the car pool is less than two drivers, the entitlement to a SmartShare permit is withdrawn.
4. A car pool for the purposes of this policy will be defined as one permit registration; individual membership is not recognised
5. One permit will be issued per Team member. Drivers will be required to exchange previously held annual permits at the time of issue of a car share permit.
6. **Smart-Share** permits must be renewed on an annual basis.
7. If a car sharer leaves the University or is unable to continue car sharing for whatever reason, it is up to that person to notify the Travel & Transport Team, and failure to do so may result in car parking access being denied.
8. If there are only two people within a car share group, if either member suspends or cancels payments for whatever reason e.g. long term sickness the car share arrangement will be terminated at that time, unless a suitable new car sharer can be found.
9. The Travel and Transport Team should be notified of any changes to registered vehicles.
10. It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum. Where individual travel exceeds 20% of recorded journeys on a regular basis the permit may be revoked.
11. Drivers must abide by the University's Terms & Condition for Access and Parking at all times and any permit holder deemed to be breaching a vehicle regulation risks.
12. Where an individual within the car pool group infringes the University's Terms & Condition for Access and Parking the infringement will apply to ALL car pool members and any subsequent action taken will apply to ALL car pool members.
13. Applicants from the same household with **one** vehicle are not eligible

## 6. Car Park Allocation

### Visitor

Area	Visitor	Payment Arrangements
Main Car Park	Yes	Pay-on-Foot
West Car Park	Yes	Pay & Display at weekends, public holidays, customary & statutory days
Waveney Road	Yes	UEA Visitor Permit Only
Central Car Park	Yes	Pay & Display, 2 hour restricted stay
Roadside Bays	No	N/A
Earlham Hall	Yes	UEA Visitor Permit Only
Edith Cavell Building Car Park	Yes No	N/A – permits provided by ECB Reception staff N/A
The Village	Yes	Visitor Permit Only
Blackdale Annexe	Yes	UEA Visitor Permit Only
Colney Sports Pavilion	Yes	Pay & Display
Suffolk Walk	Yes	Pay & Display, 2 hour restricted stay
Park & Stride, Triangle Site	Yes	UEA Visitor Permit Only

### Invited Guest

Visitors are able to use the free park & ride service from Costessey. Schools and Divisions are able to purchase visitor parking permits in the form of a one day scratch card for issuing to their visitors if they do not wish the visitor to pay for parking. These permits (sold in books of 10) must be purchased in advance from the Travel & Transport Team, The Lodge. Please send requests via email to: [transport@uea.ac.uk](mailto:transport@uea.ac.uk)

Alternative arrangements exist to deal with certain other visitors to the University, e.g. SCVA, School of Nursing Science, Health Centre, Nursery Parents, Broadview Lodge and Conference Delegates and Contractor vehicles (further details available from the Travel & Transport Team).

### Permit Holder Arrangements

Area	Permit Holder Types	Access
Main Car Park	Standard	Swipe card
West Car Park	Standard	Swipe card
Central Car Park	Disabled	Scratchcard
Roadside bays	Standard	Scratchcard
*Edith Cavell Car Park	Standard	Swipe card
Earlham Hall	Standard	Scratchcard
The Village	Standard	Scratchcard
Blackdale Annexe	Standard	Scratchcard
Colney Sports Pavilion	Standard	Scratchcard
*Bob Champion Research & Education	Standard	Swipe card
Park & Stride, Triangle Site	Standard	Swipe card & Pay & Display
Enterprise Centre	Permits bearing EC	Swipe Card

\* Relevant written authorisation required as part of permit application process

## Notes:

- **Where access to a car park is via a barrier system permit holders must use Swipe cards to gain entry to and egress from (even if barriers are open) for the correct amount of car park charge to be debited.** Failure to swipe at the entrance and exits could lead to a longer charge period being debited to an account. The parking fee will be automatically debited from salary or bank account via direct debit.
- Whilst the West, Edith Cavell and Bob Champion car parks are barrier controlled it is still necessary to display your permit. These car parks are in the main allocated to permit holders and it is important unauthorised use is kept to a minimum. It may be possible for non-permit holders to gain access; display of a permit ensures these individuals can be quickly identified.
- Permit holders must not park in the bays reserved for:
  - CRTU, to the rear of the School of Medicine reserved for NHS patients
  - The Parent & Child Spaces, Central Car Park, these spaces are provided as part of research trials.
  - Patient bays, University Drive reserved for patients attending appointments at the Health Centre
  - Any other bays clearly marked for the use of an individual, School or Department e.g. Health Centre Staff, Catering etc.
- During term time the Colney Sports Pavilion Car Park will not be available to permit holders on Wednesdays to ensure availability for those using the sports facilities.
- Access to Edith Cavell and Bob Champion Building Car Parks are by written agreement with the School/Division.
- Permits issued to wardens or tenants are valid for either the period of the warden's contract or the residents lease. Parking is available at the Village, Wolfson and Suffolk Walk.

### Waveney Road / Colman House

Parking bays along Waveney Road are reserved for visitors displaying UEA Visitor Permits, UEA owned/leased vehicles and the spaces closest to Wolfson for Warden Vehicles, allocated at the discretion of the Travel & transport Team or the Security Team.

### The Sainsbury Centre, & Sports Park Car Park

The Sainsbury Centre, and Sportspark car parks are not available for use at any time by University staff, students or visitors. Authorised use is restricted to non-university users of the individual facility. UEA Car Park Permit Holders will be subject to infringement and enforcement action if found parked in these areas.

Visitors to the Sainsbury Centre will be provided with a parking permit by Front of House staff and required to return to the vehicle in order to display the permit in the windscreen. The display of an official permit allows Car Park Attendants to easily identify vehicles authorised to use the bays and those who are contravening the University's vehicle regulations.

### Long Term (Summer 2018 onwards)

Visitors to the Centre will give details of their vehicle and its location to Front of House staff who will enter this onto the database. The information held on the database will be transferred to mobile devices allowing Car Park Attendants to easily identify vehicles contravening the University's vehicle regulations.

### Enterprise Centre/Earlham Park Users Car Park

The car park adjacent to the Enterprise Centre is divided into two distinct zones. Zone A is provided for genuine users of Earlham Park whilst the area beyond the barrier, Zone B is for the sole use of Enterprise Centre tenants between 07.00 and 5.00 pm. A Parking Charge Notice will be issued to any student, staff member or UEA visitor found parked in these zones **even if they are members of the UEA Car Park Permit Scheme. A can be cancelled only if the vehicle owner can demonstrate they are not registered to the UEA.**

### Motorcycles

Motorcycles must not park in any parking bay normally used by cars. Motorcycles should, wherever possible, park in the marked motorcycle areas, if not they should be parked in locations that do not cause inconvenience or obstruction to Campus users as detailed in and in accordance with "General Parking Provisions", Section 2.

### Drivers/Passengers Who Are Blue Badge Holders and/or University defined "D" permit Holders

Blue Badge Holders are NOT offered the same benefits on the University Campus as they have on the highways, as parking on any yellow lines is not permitted except in exceptional circumstances and only by prior arrangement with the Travel & Transport Team or the Security Team. This is due to the fact that the Campus roads are narrow, there is a large cycling population and the roads are bus routes.

Blue badge holder are permitted to park in accessible parking bays on campus provided they display their blue badge when parking. If an accessible parking bay is not available, blue badge holders should park in the next appropriate bay with the exception of bays which belong to a school or department, e.g. a CRTU bay - unless authorised by the school or department.

Where possible, blue badge holders should pay the parking charge applicable to the parking area\*. If there is no option to pay, e.g. Suffolk Road accessible parking bays, the driver should just display their blue badge on their dashboard.

\*UEA staff and students eligible for a parking permit are required to register and pay the appropriate charge either via campus card swipe or displaying a valid scratchcard.

### UEA disabled permit holder

UEA staff and students who possess a UEA disabled permit but not a Blue badge, are permitted to park in accessible bays on campus and display their permit and scratchcard if appropriate. Alternatively UEA disabled permit holders should park in car parks/ parking areas which they are eligible for depending on their permit type e.g. Staff, Student, Smartshare etc.

For example – If a UEA disabled staff permit holder was unable to park in an accessible parking bay in the Central Car Park, they would not be authorised to park in a regular bay in this car park.

Staff and students who, whilst not a Blue Badge Holder, for other reasons require similar assistance with parking facilities should contact [transport@uea.ac.uk](mailto:transport@uea.ac.uk) for further help and advice.

## 7. Parking in the Local Area

The University seeks to preserve the public facilities and residential access in the immediate area surrounding the University and gives notice that staff and students should respect these important provisions by not parking in the surrounding streets and car parks (including the Sportspark Car Park, Earlham Park Car Park and the roads in Earlham Park) or any other place that may be designated when attending the University.

Any such parking that gives rise to complaint and is proved to prevent public access will be seen as a breach of the terms of registration under the University's Terms & Condition for Access and Parking and may lead to revocation of the registration or other penalty.

## 8. Parking Fees

Parking fees for visitors apply throughout the year.

Parking fees will be payable by Standard permit holders from Monday to Friday throughout the year including University vacation periods but with the exception of weekends, statutory and customary days and Public holidays.

Holders of non-stipendiary permits and those identified as contracted to work between 19:00 and 07:00 will not be charged when working these hours. However where a work pattern falls within social hours, parking should be paid for.

Any member of staff or student who is not registered as a permit holder must pay the published visitor parking fees at all-time throughout the year.

Motorcycles are allowed to park free of charge, but must not be parked in vehicle parking bays.

## 9. Payment of Parking Fees – Permit Holders

UEA payroll members of the Scheme will be required to pay for their parking fees through the payroll system except when parking at the Park & Stride.

Students and other members who are not on the UEA payroll must pay for their parking fees via direct debit from their bank account.

Scratchcards – can be purchased from The Lodge. The cost of such cards will be collected from salary or bank account via direct debit, as above.

Members must produce their Campus card to verify membership of the Scheme when purchasing scratchcards.

**Note: Staff and 'other' members of the Scheme who usually park on the Main Car Park are advised to retain a supply of scratchcards in their vehicle; this is due to the fact that if the Main Car Park is full staff and 'other' permit holders will be redirected to the other car parks where scratchcards will need to be displayed.**

## 10. Permits, Scratchcards and Campus/Access Cards

All permits and scratchcards are identified with the member's unique scheme number and the registration number of the member's vehicle.

Permits and scratchcards are not transferable.

Members of the Scheme are wholly responsible for the use of their Campus access card, permit and scratchcards and as such will be held liable for any costs associated with any misuse of these items by person(s) known or unknown.

Permits and Campus access cards remain the property of the University at all times and may be recalled or disabled upon evidence of misuse or failure to observe the University's Terms & Condition for Access and Parking.

Permits, Campus/Access Cards and Scratchcards are issued on the clear understanding that no liability shall be attached to the University for any loss, damage or injury to the vehicle or to any property or person as a result of the use of the permit, campus/access or scratchcard for access and/or parking purposes.

## 11. Enforcement

Serious breaches of the University's Terms & Condition for Access and Parking, a failure to pay parking fees (including tail-gating or lifting barriers), parking on yellow or red lines or any serious misconduct towards any member of staff involved in implementing the University's Terms & Condition for Access and Parking may lead to the revocation of an individual's Standard permit without warning and any future application for the Scheme may be denied.

In addition to the General Parking Provisions described in Section 2 the following infringements constitute breaches of the Regulations and attract sanctions:

- Failure to display Standard permit at any time
- Failure to clearly display valid scratchcard or pay and display ticket
- Alteration, defacement or forgery of any permit, scratchcard or parking ticket
- Seeking to avoid payment of car park charges by tailgating or other actions
- Driving in an erratic or dangerous manner
- Waiting/parking on double yellow or red lined areas

This includes where the event is captured by CCTV cameras.

## 12. Cyclists

Cyclists are expected to conform to all traffic signs and directions as they would on the public highway and are prohibited from cycling on the footpath, unless designated as a cycle way.

Cyclists who ride in the dark are required by law to have lights. These must be white at the front and red at the rear.

## 13. Observance of Regulations

Any motor vehicle, including motorcycles, used or parked on any University property must comply with all relevant Road Traffic legislation in relation to the use of vehicles on roads, e.g. insurance, vehicle excise licence, test certificates, construction and use regulations, etc. The driver must hold a valid driving licence for the class of vehicle registered.

All vehicles, including pedal cycles, used or parked on any University property will be required to observe all road traffic signs and all provisions of the Road Traffic Acts and associated Road Traffic Regulations.

Any breach of these vehicle Regulations or the requirements of the Road Traffic Act and its Regulations shall be dealt with by the imposition of sanctions as described below.

## 14. Enforcement Procedures

The University operates a system of warning and education which provides those who breach the University's Terms & Condition for Access and Parking with opportunities to seek guidance and clarification and to modify their behaviour. Please contact the Travel & Transport team at the Lodge if you receive a warning or

infringement notice that you do not understand. Please be aware as this is a system of warning and education appeals are not anticipated.

### Permit Holders

1. Staff authorised to undertake enforcement action will note details of any vehicle breaching the University's Terms & Condition for Access and Parking and will take a digital photograph or retain CCTV footage providing conclusive evidence of the breach.
2. Where a vehicle is registered to more than one permit holder and is not displaying a permit from which the permit holder can be identified the infringement will be issued to all permit holders associated with the vehicle. The associated permit holders will have up to 7 days in which to advise the Travel & Transport Team which of the permit holders was responsible for the infringement; if no contact is made within the 7 days the infringement for all associated permit holders will stand.
3. Where the infringement is observed by an individual authorised to undertake enforcement action it will be dealt with by way of an infringement notice affixed to the windscreen of the vehicle. Where the infringement is recorded via CCTV and there is no immediate revocation of permit an email will be sent in place of an infringement notice.
4. The receipt of a third infringement will result in a 12 week suspension from the University Car Park Scheme and the campus card will be suspended for parking purposes.
5. After receiving two infringement notices within a rolling year, the permit holder involved will receive an email from Head of Security Operations advising them that they have received two infringements and that any further breach will result in suspension from the Car Park Scheme.
6. Following the third infringement, a letter will be sent by the Head of campus Support advising the member of staff or student that the 12 week suspension be enforced. The letter will give details of the dates of the suspension and will require the member to return the vehicle's permit to the Lodge before the start date of the suspension.
7. Failure to return the vehicle's permit will result in relevant Dean/Head of Division/Dean of Students being informed so that the appropriate disciplinary action can be taken.
8. The suspension will not start until the Monday after the week following the date of the letter to enable the individual to make alternative travel arrangements.  
  
Example: Third infringement logged on Tuesday 14<sup>th</sup> December. Letter sent Wednesday 15<sup>th</sup> December. Vehicle permits to be returned by Sunday 26<sup>th</sup> December. Suspension from the Scheme commences on Monday 27<sup>th</sup> December for 12 weeks.
9. Each infringement will be entered onto a database and all relevant reports and digital photographs will be retained.
10. The scheme member may only park on Campus during the suspension if they are prepared to pay the standard visitor parking charges applicable at the time. During the period of suspension they will be treated for charging purposes as visitors. If the scheme member parks on Campus without paying the appropriate charges they may be subject to a PCN (Parking Charge Notice).
11. A "Smartshare" group will for the purposes of enforcement will be treated as an individual; warning and infringements will apply to all members of the scheme and any action taken against an individual member will apply to all members.

12. Residents found to be in breach of the University's terms & Conditions for Access and Parking will be issued with a Parking Charge Notice (£70 but reduced to £35 if paid within 14 days)

### **Non-Permit Holders**

Where a vehicle is found to have infringed the University's Terms & Condition for Access and Parking it may be subject to a Parking Charge Notice (PCN) and subsequent fine. As part of the issuing of a PCN, Security staff will note details of any vehicle breaching the University's Terms and Conditions Access and Parking and will take a digital photograph providing conclusive evidence of the breach.

The PCN scheme is administered by an outside contractor, "National Parking Enforcement", and recipients of PCN's should follow the instructions on the notice. All correspondence in the first instance must be with National Parking Enforcement; contact details are provided on the PCN.

### **15. Removal of Vehicles**

Any vehicle brought onto University property that appears to have been abandoned may be removed.

The University shall not be liable for any damage suffered by a vehicle removed under these Regulations, nor while in any place to which it is removed.

The University may employ the services of a garage or other motoring business or organisation to effect the removal and the person in whose name the vehicle was or should have been registered shall pay such removal costs.

Any vehicle removed under these Regulations that remain unclaimed for a period of fifteen days may be sold by the University (acting as agent of the owner). If the owner's whereabouts are known to the University, the University will account to the owner for the sale price (without interest), subject to the deduction by the University of any charge arising under these Regulations or arising out of the sale. Where the owner's whereabouts are not known, the University will retain the sale proceeds for twelve months, against the possibility of a claim for reimbursement from the (former) owner. In the absence of any such claim, the University shall be at liberty to use the sale proceeds in a manner of its choosing.

Notification of removal and impending sale will be by letter sent to the user's School of study or Department within the University (where relevant) and to the owner (if different from the user or if not a member of the University community and provided the owner's whereabouts are known to the University) within seven days of removal. The University will be under no obligation to obtain the best sale price.

### **16. Notification and Revocation**

The acceptance by the University of an Application to register a vehicle shall be deemed to institute the grant by the University in accordance with these Regulations of an immediately revocable licence in respect of that vehicle within the precincts of any University property. The licence shall in any event be revoked automatically when the licensee ceases to be either a student of the University, or a non-student member or employee of the University or an authorised user. The use of a vehicle within the precincts of any University property by a student, non-student member or employee of the University without notification having been accepted under these Regulations shall be a trespass.

The University retains the right to change the terms & conditions as described within the University's Terms & Conditions of Access & Parking.

## 17. Loading/Unloading

A period of up to 30 minutes may be granted to allow for the loading or unloading of vehicles in connection with University business or activities. Those wishing to load/unload should seek authorisation from staff at the Lodge prior to loading/unloading. In a small number of areas a further permit may be required, for example BIO loading Bay, ITCS. These will be available from the School or Division concerned. **Loading/unloading is not permitted where there are double yellow lines or red lines.**

When loading/unloading vehicles should not form an obstruction, or parked in ways which obstruct other users. Hazard lights are advised.

## 18. Definition

'University' referred to in these Terms & Condition for Access and Parking means 'The University of East Anglia', including any of its officers, members of its staff, employees, students, licences or agents.

'University Property' shall include all property at any under the direct control of the University.