

**Regulations for the Management of Traffic
at the University of Kent
for Staff, Students and other Persons**

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Note (a) These Regulations take effect from 1 September 2009.

(b) The charges outlined in Appendices 1, 2 and 3 are subsequent to periodic review by the Finance and Resources Committee.

Regulations for the Management of Traffic at the University of Kent for Staff, Students and other Persons

The University of Kent has a responsibility to manage traffic and travel to and from our campuses in an environmentally responsible manner thereby improving the quality of life for the University and the wider community. These Regulations support the University's Travel Plan and ensure that car parking is managed effectively to the benefit of those who study, work or visit the University. Further information on transport and parking can be obtained from the Estates Department www.kent.ac.uk/estates/transport.

The implementation and management of these Regulations, on behalf of the University and Vice-Chancellor, is the responsibility of the Director of Estates, with operational management delegated to the Security Manager, the Facilities Manager (Medway) and the Parking Panel.

1. General Criteria for Usage of Motor Vehicles on Campus

1.1 A motor vehicle may only be brought to the University if:

- a) it has a valid Vehicle Excise Licence;
- b) it has the insurance cover, required for its use, by law in respect of a vehicle used on public roads which will continue for as long as the vehicle is used at the University, or the driver remains at the University;
- c) it is properly maintained and in a roadworthy condition;
- d) it is capable of being parked in ONE parking space only;
- e) it clearly displays a current road tax disc

1.2 No person may use a motor vehicle on the University campus unless:

- a) a full driving licence valid for the vehicle concerned is held;
- b) the insurance cover for the vehicle concerned is valid for his/her use of the vehicle;
- c) any speed restrictions in force on the University campus are observed;
- d) the vehicle is parked only in areas designated for parking in the car park permitted by the vehicle's permit or ticket;
- e) the vehicle is driven only on the roads and like surfaces provided for this purpose;
- f) owners park at their own risk and accept that the University is not liable for any loss or damage.

1.3 Vehicles must be properly parked within authorised parking bays. Unless prior permission has been given by the Security Manager, parking is strictly forbidden:

- a) in a location where a notice clearly prohibiting parking is displayed;
- b) on yellow lines or hatched areas;
- c) on grassed areas, on foot and cycle pathways;
- d) on fire roads;
- e) in disabled bays, unless the driver has a permit for such usage (see section 6);
- f) in an area temporarily cordoned and dedicated by Security for specific operational purposes;
- g) if there is no valid University permit for the car park displayed on the vehicle windscreen (see section 2);
- h) for more than three consecutive days anywhere on campus.

1.4 A student or member of staff may not bring a caravan or converted large vehicle (such as a bus or lorry) into the University car parks.

1.5 A vehicle may not be used for sleeping accommodation overnight.

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- 1.6 The car parks on the Medway and Canterbury Campuses are the private property of the University of Kent. In order to park vehicles on campus the permission of the University of Kent is required. The University reserves the right to withdraw this permission or a parking permit at any time.
- 1.7 For those without a permit, an allowance for a brief period of parking (i.e. maximum of 10 minutes) will be made for loading and unloading purposes (for example, for deliveries or dropping off conference delegates). If a longer period is required then permission from the Security Manager or Campus Watch officer must be obtained.
- 1.8 Staff and students must not park on public or private roads adjacent to the University except where this is allowed under the Road Traffic Acts or in circumstances where the normal statutory requirements may be temporarily set aside (e.g. in the case of an emergency).

2 Parking Permits

- 2.1 A motor vehicle may not be parked on campus during the working day (0800-1700hours Monday - Friday) unless it has displayed (in the front windscreen) a valid permit issued by the Estates Department in respect of the vehicle in question. Such permits remain the property of the University and may be cancelled or suspended at the discretion of the Director of Estates (see Appendix 1 for types of permit available). Failure to comply with the provision of a relevant and valid permit may result in an Excess Charge Notice being issued, the vehicle being clamped or the removal of the vehicle as set out in Section 9 below.

Outside normal working hours (1700-0800hours Monday – Friday and at weekends), staff or students may use any car park apart from those areas which are specifically reserved.

- 2.2 The University's year for the purposes of these Regulations ("Transport Year") is from 1 October to 30 September. All annual permits must be renewed at the beginning of each such year. It is the responsibility of the applicant to ensure that a relevant and authorised permit is visibly displayed.
- 2.3 Staff and students must complete a Parking Application form and the necessary declaration.² Failure to complete the form fully will negate the application.
- 2.4 If an individual's primary purpose for attending the University is as a student but he/she is also employed by the University, for the purposes of issuing a parking permit the individual will be recognised as a student.
- 2.5 If a permit is lost an administration charge will be made for a duplicate copy. (Appendix 1 refers).
- 2.6 Holders of the Government Blue Badge¹ must obtain a permit to park. Section 6 below refers.
- 2.7 All vehicles, including powered two wheel vehicles, must obtain a permit to park (Section 7 below refers to powered two wheel vehicles)
- 2.8 No permit which has been issued to a member of staff or a student of the University shall remain valid when the permit-holder is no longer employed by the University or is not currently a registered student at the University. Permits must be returned to the Security Manager, Estates Department.

¹ The Blue Badge is the Government scheme for people who have difficulty using public transport.

² All Parking Applications fall under the Data Protection Act 1998. Further information is given on page 14.

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- 2.9 A Permit may only be issued to insured driver(s) of the vehicle(s) concerned. Permits are not transferable.
- 2.10 Possession of a University parking permit does not guarantee a parking space.
- 2.11 No alterations should be made to a car parking permit. As such this will render the permit invalid. If any permit copies are found, the person responsible will be subject to the relevant disciplinary procedures.
- 2.12 Any changes to the permit or vehicle, such as change of address or registration details, should be notified to the Parking Office at the Estates Department for amendment or replacement within 7 days of the change concerned.
- 2.13 Any misuse of barrier access may result in permits being revoked.
- 2.14 Charges are made for University parking permits (Appendix 1 gives details of charges and Appendix 3 gives information on payment).
- 2.15 Temporary staff and student permits (Grey permit) are available to:
- a) Temporary Contract Staff (irregular and casual workers)
 - b) Time Sheet Paid Staff
 - c) Hourly Paid Lecturers
 - d) Staff who have been given permission from the Security Manager
 - e) Students whose applications have been approved by the Parking Panel
 - f) Persons with a recognised medical condition that necessitates parking.

All Grey permits will be valid for Blue permit area car parks. Grey permits issued for Pink permit area car parks will be issued only to those with exceptional circumstances.

- 2.16 The University reserves the right to decline to issue a permit to any individual student or member of staff on a temporary or permanent basis or restrict the number of permits issued across the University.

3. Student Parking (Blue Permit)

- 3.1 A permit entitles a student to register one vehicle. All students are required to show their student ID and proof of their current term-time address when collecting their permit.
- 3.2 No student resident on the Canterbury Campus or living within the local exclusion zone is permitted to park a vehicle at the University, unless the student has obtained exemption from this regulation as a Blue Badge holder, on medical grounds or from the Parking Panel. Applications for consideration of exemption must be made to the Parking Panel using the relevant form. Appendix 4 for Parking Panel procedure refers.
- 3.3 Students at the Canterbury Campus who have a valid permit may, between 0800-1700hours, Monday to Friday, park in:
- Giles Lane car park (Not Pay and Display)
 - Playing Field car park
 - Sports Pavilion car park
 - Rear of Sports Centre car park (Not Pay and Display)
 - Park Wood Courts car parks

At no time are students entitled to park in the Visitors' Pay and Display section of the Sports Centre car park or the Visitors' Pay and Display section at Giles Lane car park or in areas designated for reserved parking.

- 3.4 No Student resident at the Medway Liberty Quays accommodation or who lives within the Medway exclusion zone is permitted to park a vehicle at the University, unless the student has obtained exemption from this regulation as a Blue Badge holder, on medical grounds or from the Facilities Manager (Medway).

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- 3.5 Students at the Medway Campus who have a valid permit and barrier access on their Kent One Card may park in:
- Drill Hall car park
 - Chatham Historic Dockyard car park

4. Staff Parking (Pink, Blue, Green Permits)

- 4.1 A permit entitles a member of staff to register up to 2 vehicles provided that only one vehicle may be parked on campus at any one time.
- 4.2 Pink permit (Canterbury):
Staff who have a pink permit valid for Canterbury Campus may, between 0800-1700hrs, Monday to Friday, park in any car park, including Park Wood Courts. Staff are not permitted to park in the Visitors' Pay & Display car parks.
- 4.3 Pink permit (Medway):
Staff who have a pink permit valid for Medway Campus and have barrier access on their Kent One Card may park in:
- Drill Hall car park
 - Gillingham car park
 - Chatham Historic Dockyard car park
 - Canterbury campus (see 4.2 above)
- 4.4 Blue permit (Canterbury):
Staff who have a blue permit may, between 0800-1700hrs, Monday to Friday, park in:
- Giles Lane car park (Not Pay and Display)
 - Playing Field car park
 - Sports Pavilion car park
 - Rear of Sports Centre car park (Not Pay and Display)
 - Hothe Court car park
 - Woody's car park
 - Park Wood Courts car parks
- 4.5 Green car share permit (Canterbury):
Staff who have a green permit may, between 0800-1700hrs, Monday to Friday, park in designated car share bays at:
- Gulbenkian car park
 - Keynes College car park
 - Darwin Road car park
 - Sports Centre Road car park

A Green permit must be used in accordance with the car sharing guidelines. The principle of this system is to reduce the number of vehicles on University property so at least two persons must be in the car for transport purposes at the time of parking. Where a driver fails to comply with the spirit of this system more than three times in a Transport Year the facility may be withdrawn.

- 4.6 At no time are staff entitled to park in the Visitors' Pay and Display section of the Sports Centre car park or the Visitors' Pay and Display section at Giles Lane car park or in areas designated as reserved parking.

5. Visitor and Contractor Parking

- 5.1 Visitors to the Canterbury Campus must park in the Visitors' Pay & Display car parks at Giles Lane or the rear of the Sports Centre. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the vehicle.

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- 5.2 Visitors to Canterbury Campus who have been provided with a permit from the University school/department they are visiting must display this in the front windscreen and park in the car park designated for that permit.
- 5.3 Visitors to Medway Campus must arrange access for parking with the person/department associated with their visit.
- 5.4 During special events visitors/conference delegates must follow direction signs to the designated car park.
- 5.5 Contractors or sub-contractors must display the permit to park allocated to them at the time of contract confirmation or use the pre-arranged designated parking space(s).
- 5.6 Regular visitors are entitled to purchase an annual permit, if they have been approved by the Security Manager. These include:
- Retired Staff
 - Emeritus Professors and Readers
 - Honorary members of academic or research staff.
 - Any other person who is here on business for the University which requires parking more than 4 times per month or 24 times per year.
- 5.7 The University reserves the right to charge all visitors for parking on the University of Kent Canterbury or Medway Campus.

6. Drivers with a Disability

- 6.1 Only Blue Badge holders or University Disability permit holders are permitted to park in designated disabled parking bays.
- 6.2 University Disability Permits will be issued free on application to members of the University community who hold Government disability permits (Blue Badge)
- 6.3 A charge may be made to members of the University Community who have a temporary or permanent disability or special needs to use a Disabled parking bay and have been approved by the Parking Panel, Facilities Manager (Medway) or Security Manager (see Appendix 1).
- 6.4 Drivers with disabilities are required to comply with all other provisions in relation to parking.

7. Bicycle, Wheeled and Powered Two Wheel Vehicles

- 7.1 Staff, students and others must comply with University notices forbidding cycling, roller-blading, roller-skating, skateboarding or other similar activities in certain areas.
- 7.2 Bicycles should be parked in designated areas.
- 7.3 Motorcycles and mopeds must be parked in a designated motorcycle bay only and a valid permit must have been issued. A permit will be issued only to the owner of the vehicle concerned.

8. Car Parks and enforcement of Parking Regulations

- 8.1 The University reserves the right to, in part or totally, close car parks on a temporary or permanent basis as required without prior notice.

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- 8.2 Security staff, or personnel nominated by Security, are authorised to direct traffic on University property, regulate car parks, exercise control over car parking and ensure compliance with these Regulations.
- 8.3 Parking enforcement of Woolf College quadrangle car park is controlled by an independent company and any enquiries referring to penalties or charges in this area, should be directed to the UPP Residences Manager at Woolf College.
- 8.4 The University reserves the right to issue an Excess Charge Notice or clamp any vehicle parked in breach of these Regulations.
- 8.5 The University reserves the right to have vehicles parked in breach of these Regulations towed away at the owners' expense, after being issued with a 28 day warning notice.
- 8.6 The University reserves the right to dispose of vehicles abandoned on University premises.
- 8.7 The University may vary the number of parking spaces available to permit holders at any given time.

9. Sanctions for non compliance with the Regulations

- 9.1 The Director of Estates has authority to cancel a permit issued in respect of a vehicle which fails to meet the requirements of these Regulations, or which is used in a manner which is in breach of them. She/he also has authority to remove or to deal with as (s)he deems appropriate, any vehicle which is found in the University in breach of these Regulations.
- 9.2 Persistent or flagrant breaches of these regulations may incur:
 - a) increased penalties/ excess charges,
 - b) denial of a permit to park and/or
 - c) further proceedings under the appropriate disciplinary regulations
- 9.3 The Director of Estates, designated for this purpose by the University Council, shall have authority to cancel an Excess Charge Notice if he/she is satisfied that the circumstances of the case make this appropriate.
- 9.4 At the start of the Transport Year (Section 2.2 above refers), a new permit may not be issued to a member of staff or a student if there are any Excess Charge Notices still outstanding/ unpaid.
 - 9.3.1 Staff
 - 9.3.1.1 A member of staff who is in breach of these Regulations may be subject to an Excess Charge Notice as approved on behalf of the University Council.
 - 9.3.1.2 A member of staff who accumulates three unpaid Excess Charge Notices will have his/her details forwarded to the Deputy Vice-Chancellor for further investigation and, if necessary, disciplinary action. Any further breaches of the Regulations may result in the member of staff's vehicle(s) being clamped.
 - 9.3.2 Student
 - 9.3.2.1 Any student who is in breach of these Regulations may be subject to an Excess Charge Notice as approved on behalf of the University Council.

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9.3.2.2 A student who accumulates three unpaid Excess Charge Notices will have his/her details forwarded to his/her College Master for further investigation and, if necessary, disciplinary action. Any further breaches of the Regulations may result in the student's vehicle(s) being clamped.

10. Appeals against Excess Charge Notice

- 10.1 Staff applications to appeal against an Excess Charge Notice must be made to the Director of Estates, using the staff appeals form, within ten days of the event to which it relates. The Director of Estates (or his/her delegate) has authority to cancel an Excess Charge Notice if he/she is satisfied that the circumstances of the case make it appropriate to do so
- 10.3 Applications by students to appeal against an Excess Charge Notice, must be made to the Parking Panel, using the relevant student appeals form, within ten days of the event to which it relates. The Parking Panel has authority to cancel an Excess Charge Notice if it is satisfied that the circumstances of the case make it appropriate to do so.
- 10.4 Visitor applications to appeal against an Excess Charge Notice must be made to the Director of Estates. He/she should communicate in writing to the Parking Office, Estates Department clearly describing the reasons for the appeal and attach any supporting documents, within ten days of the event to which it relates. The Director of Estates (or his/her delegate) has authority to cancel an Excess Charge Notice if he/she is satisfied that the circumstances of the case make it appropriate to do so

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**Appendix 1:
Car Parking Permits and Charges: Academic year 2009/10 ***

Table displaying the annual car parking permits available and the associated charges.

	Permit Type	Applicant	Gross Salary	charge
Canterbury: Non-central car parks Giles Lane Sports Pavilion Sports Field Hothe Court Park Wood Medway: Drill Hall Library	Blue	Canterbury Staff	N/A	£20.00/year
		Eligible Students based at the Canterbury or Medway Campuses	N/A	£20.00/year Reduced to £10.00 when applied on or/after 1 April to 30 September
All car parks (inc Medway)	Pink	Staff Only	£1 - £25,000	£30.00/year
			£25,001 - £37,000	£50.00/year
			£37,001+	£75.00/year
Canterbury Car Share bays	Green	Staff Only	N/A	£15.00/person/year
Motor Cycle bays	Pink	Motorcyclists	N/A	Free
Disabled Bays	Pink	All Blue Badge Holders	N/A	Free
		Disability but no Blue Badge (Staff)	£1 - £25,000	£30.00/year
			£25,001 - £37,000	£50.00/year
			£37,001+	£75.00/year
Disability but no Blue Badge (Students)	N/A	£30.00/year		
Pay & Display Visitors' Parking	White	Visitors Only	N/A	£2.00 for 4hrs between 09:00hrs to 19:00hrs. £1.50 between 19:00hrs to 09:00hrs

*These will be subject to annual review and any changes approved by the Finance & Resources Committee. Duplicate permit (to replace a lost permit): £5

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**Appendix 2:
Temporary Parking Permit Charges: Academic Year 2009/10**

Temporary permits are issued to staff and students who are not entitled to the full transport year annual permit or only require a permit for a period of time within the transport year. These permits are issued to:

- a) Temporary Contract Staff (irregular and casual workers)
- b) Time Sheet Paid Staff
- c) Hourly Paid Lecturer
- d) Staff who have been given permission from the Security Manager
- e) Students who have been approved by the Parking Panel
- f) If the person has a recognised medical condition that necessitates parking

If a member of staff is contracted for a full transport (academic) year he/she is entitled to apply for a full annual staff parking permit.

If an individual's primary purpose for attending the University is as a student but he/she is also employed by the University, for the purposes of issuing a parking permit the individual will be recognised as a student.

Charges

Temporary parking permit charge	Period	Charges
	Up to 1 month (First month)	£5
	Over 1 month	£4/month

All Temporary Permits will be issued for Blue permit car parks unless there are exceptional circumstances. In exceptional circumstances a Pink permit may be offered to staff and students (e.g. a medical condition that necessitates priority parking or the Parking Panel has given approval for such a permit because of circumstances of the applicant).

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Appendix 3: Payments for Permits and any Charges for Excess Charge Notices

Staff

Payments for annual parking permits

In all cases the cost of the permit will be covered by monthly deductions from salaries. Deductions will cease when staff leave the University or when staff advise that a permit is no longer required.

The deduction will be made in instalments of one twelfth of the relevant scale charge in each of the months from October to September during which the permit is held and in each month concerned the scale charge will be determined by reference to the total gross pay in the month multiplied by twelve. If a permit commences or ends part way through a month, the deduction to be made for that month will be apportioned on a daily basis.

Temporary staff parking permits

All temporary parking permits must be paid for at the time of application for a permit at the Estates Department. These can be made by cash or cheque made payable to 'UNIKENT'.

Payments for Excess Charge Notices

Payment of an Excess Charge Notice can be made by cash or cheque (payable to "UNIKENT") at the Estates Department Parking Office.

Student²

Payments for annual parking permits

Payment for a student permit will be invoiced to the individual's student account.

Associate College and Access students must pay at the time of application for their parking permits. The payment can be made by cash or cheque payable to 'UNIKENT'.

Temporary student parking permits

All temporary parking permits will be invoiced to the individual student's account. If a student does not have a student account payment must be made at the time of application for a permit, at the Estates Department Parking Office, by cash or cheque, payable to 'UNIKENT'.

Payments for Excess Charge Notices

Payment for an Excess Charge Notice will be:

- invoiced to the individual's student account,
- Associate College and Access students are required to pay by cash or cheque (payable to "UNIKENT") at the Estates Department Parking Office.

Visitor(s)

If a visitor is recognised as a 'regular visitor' and entitled to a parking permit, payment is requested at the time of application for a permit. Payment for a permit can be made by cash or cheque (payable to "UNIKENT") at the Estates Department Parking Office.

If a visitor has been given a permit by the Department he/she is visiting then payment is not necessary.

All other visitors are required to Pay & Display within the Visitors' Pay & Display car parks.

Payment for an Excess Charge Notice can be made by cash or cheque (payable to "UNIKENT") at the Estates Department Parking Office.

² Payment of any charges incurred after a student account closes should be made to the Estates Department directly, instead of the Student Income Office at Registry. Payment can be made by cash or cheque made payable to 'UNIKENT'.

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**Appendix 4:
Procedure for Parking Panel (students) in accordance with the University
of Kent Regulations for the Management of Traffic**

1. Introduction

- 1.1 A Parking Panel and procedure has been developed to help students:
- as a source of help for an application for a car parking permit where this does not meet the usual criteria.
 - to review appeals against Excess Charge Notices.
- 1.2 The Parking Panel is the final opportunity for students to demonstrate his/her eligibility for a car parking permit and considers appeals against Excess Charge Notices.

2. Parking Panel membership

- 2.1 The Parking Panel will usually comprise:
- A College Master
 - 2 officers from the Estates Department
 - An elected representative from Kent Union

3. Meetings

- 3.1 The Parking Panel will usually meet monthly, or more frequently at busy times.

4. Process of application for a car parking permit for exceptional circumstances

- 4.1 An application for a car parking permit from a student who does not meet the normal criteria for a permit must be fully completed and submitted using the relevant forms to be found on the Estates Department website. These are:
- Medical Reasons (All Blue Badge holders should refer to this procedure) - *Application form 1*
 - Postgraduate students resident on campus or who live within the exclusion zone who are applying for a parking permit for reasons of teaching or research - *Application form 2*
 - Students resident on campus or living within the exclusion zone who have exceptional circumstances for applying for a parking permit - *Application form 3*
- 4.2 All applicants will be notified of the decision made.
- 4.3 If an application for a parking permit is successful, this can be collected from the Parking Office at the Estates Department, in accordance with the email notification. The student must ensure that any Excess Charge Notice(s) or outstanding payments(s) have been paid before receiving his/her permit.
- 4.4 Only after the student has received the parking permit and displayed it in the front windscreen of his/her vehicle may he/she park in the relevant designated car park(s).
- 4.5 If a student provides misleading information or false evidence a parking permit will not be issued and action may be taken under the Non-Academic Disciplinary Regulations.

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5. Process for application to appeal against an Excess Charge Notice

- 5.1 A student application to appeal against an Excess Charge Notice must be submitted by completion of the 'Appeal against Parking Fine' form found on the Estates Department website.
- 5.2 All applicants will be notified of the decision made.
- 5.3 If a student provides misleading information or false evidence the appeal will be refused and further action may be taken under the Non-Academic Disciplinary Regulations.
- 5.4 There is no further right of appeal except on grounds of alleged procedural fault, bias, irregularity or other inadequacy. Appeals on such grounds should be submitted to the Secretary of the Council.

6. Transport arrangements in the application period.

- 6.1 Applicants, who do not have a valid car parking permit and are in the process of applying for a car parking permit, must make their own transport arrangements in the period before they received the final decision. No one must bring a motor vehicle to campus who does not have a valid permit.

Note All Parking applications fall under the Data Protection Act 1998. The University holds and processes personal data under the terms of the Data Protection Act 1998. Personal data, including sensitive personal data, supplied by you on the application form will be used solely for the purposes of issuing a parking permit and providing information to the Parking Panel, University Estates Management, Finance Division or other University of Kent department(s) as appropriate. It will not be disclosed to any external source without your consent.

The University makes every effort that the information held is accurate and up-to-date. It may however, rely on you to inform the appropriate officer of any change in personal data.

The Data Protection gives you the right, on payment of an 'access fee' to receive details of all personal information which concerns you and which is stored and processed by the University. Requests for such information should be made in writing to the Data Protection Officer and be accompanied by a cheque, made payable to UNIKENT, in payment of the access fee, currently £10. The Data Protection Act requires the University to provide this information within 40 days. An application form is available from the Student Records Office in the Registry.