

**'University Car Parking Scheme' Policy**

**1. General Information**

- 1.1 The aim of this Policy is to provide information about the 'University Car Parking Scheme' which is managed and operated by Security & Portering Services.
- 1.2 There are currently 1,200 university car parking spaces across 13 major and 4 minor vehicle parking areas (see Appendix 2 ~ Car Park Locations Map). Unfortunately, the University does not have sufficient car parking spaces to allocate a space to every user who requests one.
- 1.3 The current procedure is to over-allocate each car parking area, in order to make them available to as many users as possible and in the knowledge that not all users will need to park at the same time.
- 1.4 Over 1,900 car parking permits are issued.
- 1.5 The Vice Chancellor delegates authority to the Director of Physical & Financial Resources, the Director of Campus Services and the Head of Security & Portering Services to take non-standard action in relation to car parking in special circumstances, where appropriate.

**2. Application**

- 2.1 Application to the 'University Car Parking Scheme' is by completion of an appropriate 'University Car Parking Scheme' Application Form. Application Forms exist for various categories of possible users including: staff, student, associate and contractor.
- 2.2 Application Forms are available to download from the Security & Portering Services web pages at [www.cardiff.ac.uk/secty/parking/index.html](http://www.cardiff.ac.uk/secty/parking/index.html) or on request from the Security & Portering Services Reception.

**3. Allocation ~ Staff**

- 3.1 If a car parking space is available, a member of staff will be provided with parking in their first choice car park. 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. Where insufficient capacity exists in all three chosen car parks, the applicants details will be added to the waiting lists for all three chosen car parks.
- 3.2 In each car park priority between members of staff will 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, \*disabled staff / students (\*see section 6) and those members of staff in receipt of a University Essential Car Users Allowance (ECUA).
- 3.3 Waiting lists are prioritised by length of service with the University.
- 3.4 If a Parking Permit is issued then the General Conditions of the 'University Car Parking Scheme' will apply (see Appendix 1 ~ General Conditions of the 'University Car Parking Scheme').

**4. Allocation ~ Student**

- 4.1 A limited number of car parking spaces are available for students in the Senghennydd Court car parking area. Such parking spaces are only available to students living in student residences at Senghennydd Court.
- 4.2 There are 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](mailto:residences@cardiff.ac.uk) or by telephone: 029 2087 5325 / 4142.
- 4.3 If a Parking Permit is issued then the General Conditions of the 'University Car Parking Scheme' will apply (see Appendix 1 ~ General Conditions of the 'University Car Parking Scheme').

**5. Allocation ~ Associate and Contractor**

- 5.1 If a car parking space is available, an associate or contractor will be provided with parking in one of the parking areas on the University estate.
- 5.2 If a Parking Permit is issued then the General Conditions of the 'University Car Parking Scheme' will apply (see Appendix 1 ~ General Conditions of the 'University Car Parking Scheme').

**6. Allocation ~ Staff / Students with Disabilities or Special Needs**

- 6.1 Staff / students with disabilities or special needs may be entitled to parking within designated University car parks.
- 6.2 Staff / students with disabilities or special needs who require long term parking should complete an application as per section 2.
- 6.3 Applications for temporary parking, on medical grounds, will be individually considered. Such applications should be supported by a General Practitioner (GP) and, if applicable, by a member of the University's Occupational Health Service. Typically only medical conditions in the protected characteristic of Disability, as defined in the Equality Act 2010, that warrant a reasonable adjustment in the form of parking will be considered. Consideration may be given in cases where an individual suffers from multiple medical conditions. Individually each condition might not warrant a reasonable adjustment

in the form of parking; however a combination of several medical conditions might necessitate a permit allocation.

- 6.4 Applications for temporary parking, on medical grounds, with supporting and referral information will be considered and if justified authorised by one of the following: the Director of Physical & Financial Resources, the Director of Campus Services and the Head of Security & Portering Services.
- 6.5 Temporary Parking Permits issued on medical grounds are subject to pro rata charges.
- 6.6 The aim will always be to make reasonable adjustments in terms of temporary parking wherever possible, based on the availability of a car parking space.
- 6.7 Staff / students who hold a disabled drivers parking badge (blue badge) may wish to note that parking in municipal parking bays is free of charge and without time limit, provided that the blue badge is displayed as per the conditions of use. Such municipal parking bays may be closer to the badge holder's place of work.
- 6.8 If a Parking Permit is issued then the General Conditions of the 'University Car Parking Scheme' will apply (see Appendix 1 General Conditions of the 'University Car Parking Scheme').

## **7. Charges**

- 7.1 The current 'University Car Parking Scheme' charges are published in the Administration Handbook and on the Security & Portering Services web pages at: <http://www.cardiff.ac.uk/secty/parking/index.html>.
- 7.2 The charges are reviewed annually and increased in line with pay inflation. Staff and related charges are increased from 1<sup>st</sup> January. Student charges are increased from the start of each session.
- 7.3 Fixed penalty fines where issued are £30.00. However, if the fixed penalty fine is settled within 14 days of issue then the fee will be reduced to £12.00.
- 7.4 Lost ID / Access Cards are replaced at a fee of £10.00.
- 7.5 A charge of £2.00 per car per day or £6.00 per coach per day may be applicable for conferences, short courses and group visitors.

## **8. Payment**

- 8.1 The 'University Car Parking Scheme' charge is normally 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.
- 8.2 Annual direct payments in advance are required for contractors, associates, students and those members of staff not in receipt of continuous monthly salary payments throughout the year.

## **9. Waiting Lists**

- 9.1 Where a parking permit is not immediately available in one of the applicants three chosen car parks their details will be added to the waiting lists for their three chosen car parks only.
- 9.2 Applicants may wish to liaise with Security & Portering Services / Car Parking for advice on the availability of parking permits in car parks other than the three chosen at the time of application.
- 9.3 Applicants are only eligible for vacancies in cars parks that they have selected as one of their choices.

## **10. Requesting a Transfer**

- 10.1 When a member of staff is allocated a permit in their second or third choice car park, they may retain one waiting list choice, for eventual transfer to their first choice car park.
- 10.2 Staff moving School / Directorate or building may request a transfer to a more convenient car park. If insufficient space exists in the more convenient car park, the member of staff's details will be added to the relevant waiting list.

## **11. Visitor Parking**

- 11.1 Part Day Visitors ~ restricted car parking is available, by arrangement in advance, in the Main Building, Colum Drive and Parade car parking areas, for part day visitors. Such visitor parking can be arranged in advance by a member of University staff contacting the relevant Building Lodge (Main Building ~ ext. 76917 / Colum Drive ~ ext. 76717 / Trevithick Building ~ ext. 76708). A Visitor's Permit will be issued. At least 24 hours notice, wherever possible, should be given and details should be provided of the visitor's requirements, a University member of staff contact sponsor and their telephone number.
- 11.2 Full Day Visitors ~ limited car parking is available, by arrangement in advance, in the Colum Drive parking area, for full day visitors. Such visitor parking can be arranged in advance by a member of University staff contacting the relevant Building Lodge (Colum Drive ~ ext. 76717). A Day Permit will be issued. At least 24 hours notice, wherever possible, should be given and details should be provided of the visitor's requirements.
- 11.3 Long Term Visitors ~ must register any car parking requirement / request by contacting Security & Portering Services / Car Parking. If long term, temporary visitor car parking can be offered, a pro rata charge will apply and a temporary Parking Permit and Access Card will be issued.

## **12. Motorcycle Parking**

- 12.1 Motorcycles must be parked in designated areas.

12.2 Ground anchors may be available for more secure motorcycle parking in some designated areas.

### **13. Enforcement**

13.1 In the event of an initial breach of the established car parking conditions, a Warning Notice (WN) giving full details of the parking breach is placed in a prominent position on the 'offending' vehicle and the details of the warning are recorded.

13.2 For subsequent breaches of established car parking conditions, a Fixed Penalty Notice (FPN) giving full details of the parking breach and the penalty fee is placed in a prominent position on the 'offending' vehicle and the details of the penalty are recorded.

13.3 The fixed penalty fines are as listed in sub-paragraph 7.3.

13.4 In the event of failure to pay the FPN within the appropriate time period, the University will request the name and address of the vehicle keeper from the DVLA, with the intention to pursue payment of the FPN and any associated charges.

13.5 The challenge and appeal procedure for FPN's is listed on the reverse of the notice directly below the "how to pay" section. Anyone wishing to challenge the issue of a FPN should contact Security & Porterage Services / Car Parking, details below.

13.6 Breaches of the established car parking conditions may result in the issuing of a FPN, disciplinary action and / or withdrawal of the member's parking privileges.

### **14. Contacts**

14.1 For any queries regarding car parking please contact:

Security & Porterage Services / Car Parking  
Campus Services Division  
Park Place  
Cardiff  
CF10 3AT  
Tel: 029 2087 9092  
Fax: 029 2087 4646

Email: [carparking@cardiff.ac.uk](mailto:carparking@cardiff.ac.uk)

## **Appendix 1**

### **1. General Conditions of the 'University Car Parking Scheme'**

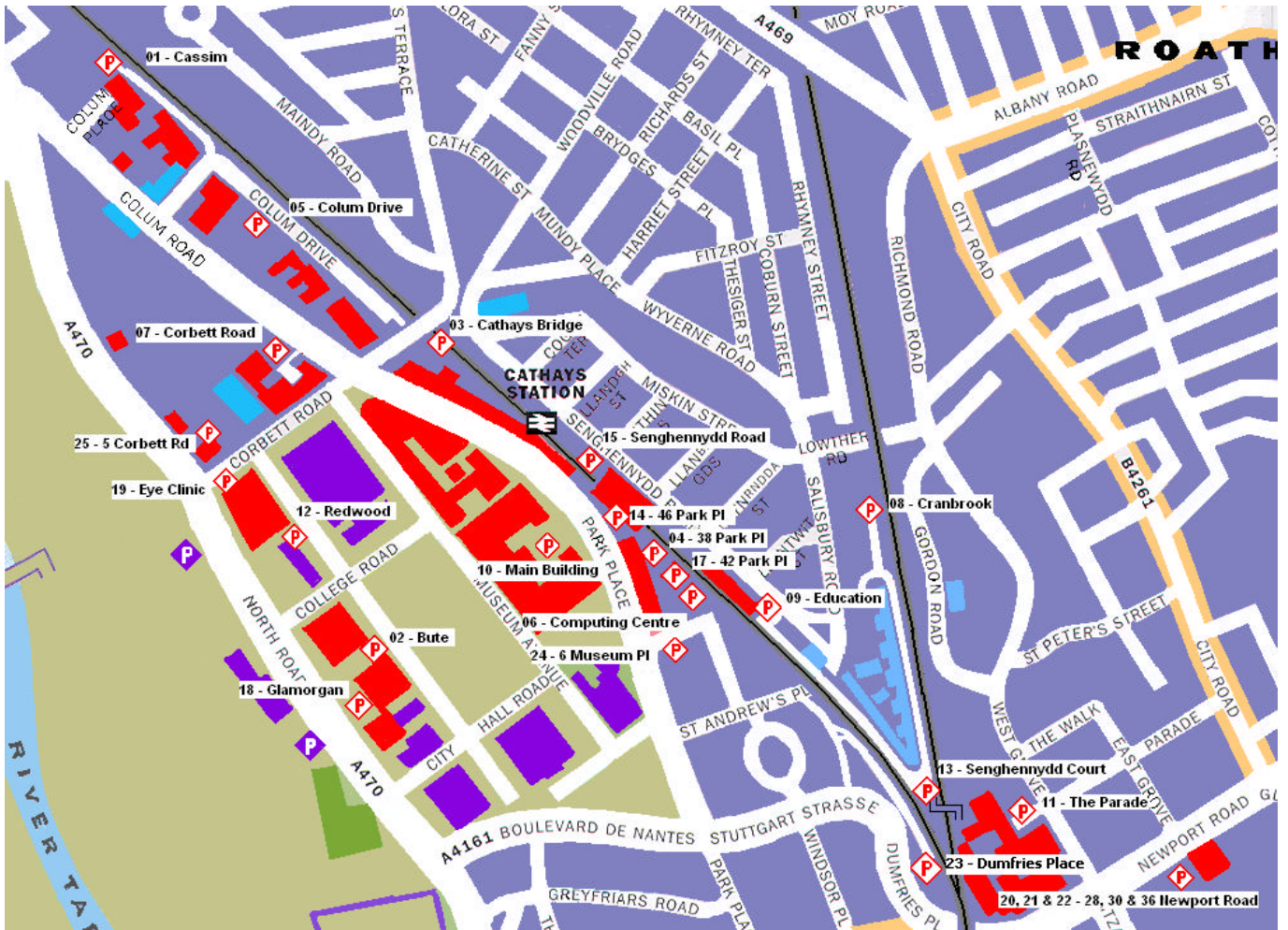
- 1.1 As far as possible, a member of staff will be provided with parking in their first choice car park.
- 1.2 Where insufficient capacity exists to meet demand in the first choice car park, a permit will be allocated in the second or third choice car park in order of preference.
- 1.3 Where insufficient 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
  - Registered home car park is Main Building and access to all car parks except all three McKenzie House car parks
  - AE** - *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.

# CARDIFF UNIVERSITY



## Car Park Locations



Car Parks Office: Tel (029) 208 79092  
Fax (029) 208 74646

For more information visit: <http://www.cardiff.ac.uk/1600>

Information correct at the time of publication, whilst every effort is made to ensure accuracy, the publishers cannot accept responsibility for any errors, omissions, or for any matter connected with, or arising from the publication of this information.