

## **UNIVERSITY of EAST ANGLIA VEHICLE REGULATIONS**

### **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 Parking Provisions**

All vehicles must be parked correctly as follows, unless authorised otherwise by Security:

- Vehicles must not
  - be parked outside the marked bays or park in any area of yellow or white hatching
  - park in the yellow hatched areas
  - Parking on any footpath, cycle path or pedestrianized area
  - park on grass verges or other grassed areas
  - park on the roadways and footpaths in Earlham Park
  - obstruct fire exits, entrances, access areas or loading bays or cause any other obstruction to Campus users
  - not park on yellow lines at any time
  - Park overnight (after 2.00 am) without permission from the Security Lodge except those vehicles with permits enabling parking in The Village, Suffolk Walk or other authorised location.
  - Fail to pay appropriate parking fee on Main Car Park
  - Failure to display a valid permit and scratchcard in car parks not controlled by barrier entry and exit
  - 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 Security regarding the most appropriate location to park – such vehicles must not occupy more than one parking space.

Failure to comply with Section 2 of the University's vehicle Regulations may result in enforcement action as described in Sections 12 and 15.

### **3. Car Park Arrangements/Allocation**

#### Parking for Student Vehicles

Undergraduates and postgraduate taught students WILL NOT be issued with parking permits unless special dispensation has been given by the Independent Appeals Panel. Students may park as visitors in the Main Car Park and should take a token at the barrier.

Exceptions:

Permit holders who are Smartsharers and Post Grad. Research Students (except residents of Suffolk Walk) are provided with parking in the Main Car Park at anytime. Campus cards will be activated to enable swipe card access/egress to the Main Car Park.

Blue Badge Holders may park on the Main Car Park, Blackdale Site and in bays marked disabled on the inner site. Campus cards will be activated to enable swipe card access/egress to the Main Car Park and

the ability to purchase scratchcards for use in areas where payment is collected via this method will be extended to those in this category.

### Car Park Allocation

#### Visitor

Area	Visitor	Payment Arrangements
Main Car Park	Yes	Pay-on-Foot
Boiler House Roof	Yes	Visitor Permit Only
West Car Park	Yes	Pay & Display at weekends, public holidays, customary & statutory days
Central Car Park	Yes	Pay & Display
Roadside Bays	No	N/A
Earlham Hall	Yes	Visitor Permit Only
Edith Cavell Building Car Park	Yes No	N/A – permits provided by ECB Reception staff N/A
The Village	No	N/A
Blackdale Annexe	Yes	Visitor Permit Only
Colney Sports Pavilion	Yes	Pay & Display

#### Invited Guest

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, Estates. 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 Contractors vehicles (further details available from the Travel & Transport Team or the Security Team).

#### Permit Holder Arrangements

Area	Permit Holder Types	Access
Main Car Park	Group A – staff, student, other	Swipe card
Boiler House Roof	Non Stipendiary	Valid N/S Permit
West Car Park	Group A Staff & "Other"	Swipe card
Central Car Park	Group A - Designated bays only	Scratchcard
Roadside bays	Group A Staff, student & "Other"	Scratchcard
Edith Cavell Car Park	Group A – staff, student, other	Swipe card
Earlham Hall	Group A staff & other	Scratchcard
The Village	Group A – staff, student, other	Scratchcard
Blackdale Annexe	Group A staff, student, "Other"	Scratchcard
Colney Sports Pavilion	Group A staff, student & "Other"	Scratchcard
Bob Champion Research & Education	Group A staff, student & "Other"	Swipe card

#### Notes:

- **Where access to a car park is via a barrier system permit holders must use Swipe cards to gain entry to and egress (even if barriers are open) for the correct amount 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.
- Permit holders must not park in the bays to the rear of the School of Medicine reserved for NHS patients or in the Parent & Child spaces, Central Car Park. These spaces are provided as part of research trials.
- 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 The Enterprise Centre, Edith Cavell and Bob Champion Building Car Parks are by agreement with the School/Division.

#### Waveney Road / Colman House

Parking areas at Waveney Road and Colman House are reserved for disabled student parking, visitors displaying visitor's permits and UEA owned/leased vehicles, allocated at the discretion of the Security Team.

#### The Sainsbury Centre, Enterprise Centre/Earlham Park Users Car Park & Sports Park Car Park

The Sainsbury Centre, Enterprise Centre/ Earlham Park Users 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 (May 2017 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.

#### 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.

#### **4. Drivers/Passengers Who Are Blue Badge 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 Lodge. This is due to the facts that the Campus roads are narrow, there is a large cycling population and the roads are bus routes.

There are disabled parking spaces situated around the Campus and The Village. However, if you are experiencing difficulty you should contact staff at the Lodge who will try to make alternative arrangements for you.

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.

## **5. 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 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 Vehicle Regulations and may lead to revocation of the registration or other penalty.

## **6. 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 their vehicle.

All registration forms including those in respect of student applications to be considered by the Appeals Panel should be submitted to the Travel & Transport Team, Estates & Building Division.

Where a registration permit is issued this must be displayed on the passenger side of the windscreen of the vehicle at all times.

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.

### **Types of Registration Permit**

Group A permit – are not available to:

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

Unless you:

- Are a Blue Badge Holder
- Are a UEA or Student Union employee contracted to commence work between 5.30pm and 7.00am
- Have been granted special dispensation by the appropriate Appeals Panel

Group A permits enable parking at any time, on payment of the appropriate fee, where applicable.

All permits – will be colour coded to identify staff or student registration. 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
- RV issued to families resident in Village Close
- LV issued to Students who have been given special dispensation by the Independent Appeals Panel to be members of the scheme
- RS issued to families resident in Suffolk Walk
- RM residents, Main Car Park
- O issued to other groups e.g. Health Centre staff, business proprietors on Campus, UEA retired and Sports Associations etc
- E Edith Cavell Car Park
- U Staff – Unsocial hours
- EC issued to businesses based with the Enterprise Centre

#### Registration

- Staff permits will be valid until employment on University property ceases.
- Student permits granted by the Appeals Panel will be subject to an expiry date as set by the Panel.
- Smart Share, 'NS' and 'O' permits must be renewed annually.

#### **7. Replacement Vehicle**

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.

#### **8. Lost / Stolen Permits**

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

#### **9. Parking Fees**

Parking fees for visitors apply throughout the year.

Parking fees will be payable by Group A 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. Residents will pay a one-off annual fee.

Holders of non-stipendiary permits *and those identified as contracted to work between 19.00 and 07.00 will not be charged to park during these hours but will be charged at all other times.*

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.

#### **10. 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.

Students and other members who are not on the UEA payroll must pay for their parking fees via direct debit from their bank account. If at any time a bank returns a direct debit as unpaid the standard finance charge will be applied by Finance Division in addition to the debt owed.

Holders of "Resident" will be required to pay the annual fee in cash or by cheque at the cashiers Office and produce the receipt when collecting their permit from the Lodge.

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.**

#### **11. 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 Vehicle Regulations.

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.

#### **12. Enforcement**

Serious breaches of the University Vehicle Regulations, a failure to pay parking fees or honour direct debit payments or any serious misconduct towards any member of staff involved in implementing the Regulations may lead to the revocation of an individual’s Group A 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 Group A 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

This includes where the event is captured by CCTV cameras.

#### **13. 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.

#### **14. 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.

## **15. Enforcement Procedures**

### **Permit Holders**

1. Security staff will note details of any vehicle breaching the Vehicle Regulations and will take a digital photograph or retain CCTV footage providing conclusive evidence of the breach. .
2. Where the infringement is observed by a Security Team member members registered with the University Car Park Scheme 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.
3. After receiving two infringement notices within a rolling year, the member of staff or student involved will receive an email from Head of Campus Support advising them that they have received two infringements and that any further breach will result in suspension from the Car Park Scheme.
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. 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.
6. 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.
7. 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.

8. Each infringement will be entered onto a database and after a 12 month period the infringement will be deleted.

All relevant reports and digital photographs will be retained for the same 12 month period to present as conclusive evidence in any subsequent appeal.

9. 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).

10. 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.

### **Non-Permit Holders**

Where a vehicle is found to have infringed the University's Vehicle Regulations 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 Vehicle Regulations and will take a digital photograph providing conclusive evidence of the breach.

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

### **16. Removal of Vehicles**

Any vehicle brought onto University property that is parked in breach of the Regulations or 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.

### **17. 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 Vehicle Regulations and will provide no less than 4 weeks' notice of any change to the terms and conditions described in this document.

**18. 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.

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

**18. Definition**

'University' referred to in these Regulations 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.