

Parking Policy

Campus Services



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1 Introduction

The University of Bradford's car parking policy seeks to clarify the regulations and restrictions for the benefit of our staff, students and visitors.

The car parking policy requires permits to be held for all motor vehicles for staff, students and visitors who park in University car parks during the period of 9:00 am to 5:30 pm, Monday to Friday. Disabled staff and students who are blue badge holders, who require the use of a motor vehicle to enable them to come to the University are exempted from any fee.

The policy applies to all staff, students, contractors and visitors and covers the parking of all motor vehicles on University land.

The University continues to strive to improve its car parking environment and the professional way in which its car parks are run. The University is currently members of the British Parking Association (BPA), Approved Operators Scheme (AOS), Park Mark Safer Parking scheme and the Independent Appeals Service (IAS). Further details on all these organisations can be found under Useful Contacts at the rear of the policy.

2 Scope

This policy applies to all users of the University car parks including Staff, Students, Visitors, Contractors and Commercial Partner. It governs the management of all designated parking spaces, vehicle charging points, cycle parking facilities and roads.

This policy does not extend to determining the numbers or relative proportions of spaces or permits allocated to each group of users – that will be done by the Head of Facilities with due regard to the duties imposed by the Equality Act and with reference to the relevant British Standard and having carried out an Equality Impact Assessment of the proposed apportionment.

The purpose of the policy is to:

- Ensure the transparent, balanced and accountable governance of the car parks;

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- Ensure that the rules governing the use of the car parks treat all users consistently and a balance is maintained between the conflicting interests of the various groups;
- Provide guidance to staff responsible for managing the car parks and the permit system in dealing with changing circumstances and situations and to users in terms of their expectations;

3 Definitions

Word	Definition
Accessible Parking Bay	A parking bay reserved for staff or students who have difficulty walking through campus and need to be close to their building, through disability/health/pregnancy who don't qualify for a blue badge but for whom the University is making a reasonable adjustment to enable them to continue working/study. Parking bays may also be used by Blue Badge holders.
Bike Locker	Individual bike storage issued to an individual student or of staff member, subject to a deposit and annual fee.
Bike Cage	Secure communal bike storage cage where access requires the user's card to be enabled. All registered bike users on campus are granted card access to all bike cages free of charge.
Car Share Pool	A group of at least two, University based, car-driving staff members, who each hold a permit. By surrendering the permits in exchange for a shared permit they share the cost of the reduced price permit
Civil Parking Notice	Penalty notice for breaking the terms and conditions of parking.
Contractor	A person employed by a supplier to the university, who attends site to carry out work on the infrastructure or equipment of the university under a contract between his/her employer and the University.

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Word	Definition
Disabled Parking Bay	Parking bay that requires a Blue Badge to be displayed, or evidenced in advance for users with a virtual permit, as determined by the Blue Badge Scheme (see https://www.bradford.gov.uk/bluebadge)
Visitor	A person who does not have a regular employment contract and is not a regular student at the University (for the purposes of this, regular means lasting longer than two weeks of daily attendance)

4 Responsibilities

4.1 Security and Emergency Services

Security and Emergency Services must:

- Ensure that users are treated fairly, consistently and in a polite and friendly way;
- Monitor the behaviour of users to ensure it is in line with this policy and deal with transgressions such as illegal parking, speeding, obstruction or abuse of the space by any users through appropriate means including reports to relevant department for internal disciplinary action, serving of fixed penalty notices or withdrawal of access rights;
- Approve the deployment of any temporary compounds, containers, skips, or equipment sited on or adjacent to the car parks, ensuring that any risks or impact on other users is managed adequately;
- Deal with unusual demands (e.g. large outdoor events affecting car parks, high profile conferences and visits, significant activities in neighbouring organisations) in a

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proportionate and timely way to support the event where possible, but mitigate the impact on University business;

- Field demands for disabled and accessible parking and provide users with information about where these may be found;
- Monitor the security of vehicles and all users on the car parks as far as reasonably practicable within their resources (including CCTV, help points, barriers, access control systems, bike lockers and cages and staff available on shift) and as other demands on the service permit;
- From time to time monitor use of particular car parks, bike locker or cage facilities, electric charging points or similar facilities associated with car park users.

4.2 Users

Users must:

- Follow the conditions of their permit as well as any signage, speed limits, parking restrictions and instructions from Car Park attendants or other Security staff;
- Report any misuse of facilities, illegal parking (including obstruction of disabled or accessible parking bays) or similar breach of policy to Security at the earliest instance;
- Report to Security, at the earliest opportunity, any damage to vehicles (their own or other users') which may be subject of a claim (whether against the University, themselves or another user), so that a timely investigation may be carried out and any relevant evidence collected (e.g. CCTV, photographs, etc);
- Respect other people's vehicles and property, as well as those of the University.

4.3 Human Resources Service

The Human Resources Service must:

- Approve or reject requests from Occupational Health or other clinical professionals for a member of staff to be given Accessible Parking as a reasonable adjustment.

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4.4 Campus Services Administration

Campus Services Administration team must:

- Oversee the administration of the issuing of permits to staff, students and visitors within the principles outlined in this policy;
- Manage access in and out of car parks via access cards;
- Investigate and respond to any complaints from users regarding car parks and the permit system.
- Limit number of contractor permits issued on any one day based on balancing operational need with general demand for space on car parks.

4.5 Contract Managers/Supervisors

Managers and Supervisors responsible for contractors must:

- Plan the contractor visit in advance (unless it is an emergency) and discuss parking requirements to manage expectations from contractors regarding parking availability for their vehicles;
- Adhere to the Management of Contractors policy;
- Obtain written approval from Security before any contractor compound is agreed with a contractor, including a site map and start/finish dates/times/special conditions;
- Inspect the area before, during and after the contract work to ensure the contractor has adhered to the site rules and to the demarcation lines and times, and left the site clear of debris;
- Notify university users in advance of the plans to cordon off part of the car park for a compound;
- Ensure that any disabled or accessible parking bays or disabled access routes are avoided wherever possible, and where unavoidable ensure alternative temporary replacement bays are identified and signposted appropriately;

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5 General Principles

The University is committed to the implementation of this policy in accordance with the following principles:

- Security and Emergency Services are responsible for management of the physical car parks and associated facilities (bike cages, electric charging points) and may make temporary changes where circumstances require this, provided these changes are communicated to users;
- Management of the permit schemes for staff, students and University visitors will be the responsibility of Campus Services Admin team although Visitor Parking schemes for specific designated spaces is delegated to the departments concerned (e.g. DHEZ (Academic) visitors parking spaces);
- Car parking permit fees shall cover operational costs and the cost of any planned improvements to the car parks that may be necessary from time to time;
- High over-subscription of available spaces means that unless a permit holder has a reserved space, a parking permit only gives permission to hunt for a space. It does not guarantee that a space will be available;
- Where permit applications for any category exceed a limit of 75% oversubscription (75% more permits than spaces available) distance from home to the University, caring responsibilities and factors affecting personal safety (e.g. early start and/or late finish times) will be used as a factor in deciding who to issue permits to;
- The University will always aim to treat all different groups of stakeholders who use the car parks (staff, students, cyclists, contractors, visitors) in a balanced, fair and consistent way and respecting the diversity within each of the groups.
- The proportion of spaces and permits allocated to each stakeholder group will be determined in advance by the Head of Facilities, ringfenced (initially) to ensure availability to the specific stakeholder group, and balanced to avoid any group being disproportionately affected. The groups in question being:

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- Accessible parking slot drivers
- Blue badge permit drivers

5 Overview

Car parking spaces are provided at the following sites for permit holders only:

City Centre Campus	Laisteridge Lane Campus	Faculty of Management Campus
Chesham /Horton Sports Centre Senior Managers - Rear of Carlton Wing Longside A Longside B Shearbridge Green Tumbling Hill Street Richmond Building Richmond Workshops	Rear of Revis Barber Hall Nursery / Sports Pavilion	Rear of Emm Lane Emm Lane Heaton Mount Overflow 1&2

It should be duly noted that with the exception of the car park at the rear of Revis Barber Hall, all other car parks on the Laisteridge Lane Halls of Residence Complex are owned by a private company who operate a separate parking policy, therefore parking in any of these other car parks is strictly prohibited for University permit holders.

6 Overall Allocation of Capacity

The proportion of spaces and permits allocated to each stakeholder group will be determined in advance of each year by the Head of Facilities, to ensure availability to the specific stakeholder group, and balanced to avoid any group being disproportionately affected. The groups in question being:

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- Disabled (Blue badge permit holders)
- Blue badge permit drivers
- Student Bike Locker users
- Staff Bike locker users
- Student Car Drivers
- Staff Car Drivers
- Visitor Car Drivers
- Contractor

7 Staff Parking

Staff that are eligible for a parking permit must apply annually. The number of staff permits available is restricted and these are issued on a first come first served basis initially but where the demand for permits exceeds availability then a needs based points system will be employed to decide who will be allocated a permit. Permits for non-salaried staff are issued once the appropriate fee has been paid. For salaried staff, payment will be by monthly deduction from the staff member's salary.

Staff wishing to apply for a parking permit should complete an on-line application at <https://permits.paysmarti.co.uk/acct/uniofbradford>

Permits must be cancelled when leaving the employment of the University, or where car parking rights are relinquished.

8 Student Parking

Students must apply for permits annually and the number of student permits issued is restricted. Permits are issued on a first come first served basis, initially but where the demand for permits exceeds availability then a needs based points system will be employed to decide who will be allocated a permit. Students wishing to apply for a parking permit should complete an on-line application at <https://permits.paysmarti.co.uk/acct/uniofbradford> .

Student permits cover a 12 month period. Refunds will only be considered in exceptional circumstances e.g. where a student is unable to complete a course. Applications for refunds

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must be evidence based with a covering letter submitted together with the parking permit to Car Parking, Richmond Building, Richmond Road, Bradford, BD7 1DP.

In addition, all students may park on the City Campus after 5:30 pm until 9:00 am Monday to Friday and all times at weekends without the need for a permit.

9 Visitor Parking

Arrangements have been made for the issue of visitor parking permits for short (3 hrs or less) or all day (longer than 3 hrs) parking.

All visitors must present themselves to the University Reception Desk Richmond Building or Faculty of Management and Law (unless otherwise directed by the person/department they are visiting) to obtain a visitor parking permit.

All short term (less than 3 hour) visitors to the University City Campus must be directed to the short term visitor car park via the Richmond Road entrance, permits for this car park will only be available from Richmond Reception and parking will be offered on a first come, first served basis to maximise the car park capacity. If the visitors car park is full security will direct visitors to the nearest pay and display car park. If demand in the general car park is low (e.g. out of term) they may direct visitors to park there using a visitors permit.

DHEZ (Academic) visitors will be directed to the DHEZ Academic visitor parking bays on Longside Lane Car Park by the department and must display visitor permits issued by the department and adhere to parking times stipulated by them.

It is expected that staff will inform their visitors prior to their journey that car parking cannot be guaranteed and provide information on nearby public parking options so that they can allow sufficient time to find parking prior to their attendance.

All visitors must obtain valid Parking Permit within 15 minutes of parking.

Please Note: Visitor permits are not available to staff and students.

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9.1 Visitor Parking for Organised Events

Requests for parking for organised events, seminars and conferences will continue to be processed under current arrangements. Organisers should forward their request by email to carparking@bradford.ac.uk (more than 5 working days prior to the event) and spaces will be allocated and special permits issued where space is available. Space availability to support such events will fluctuate at different times of the year and will be very limited. Anything less than five guests we will usually try to offer the visitor's car park, however in term time this becomes more difficult so permits will be issued on a first come first served basis. Organisers should be encouraging attendees to such events to consider using public transport and where parking is not available on Campus direct them to nearby public parking. For further information please see our website at www.bradford.ac.uk/smart-travel.

10 Contractor Parking

Contractor and Consultant parking permits are issued from Phoenix North East Building reception. All main contractors working on University projects are allowed one vehicle to park in the University's car parks. Failure to hold a valid permit will result in a £60 Civil Penalty Notice.

Contractors must comply with University Parking Regulations. This is outlined on the reverse of the permit. Contractor parking is strictly prohibited in:

- Spaces reserved for a named person;
- Spaces reserved for University vehicles;
- Spaces reserved for Disabled drivers;
- Areas cordoned off by the University;
- Yellow cross-hatched areas or areas with double yellow lines or triple stripes marked on kerb edges;
- Senior Managers – Rear of Carlton Wing;
- Visitor's Car Park;

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- Spaces marked 'Reserved';
- Parking other than in a designated parking space;
- An area where this may cause an obstruction;

The parking of private vehicles owned by employees of contractors and sub-contractors without a valid permit is strictly prohibited in University car parks. Employees should use the publicly available on-street or multi-story parking surrounding the University.

All Contractors must obtain a valid Parking Permit within 15 minutes of parking.

11 Disabled Parking (Blue Badge Scheme)

All disabled parking spaces are reserved 24 hours a day 7 days a week for use by Blue Badge holders.

The University of Bradford provides a number of disabled parking spaces and applicants need to apply for a special parking permit to park in one of these spaces. Demand fluctuates yearly so new applicants should apply in good time. A disabled parking permit is not a guarantee of a disabled space but entitles the holder to use such spaces when they are available.

Disabled permit holders who park on University property are not entitled to park on the following:

- Spaces reserved for a named person;
- Spaces reserved for University vehicles;
- Areas cordoned off by the University;
- Yellow cross-hatched areas or areas with double yellow lines or triple stripes marked on kerb edges;
- Spaces marked 'Reserved';
- Parking other than in a designated parking space;
- An area where this may cause an obstruction;
- Staff and students who wish to apply for a disabled permit should complete an online application form here (external link) <https://permits.paysmarti.co.uk/acct/uniofbradford>

12 Accessible Parking

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Members of staff and Students with temporary mobility problems may be issued temporary accessible permit. This will require, for members of staff, an assessment by and recommendation from Occupational Health and subsequent approval by HR. In the case of students this will require a recommendation from University Disability Services. Accessible parking permit is also available to pregnant members of staff/student – for Staff this will be approved by HR on receipt of medical evidence. For Students this will be approved by the University Registrar or their designate on receipt of medical evidence. Charges will apply for temporary accessible permits. An accessible parking permit is not a guarantee of an Accessible Parking space but entitles the holder to use such spaces when they are available. In all cases there must be a review/end date set at the time of approval.

13 Electric Car Parking Permits

Staff may apply for an electric car parking permit which will allow the free charging of their vehicles in one of the designated electric charging bays. Users will only be permitted to park in the bay for a maximum of four hours and will then need to move their vehicle to an ordinary parking bay. Should vehicles not be moved they shall be liable to receive a Civil Parking Notice of £60. Vehicle makes and models will be checked before an electric car parking permit is issued

14 Occasional user Parking

Occasional users may apply for a Occasion User permit and park on site for £3 a day. Once a permit has been acquired then permit holders can book themselves into the car parks through their account on <https://permits.paysmarti.co.uk/acct/uniofbradford>. Such permits are available to members of staff and students who use a motor vehicle to attend for work or study on an infrequent basis (one day a week or less) or occasionally hire vehicles for business purposes and do not require one of the regular permits. Occasional user permits can only be issued where spaces are available and may be suspended when car parks become overcrowded.

15 Multiple Vehicle Registration Scheme

Members of staff are permitted to register a maximum of five vehicles on their car park permit application.

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The permit will only be valid for one vehicle at a time and users can change their active vehicle through their account at <https://permits.paysmarti.co.uk/acct/uniofbradford>. It is the user's responsibility to ensure that the valid permit is associated with the vehicle parked.

16 Crime Prevention

All vehicles are parked on University sites at the owner's risk and the University accepts no liability for the safety and security of such vehicles.

Most car crime is opportunist and you can put thieves off with vigilance and by taking the following simple precautions:

- Never leave a car door unlocked or a window/sun roof open;
- Do not leave any belongings on display in your car (lock them in the boot);
- Security-mark your stereo and if it's removable, always take it with you;
- If you have a Satellite Navigation device ensure you not only remove the device but also remove any tell-tale ring mark on your windscreen;
- Do not leave credit cards or cheque books in a glove compartment;
- Never leave your vehicle documents in your car;
- Double check that all doors and windows are locked before leaving the car;
- Security, patrol all areas of the University throughout the day and night and there is an extensive CCTV (with digital video recording) system for your safety. The incidence of car crime on Campus is extremely low.

To help maintain a safe University immediately report any suspicious persons or incidents to Security on 01274 236999.

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17 Permit Charges

Applicant	Permit Type	Conditions	Charges
Staff	Reserved	Eligible senior staff* entitled to a reserved parking space	£828.00 p.a.
	General and Electric Vehicles (Main Campus)	More than 22 contractual hours	£235.00 p.a.
	Staff Car Pool	2 or more staff permit holders surrender individual permits (3months min left). Cost shared by group.	£117.50 p.a.
	General	Less than 22 contractual hours	£118.00 p.a.
	General (Laisteridge Lane)	Irrespective of contractual hours. Permit valid only at Laisteridge Lane UoB-signposted car park	£204.00 p.a.
	Accessible Permit	Referral by OH (approval by HR. Designated AP bays only.	£17.00 / month
	Bike Locker	12 Month period	£30.00 p.a.
Students	General	12 month period	£117.50 p.a.
	Bike Locker	12 Month period	£15.00 p.a.
	General (Laisteridge Lane)	Permit valid only at Laisteridge Lane UoB-signposted car park	£102.00 p.a.
	Accessible Permit	Referral by UoB Disability Services	£8.50 / month
All Staff & Students	Motorcycles	12 month period	£41.00 p.a.
	Occasional**	Daily permits up to a maximum of 50 per annum	£3.00 / day.
	Communal Bike Cage	Free to all staff and students (must register to activate access card)	Free
Visitors/Contractors	Short Stay	3 Hrs max, Visitors' Car park or DHEZ visitor bay	Free
	Day Permit	General Staff/Student Car Park	Free

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The above charges will start from February 2019. All charges will be increased each academic year by the August average annual RPI and the increases introduced at the respective renewal dates (February each year for staff and September of each year for all other permits) for each subsequent year. The above increase is a maximum and the prices must only be increased as far as is necessary to cover car park running costs in accordance with the general principles described in section 5.

18 Parking Restrictions

Permit holders are expected to observe the University's parking restrictions. A Civil Parking Notice of £60.00 (subject to changes which will be published on the University website from time to time) will be imposed in respect of any of the following offences.

- Parking in a car park for which a permit is not valid;
- Parking on double or crosshatched yellow lines;
- Parking where there are triple yellow stripes marked on the kerb edges;
- Parking without a valid disabled blue badge or University disabled permit;
- Causing an obstruction;
- Parking in a location in which a notice clearly prohibiting parking is displayed, for example outside emergency exits or plant rooms or near delivery doors;
- Unauthorised parking in a reserved space or in an area clearly marked as temporarily or permanently allocated for use by visitors or, for example, in connection with maintenance or construction work;
- Parking other than in a designated parking space;
- Exceeding the stipulated waiting time where parking restriction times are in place;
- Parking in an electric charging bay without an electric charging bay permit or exceeding the four hour maximum stay in an electric charging bay;

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- Failing to hold a valid permit; (All motor vehicles in University car parks must have a valid parking permit between the hours of 9:00am and 5:30pm Monday to Friday).

It is a requirement of the University of Bradford car parking terms and conditions that permit holders strictly observe the above parking restrictions. This ruling applies to all car parks on the City Campus, Faculty of Management and Law, Laisteridge Lane and any other car park belonging to the University. Contravention of these restrictions could lead to the issue of a £60 Civil Parking Notice which must be paid within 28 days to University of Bradford.

19 Civil Parking Notice Payment

Payment can be made to the payment line on 01604 625612. Please have your ticket number and credit / debit card details available when you call. A discounted amount of £30 will be accepted if paid within 14 days. If not paid within 28 days the parking charge will increase to £75. You will incur additional charges resulting from further action being taken against you if the fee remains unpaid. This could also lead to the withdrawal of the offenders permit.

Vehicles found parked in any of the University's car parks without holding a valid permit will also be liable to a £60 Civil Parking Notice charge as per the same conditions above.

20 Parking Enforcement

University Car Park Attendants and Security Staff have the authority to direct traffic on campus, regulate entry to the car parks, exercise control over parking and ensure compliance with the University's parking regulations.

Car Park Attendants and Security Staff are empowered to affix Civil Parking Notice's to motor vehicles parked in contravention of the parking regulations and to issue Civil Parking Notices to motor vehicles not displaying a relevant permit.

Car Park Attendants and Security Staff are responsible for enforcing the parking regulations, under the direction of the Security Manager.

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21 Parking Appeals

Representation / Appeals regarding the issue of Civil Parking Notices will only be accepted in writing. Send all correspondence to University of Bradford, PO Box 597, Northampton. NN4 7XN.

Charges will be placed on hold until an appeals decision has been made.

The University is a member of the Parking on Private Land Appeals scheme (POPLA). Further information on this service will be provided to individuals upon the University appeals procedure being exhausted.

22 Change of Vehicle

Permit holders can amend the details of the car their permit is associated with through their account at <https://permits.paysmarti.co.uk/acct/uniofbradford>.

It is the user's responsibility to ensure that active registration number for their permit matches the vehicle parked on site.

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23 Cancelling Permits

23.1 Staff

Permits can be cancelled at any time through the account at <https://permits.paysmarti.co.uk/acct/uniofbradford> and salary deductions will be stopped accordingly.

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23.2 Students

Student permits cover a 12 month period, refunds will only be considered in exceptional circumstances e.g. where a student is unable to complete a course. Applications for refunds must be evidence based with a covering letter submitted together with the parking permit to Security, Richmond Building, Richmond Road, Bradford, BD7 1DP

24 Parking Regulations

These regulations apply to all staff, students, contractors and visitors to all University car parks.

These regulations form part of the application for the issue of a parking permit and as such applicants are deemed to have read and agreed to abide by the regulations.

Anyone contravening these regulations will receive a Civil Parking Notice of £60.

Any holder of a parking permit who contravenes these regulations may also have their permits withdrawn at the discretion of the Security Manager.

Any contravention of these regulations by a member of staff or a student may lead to disciplinary steps being taken by the University.

- All motor vehicles in University car parks must hold a valid parking permit between the hours of 9:00 am and 5:30 pm Monday to Friday.
- All users of motor vehicles must comply with the Highway Code.
- All users must abide by any traffic signs and notices, whether permanent or temporary and any instructions given by our Car Park Attendants and Security Staff.
- The speed limit on all University property is 5mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians on campus, failure to adhere to the speed limit on University sites could result in Civil Warning Notices being issued, and/or permits being withdrawn.
- Vehicles must not tailgate the vehicle in front upon entry or exit to University property. This is dangerous and could result in damage to property, vehicles or person(s). Drivers must stop at barriers and use card access or request access/egress via the control panel

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button on the barrier. Where drivers are caught tailgating permits may be withdrawn and/or vehicles banned from accessing University property.

- It is prohibited to park in a car park for which a permit is not valid.
- Motor vehicles must be parked in a designated parking area and in clearly marked parking spaces. No vehicle must occupy more than one space.
- All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the permit and possible disciplinary action being taken.
- Permit holders must immediately inform Security of any changes to their motor vehicle details (for example following the purchase of a new car).
 - It is prohibited for an able-bodied person to park in a disabled/accessible driver's space.
- It is prohibited to park in a reserved space if you are not the named individual for that space.
- It is prohibited to exceed the stipulated waiting time where parking waiting times are in force i.e. 30 minutes waiting restrictions at the Student Central loading bay.
- It is prohibited to cause an obstruction.
- It is prohibited to park on triple or double yellow lines (also identified on some paving and car park edges) and on cross-hatched areas.
- It is prohibited to park in a location in which a notice prohibits any parking, for example outside emergency exits, plant rooms or delivery zones.
- It is prohibited to park in an area marked as temporary or permanently allocated for use by visitors or in connection with maintenance or construction work.
- It is prohibited to park outside of a designated parking space, for example on grassed verges or on pavements.
- The University reserves the right to refuse permit holders access to spaces from time to time, in order to accommodate bona fide visitors for an organised event.
- Visitors contravening these regulations will be liable to be issued with a Civil Parking Notice.

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- Civil Parking Notices must be paid within 28 days from the date of issue.
- LATE PAYMENTS –Failure to pay the Civil Parking Charge of £60 within 28 days from the date of issue will result in your vehicle licensing details being obtained from the DVLA and the payment will increase to £75. In the event of non-payment of the Civil Parking Charge Notice the case may also be passed to a debt collection agency at which stage you may be liable for additional costs.

25 Staff Car Share Scheme

25.1 How to Qualify

To qualify for a Car share permit, car drivers will need to do the following:

- Find at least one other staff University permit holder to share with to form a ‘car pool’.
- Elect one member of the car pool to be the lead driver. The lead driver will be responsible for the smooth operation of the car pool, informing the Security department of any changes and will act as the main point of contact for the Security Administrator.
- The driver of each vehicle used as part of the car pool will need to complete the Car share scheme registration form. The form will need to be signed by the lead driver.
- The lead driver will forward all Car share registration forms to the Security Administrator at Security Department Richmond Reception. (Drivers need not return permits at this stage).
- The Security Administrator will process your registration and arrange a reserved car park space in the car park.
- Once the formalities are completed, the lead driver will arrange to collect all previously held permits and exchange these for a Car share permit. The car pool cannot begin operation until all permits are returned.

25.2 Terms and Conditions

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 Car share permit is withdrawn.

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Each car pool must have a designated lead driver whose responsibility will be to inform the Security Administrator in writing of any change to car pool membership. Where the designated lead driver no longer requires membership of the Car share scheme, the car pool should elect a new lead driver and inform the Security Administrator in writing immediately of this change.

Members of car pools may only hold Car share permits. Drivers will be required to exchange previously held permits at the time of issue of the Car share permit. Car pool groups may also purchase up to a maximum of 50 Occasional User Permits per permit year at an additional cost for £3.00 per permit to allow for flexibility. The Occasional User permits may only be used by members of the Car Share Group to whom they are issued, they are not transferable or for re-sale.

Drivers from the same address may be accepted only if each has previously held a parking permit for a vehicle in their own right (individually paid for) and the share arrangements signifies a change in driver patterns.

Returned parking permits in support of a Car share permit registration must have been valid for at least three-months prior to the introduction of the scheme. Returned permits which are less than three-months old will only be accepted where the holder is a new staff/student member. This will be subject to verification by the Security Administrator.

Car pool permits will only be issued to those who share on a regular basis. Ad hoc arrangements i.e.: attendance at conferences, meetings, and home visits, etc., will not be eligible for the permit.

Parking permit fees, once paid are not refundable in whole or in part. Where a member of staff joins the Car share scheme, payments deducted from salary will cease on issue of the Car share permit.

Permits will last for twelve months or pro-rate months where applied for outside the annual application process. Permit holders will be required to renew their twelve months permits by application to the Security Administrator on forms which will be provided for that purpose.

Any parking permit holder changing a registered vehicle will need to apply for a permit for the new vehicle on a form available from the Security Administrator. There will be no charge for the issue of a new permit in these circumstances; however, permit holders will be required to surrender their existing permits before new permits are issued.

Policy

Continued

It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum.

The University of Bradford reserves the right to withdraw the Car share permit where a car pool is deemed to be in breach of these terms and conditions.

26 Useful Numbers

Car Parking Enquiries

Richmond Reception Desk
01274 23 4894/3001

Links to the AOS and IAS can
be found at

[http://www.britishparking.co.
uk/](http://www.britishparking.co.uk/)

Car Parking Manager

Richmond Building
01274 233419

Civil Parking Notice Payments

01604 625612