

STAFF APPLICATION FOR CAR PARKING

Car Parks Office
Security & Portering Services (Campus Services Division)
Park Place
CARDIFF
CF10 3AT
Telephone: 029 2087 9092
Email: carparking@cardiff.ac.uk



The current fee for staff car parking is 0.75% of gross annual salary or £187.00, whichever is lower.
Changes in the amounts deducted from salaries will be effected from 1st January each year.
Please complete all sections of this form and return to address above.

FEES AUTHORISATION AND REGISTRATION

Title: [Click to enter] Initials & Surname: [Click to enter]
(*delete as applicable)

Dept: [Click to enter] Extn: [Click to enter] E-mail: [Click to enter]@cardiff.ac.uk

Vehicle Details

Table with 4 columns: Registration Number, Make (Ford), Model (Focus), Colour. Contains two rows of input fields for vehicle details.

Car Parks In Order Of Preference

1st: [Click to enter] 2nd: [Click to enter] 3rd: [Click to enter]

The following is essential information that must be completed by all applicants

Continuous University Service Commenced: [Click to enter] Pay-Roll No: [Click to enter]

Is Your Position: Full* / Part* -Time / Fixed Term / Permanent Contract Expiry Date: [Click to enter]
(*delete as applicable, fixed term staff should provide their contract expiry date) (if applicable)

Personnel Number: [Click to enter] (5 digit number on ID card below barcode) ID Card Number: [Click to enter] (Small number to the right of the barcode)

Disabled Applicants

Holders of Disabled Driver Parking Badges are exempt from the waiting list conditions and will be provided with parking in the most convenient parking area to their place of work, where possible. In order to take advantage of this exemption, disabled drivers must show their Disabled Driver Parking Badge to the Car Parking Officer, at the time of application, or the earliest opportunity thereafter. A photocopy of the badge will be taken, and forwarded to Human Resources indicating that a parking permit has been issued on the grounds of disability.

I accept the offer of a parking permit, where available, for use in a Cardiff University Car Park, and the conditions that are printed overleaf. I understand that I am required to give one month's notice of cancellation in writing.

Please tick one of the following options.

- I authorise the deduction of the appropriate fee (subject to annual revision) from the weekly or monthly salary paid to me by the University
I elect to pay my parking fee by annual direct payment

Signature: Date:

General Conditions of the 'University Car Parking Scheme'

- 1.1 As far as possible, a member of staff will be provided with parking in their first choice car park.
- 1.2 Where insufficient capacity exists to meet demand in the first choice car park, a permit will be allocated in the second or third choice car park in order of preference.
- 1.3 Where insufficient capacity exists in all three chosen car parks, the applicant's details will be added to the waiting lists for all three chosen car parks.
- 1.4 Priority between members of staff shall be decided on the basis of length of service with the University. An exception to this rule shall be made to provide parking for newly appointed Directors and Professors, those in receipt of ECUA, and disabled staff / students.
- 1.5 The University has a policy of over-allocating its car parks in order to make them available to as many users as possible and in the knowledge that not all permit holders will need to park on a given day. This can result, on rare occasions, in places being unavailable but the car parks are managed to ensure that this seldom occurs.
- 1.5.1 In the event that there is insufficient parking space, members of the scheme are required to find alternative parking at their own expense.
- 1.5.2 When places are unavailable due to major University events, alternative parking may be provided.
- 1.6 Parking Permits and validated Access Cards are issued in respect of named individuals and specified parking areas. Access Cards and Parking Permits are not transferable and are valid only for the areas and persons to whom they are issued. Permit holders will be allowed to record a maximum of 2 registration numbers and a windscreen Parking Permit will be issued for each car, only one of the registered vehicles may be parked in any University car park at any time.
- 1.7 The University's policy for the control of the use of its car parks includes the use of fixed penalties. Acceptance of a place within the Car Parking Scheme includes acceptance of that policy. The fixed penalty fine is £30.00, however if the fine is settled within 14 days of issue this fee will be reduced to £12.00.
- 1.8 The Parking Permit provided must be affixed, in a prominent position, to the vehicle windscreen, or attached to the frame for motorcycles. For the purposes of effective administration of car parks and operation of parking enforcement, the onus of proving membership of the Car Parking Scheme shall rest with the member of the scheme. Failure to comply incurs the risk of parking enforcement action.
- 1.9 Change of vehicle MUST be notified immediately to Security & Portering Services / Car Parking and a new Parking Permit will be issued free of charge.
- 1.10 The loss of an ID / Access Card must also be notified at once to the Security & Portering Services Reception and a replacement will be issued. The fee for a replacement will be £10.00.
- 1.11 The 'University Car Parking Scheme' charge is deducted from salary on a monthly basis. Payment via salary deduction is only available to those members of staff in receipt of continuous monthly salary payments throughout the year. Annual direct payments in advance are required for those members of staff not in receipt of continuous monthly salary payments throughout the year.
- 1.12 Fees will not be varied save only in proportion to the length of membership in the years of either joining or leaving the scheme. This rule shall also apply to maternity leave and any long term sick leave.
- 1.13 An authorisation for deduction from salary, or payment by annual direct payment will be regarded as a continuing acceptance of subsequent fee revisions.
- 1.14 All School / Directorate vehicles must pay for their parking space at the standard fee, even if using the car parks only in the evenings and during weekends.
- 1.15 Members of the 'University Car Parking Scheme' should be aware that any arrangements which involve parking of a vehicle on a 24 hour basis should be discussed with the Head of Security & Portering Services. Members should be aware that the Head of Security & Portering Services may not always be able to accede to this request. Breach of this condition may result in the removal of the offending vehicle from University premises at the expense of the owner.
- 1.16 Regular contractors must pay for parking at the associate rate. An exception shall be made for cleaning contractors only, as they are deemed as not spending any length of time in the car parks. They will not, however, be issued with Parking Permits, although a validated Access Card will be provided to facilitate access through the parking barriers out of normal hours.
- 1.17 Temporary contractors and other temporary users must register with the Security & Portering Services / Car Parking at start of contract if they require to park vehicles in a University car park. Where sufficient capacity exists, the minimum fee will be £10.00 per vehicle per week. A temporary Parking Permit and Access Card will be issued.
- 1.18 Council Members will be issued with an All Car Parks Parking Permit, free of charge.
- 1.19 All parking requirements for conferences, short courses, group visitors and open days must be arranged by making an official application to Security & Portering Services / Car Parking. A charge of £2.00 per car per day or £6.00 per coach per day may be applicable.
- 1.20 Application for an All Car Parks Parking Permit must be made in writing by the Head of School / Directorate on behalf of the member of staff concerned and each case will be considered individually, based on the need for campus wide travel.
- 1.20.1 All Car Parks Parking Permits will be annotated with one of the following controls and may use University car parks according to the following three access tiers:

AA - Access to all University car parks

AE - Registered home car park is Main Building and access to all car parks except all three McKenzie House car parks
or
Registered home car park is one of the McKenzie House car parks and access to all car parks except Main Building, and the remaining two McKenzie House car parks

AX - Registered home car park is any other University car park except Main Building or a McKenzie House car park, with access to all car parks except Main Building and all McKenzie House car parks

1.21 Student Parking:

- 1.21.1 A limited number of car parking permits are available for students in the Senghennydd Court car parking areas. These Parking Permits are only available to students living in student residences at Senghennydd Court.
- 1.21.2 There are also a limited number of car parking spaces available to students living in other student residences. Further details can be obtained by contacting the University Residences Office by email: residences@cardiff.ac.uk or by telephone: 029 2087 5325 / 4142.
- 1.22 Limited out-of-hours parking during the evenings and at weekends for staff, students and authorised visitors is available in some car parks, and it is not necessary to display a Parking Permit.
- 1.23 All car park users must comply with the notices and signs displayed by the University and co-operate with Security & Portering Services staff.
- 1.24 The University will not accept any liability for loss or damage to pushbikes, motorcycles, vehicles, their contents or attachments thereto; however caused.
- 1.25 Breaches of these established rules may result in the issuing of a Fixed Penalty Notice (FPN), disciplinary action and / or withdrawal of the member's parking privileges.