

**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 October 2013.  
                  (b) The charges outlined in Appendices 1 and 2 are subject 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 traffic is managed effectively to the benefit of those who study, work or visit the University. The University is a member of the British Parking Association and operates its parking enforcement under the Approved Operator Scheme.

Further information on transport and parking can be obtained from the Estates Department at: [www.kent.ac.uk/estates/transport](http://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 Green Transport and Parking Manager, Security Manager and members of the Parking Panels. The University will give details of how to appeal to the Parking on Private Land Appeal's service, if a challenge to a Parking Charge Notice is rejected. All other complaints and representation should be directed to the Green Transport and Parking Manager in the first instance. Where it is not possible to resolve the situation in this way the case will be referred to the Director of Estates for a final decision.

### **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 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;
- b) it is properly maintained and in a roadworthy condition;
- c) it is capable of being parked in ONE parking space only;

#### **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) Drivers 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 or Green Transport and Parking 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 accessible bays, unless the driver has a permit for such usage (see Section 2);
- f) in reserved bays, unless the driver has permission from the Green Transport and Parking Manager for such usage
- g) in an area temporarily cordoned and dedicated by Security for specific operational purposes;
- h) if there is no valid University permit or visitor pay and display ticket for the car park displayed on the vehicle windscreen (see section 2);
- i) for more than 72 consecutive hours anywhere on campus.

Appendix 1 refers to infringements which are subject to a Parking Charge Notice (section 4 refers)

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- 1.4 A student or member of staff may not bring a caravan, motorhome or converted large vehicle (such as a bus or lorry) into the University car parks, unless approved by the Security Manager.
- 1.5 A vehicle may not be used for sleeping accommodation overnight.
- 1.6 The car parks on the Medway and Canterbury Campuses are the private property or leased by 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 permit to park at any time.
- 1.7 For those without a permit, an allowance for a brief period of parking can be made for loading and unloading purposes (for example, for deliveries or dropping off conference delegates), with the permission from the Security Manager or Campus Watch officer.
- 1.8 The University reserves the right to, in part or totally, close car parks on a temporary or permanent basis as required without prior notice.
- 1.9 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.
- 1.10 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).
- 1.11 Staff and students must not park in Visitor only Pay and Display car parks.
- 1.12 Reserved Bays may be provided if a member of staff or student has an exceptional circumstance which has been approved by the Parking Panel or Green Transport and Parking Manager.

## **2 Permits to Park**

- 2.1.1 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 or a Pay and Display ticket 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 a Parking Charge Notice or the removal of the vehicle as set out in Section 4 below.

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

- 2.1.2 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.
- 2.1.3 Staff and students must complete a Parking Application form and the necessary declaration.<sup>1</sup> Failure to complete the form fully will negate the application.
- 2.1.4 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 permit the individual will be recognised as a student.

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<sup>1</sup> All parking applications fall under the Data Protection Act 1998.

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

- 2.1.5 If a permit is lost an administration charge will be made for a duplicate copy. (Appendix 2 refers).
- 2.1.6 Holders of the Government Blue Badge<sup>2</sup> must obtain a permit to park. Section 2.5 below refers.
- 2.1.7 All vehicles, including powered two wheel vehicles, must obtain a permit to park (Section 3 below refers to powered two wheel vehicles)
- 2.1.8 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 Transport & Parking, Estates Department.
- 2.1.9 Individuals wishing to cancel their permits to park should do so in writing, stating the date for cancellation and giving a month's notice to Transport & Parking, Estates Department. Any stoppages from pay will be ceased or money owed paid to the registered permit holder when Transport & Parking, Estates Department is in receipt of the cancelled permit.
- 2.1.10 A permit may only be issued to insured driver(s) of the vehicle(s) concerned. Permits are not transferable.
- 2.1.11 Possession of a University permit to park means that the University has granted the holder, subject to availability, permission to park in a marked bay in accordance with the permit issued. It does not guarantee a parking bay will be available.
- 2.1.12 No alterations should be made to a permit to park. 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 and/or legal proceedings.
- 2.1.13 Any changes to the permit or vehicle, such as change of address or registration details, should be notified to Transport & Parking, Estates Department for amendment or replacement within 3 days of the change concerned.
- 2.1.14 Any misuse of barrier access may result in permits being revoked or the person(s) responsible being subject to the relevant disciplinary procedures.
- 2.1.15 Charges are made for University permits to park (Appendix 2 gives details of charges and Appendix 4 gives information on payment).
- 2.1.16 The University may vary the number of parking spaces available to permit holders at any given time.
- 2.1.17 Permits must be used within the allocated zone or car park for which it is valid. (Appendix 2 gives details of type of permits available and where they are valid).
- 2.1.18 All permit holders must follow any additional guidelines which supports schemes to assist reduction in single car occupancy use, such as car sharing. Where a driver fails to comply with the guidelines 3 or more times within a Transport year the facility may be withdrawn.
- 2.1.19 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.

### **2.2 Student Parking**

- 2.2.1 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.

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<sup>2</sup> The Blue Badge is referring to the Government scheme for people who have difficulty using public transport

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2.2.2 A permit entitles a student to use Blue Zone car parks only, unless the student has obtained exemption from this regulation from the Parking Panel or Green Transport and Parking Manager.

2.2.3 No student resident on the Canterbury Campus, Medway Liberty Quays accommodation 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 5 for Parking Panel procedure refers.

#### **2.3 Staff Parking**

2.3.1 A permit entitles a member of staff to register up to 2 vehicles provided that only one vehicle is parked at either the Canterbury or Medway campus at any one time.

#### **2.4 Visitor and Contractor Parking**

2.4.1 University visitor permits are available for visitors who are visiting the campus for business, which will assist the University directly to operate effectively as an academic institution. It is the responsibility of the school/department to which they are visiting to arrange the appropriate permit required with Transport & Parking, Estates Department.

2.4.2 All other visitors to the Canterbury Campus must park in the Pay & Display car parks. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the vehicle.

2.4.4 During special events visitors/conference delegates must follow direction signs to the designated car park.

2.4.5 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).

2.4.6 Regular visitors are entitled to purchase a permit, if they have been approved by the Green Transport and Parking 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.

2.4.7 The University reserves the right to charge any visitor for parking.

#### **2.5 Drivers with mobility difficulties**

2.5.1 Only Government Blue Badge holders or University Accessible Bay Permit holders are permitted to park in designated accessible parking bays.

2.5.2 University Accessible Bay Permits will be issued free on application to members of the University community who hold a Government Blue Badge

2.5.3 A charge will be made to members of the University community who do not have a Government Blue Badge but require the use of an accessible bay. (Appendix 3 refers)

2.5.4 Person(s) who have an exceptional circumstance that requires temporary use of an an accessible bay must be approved using the Temporary Accessible Bay procedure. (Appendix 3 refers)

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- 2.5.5 Drivers with Accessible Bay Permits are required to comply with all other provisions in relation to parking.
- 2.5.6 Requests made by Government Blue Badge or Accessible Bay permit holders for additional accessible bays or for changes to the position of a bay will be considered by the Estates Department on a case by case basis.
- 2.5.7 The University reserves the right to change the position or remove an Accessible Bay if it is required for the purpose of facilitating with University business, as determined by the Green Transport and Parking Manager.

### **3. Bicycle, Wheeled and Powered Two Wheel Vehicles**

- 3.1 Staff, students and others must comply with University notices forbidding cycling, roller-blading, roller-skating, skateboarding or other similar activities in certain areas.
- 3.2 Bicycles should be parked in designated areas.
- 3.3 The University reserves the right to remove any bicycles parked in non designated areas or which appear to have been abandoned, and can recycle or dispose of any bike or parts of a bike if not claimed within 3 months of the date of its removal.
- 3.4 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.

### **4. Sanctions for non compliance with the Regulations**

- 4.1.1 If a member of staff or student is found to contravene any terms or conditions associated with any transport schemes operated through the University, he/she will be subject to sanctions listed in 4.1.9.
- 4.1.2 The University reserves the right to issue a Parking Charge Notice to the driver of a vehicle parked in breach of the infringements listed in Appendix 1.
- 4.1.3 Security staff are authorised to issue a Parking Charge Notice if a vehicle is found to contravene any of the infringements listed in Appendix 1.
- 4.1.4 Parking enforcement of Woolf College quadrangle car park is controlled by an independent company and any enquiries referring to charges in this area should be directed to the UPP Residences Manager at Woolf College.
- 4.1.5 The University has obtained permission from the landlord of the Compass Centre, to operate parking enforcement within the bays designated in the lease.
- 4.1.6 The University reserves the right to report and ask the local constabulary to dispose of vehicles abandoned on University premises.
- 4.1.7 The University reserves the right to relocate a vehicle causing an obstruction, if the driver and/or registered keeper is unable to move the vehicle when requested.
- 4.1.8 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.

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4.1.9 Persistent or flagrant breaches of these Regulations may incur:

- a) increased charges,
- b) denial of a permit to park and/or
- c) further proceedings under the appropriate disciplinary regulations
- d) referral to the University's Credit Control Office

4.1.10 At the start of the Transport Year (Section 2.1.2 above refers), a new permit may not be issued to a member of staff or a student if there are any parking charges still outstanding/unpaid.

4.1.12 The University will operate enforcement in accordance with the guidelines set out by the British Parking Association and can be found within the Protections of Freedom Act.

4.1.14 Registered Keeper's Details may be requested from DVLA if a Parking Charge Notice is not paid and the vehicle is not registered on the University's parking database, with a current permit.<sup>3</sup>

#### **4.2 Appeals against Parking Charge Notice**

4.2.1 Applications to appeal against a Parking Charge Notice must be made in writing to the University Parking Panel, including supporting documents, within 28 days of the event to which it relates. The Parking Panel has authority to cancel a Parking Charge Notice if it is satisfied that the circumstances of the case make it appropriate to do so.

4.2.2 The Director of Estates (or his/her delegate) has authority to cancel a Parking Charge Notice if he/she is satisfied that the circumstances of the case make it appropriate to do so.

4.2.3 If an appeal is received the Parking Panel will review the case and respond in writing the decision made, within 35 days of receiving the challenge.

4.2.3 If an appeal against a Parking Charge Notice is rejected, the University will write to inform the person who challenges the charge of the decision and will provide details on how to make an appeal to the independent appeals service (Parking on Private Land Appeals<sup>4</sup>)

#### **4.3 Staff**

4.3.1 A member of staff who is in breach of these Regulations may be subject to a Parking Charge Notice as approved on behalf of the University Council.

4.3.2 A member of staff who accumulates three unpaid Parking Charge Notices will have his/her details forwarded to the Deputy Vice-Chancellor for further investigation and, if necessary, disciplinary action.

4.3.3 A member of staff who leaves the University with unpaid Parking Charge Notices will be subject to his/her details being forwarded to the Credit Control Office. Additional costs will be incurred if debt recovery charges are applied.

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<sup>3</sup> Data obtained from the DVLA will only be requested to assist the parking control and enforcement activity for land controlled by the University of Kent, under the Approved Operator Scheme.

<sup>4</sup> Assessors at POPLA determine appeals from those who have been issued with parking charge notices, in respect of vehicles parked on private land, in accordance with The Protection of Freedom Act 2012

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**4.4 Student**

4.4.1 Any student who is in breach of these Regulations may be subject to a Parking Charge Notice as approved on behalf of the University Council.

4.4.2 A student who accumulates three unpaid Parking Charge Notices will have his/her details forwarded to his/her College Master for further investigation and, if necessary, disciplinary action.

4.4.3 A student who leaves or graduates from the University with unpaid Parking Charge Notices will be subject to his/her details being forwarded to the Credit Control Office. Additional costs will be incurred if debt recovery charges are applied.

**4.5 Kent Union Staff**

4.5.1 A member of Kent Union staff who is in breach of these Regulations may be subject to a Parking Charge Notice as approved on behalf of the University Council.

4.5.2 A member of Kent Union staff who accumulates three unpaid Parking Charge Notices will have his/her details forwarded to the Kent Union Chief Executive for further investigation and, if necessary, disciplinary action.

4.5.3 A member of Kent Union staff who leaves Kent Union with unpaid Parking Charge Notices will be subject to his/her details being forwarded to the Credit Control Office. Additional costs will be incurred if debt recovery charges are applied.

**4.6 Visitor or other person**

4.6.1 Any visitor or other person who is in breach of these Regulations may be subject to a Parking Charge Notice as approved on behalf of the University Council.

4.6.2 A visitor or other person who does not pay a Parking Charge Notice will have his/her details forwarded to the Credit Control Office, which may pursue the outstanding balance. Additional costs will be incurred if debt recovery charges are applied.



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#### Appendix 1: Infringements which are subject to a Parking Charge Notice

Contravention of these Regulations may result in the imposition of a Parking Charge Notice, as detailed in the table below.

Reference Number	Infringement	Number of warnings given before a Full Notice is served
100	Failure to clearly display a valid UoK permit	2
101	Parked in an area not valid for the permit displayed	1
102	Failure to clearly display a valid Pay & Display ticket	0
103	Parked after the expiry of paid for time	0
104	Parked within a yellow hatched box	0
105	Parked in an area not designated for that class of vehicle	0
106	Parked in a reserved parking bay when not entitled to do so	0
107	Parked in an accessible bay when not entitled to do so	0
108	Parked in a taxi rank when not entitled to do so	0
109	Parked on a fire road when not entitled to do so	0
110	Parked on a grass verge when not entitled to do so	0
111	Parked on double yellow lines when not entitled to do so	0
112	Parked on single yellow lines when not entitled to do so	0
113	Parked on a footway or cycle way when not entitled to do so	0
114	Not parked correctly within the markings of a bay/space	0
115	Parked in a loading bay without loading/unloading being observed	0
116	Parked in a bus stop when not entitled to do so	0
117	Parked within a restricted area when not entitled to do so	0
118	Parked in a visitors car park when not entitled to do so	1

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**Appendix 2: Permits to Park and Charges: Transport year 2013/14 \***

Permit Type	Applicant	Charge	
<b>Blue Zone Annual</b>	<ul style="list-style-type: none"> <li>Staff.</li> <li>Students who reside outside the local exclusion zone during term time.</li> </ul>	£20/transport year	
<b>Pink and Blue Zone Annual</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students, who have been approved by the Parking Panel</li> </ul>	Gross Salary	Charge
		£1 - £25,000	£30.00/transport year
		£25,001 - £37,000	£50.00/transport year
		£37,001+	£75.00/transport year
		Student	£30/transport year
<b>Car Share</b>	Staff	£15/person/transport year	
	Students	£20/team/transport year	
<b>Temporary</b>	Staff & eligible students	£4/month	
<b>Occasional User</b>	Staff & eligible students	50p/day	
<b>Motorcycle</b>	Staff & students	Free	
<b>Accessible</b>	<ul style="list-style-type: none"> <li>Government Blue Badge Holders</li> <li>Staff with no Blue Badge in accordance the procedure for temporary accessible bay parking (Appendix 3)</li> <li>Students with no Blue Badge in accordance with the medical exceptional circumstance procedure. Appendix 3</li> </ul>	Gross Salary	Charge
		£1 - £25,000	£30.00/transport year
		£25,001 - £37,000	£50.00/transport year
		£37,001+	£75.00/transport year
		Government Blue Badge	Free
		Student	£30
<b>Parking Charge Notice</b>	All users of University land and areas which have been leased by the University.	<b>£30 which is reduced to £15 if paid within 14 days of the charge being issued.</b>	

\*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 3: Temporary Accessible Bay application procedure**

The University acknowledges that there are occasions when which employees may benefit from the provision of short term use of accessible bays to allow them to park closer to their place of work than the standard provisions. Staff and students who require access to this facility can apply using the relevant application form. Further information can be found at: [www.kent.ac.uk/estates/transport](http://www.kent.ac.uk/estates/transport)

Canterbury Student – complete Medical application form and ensure that the University Medical Centre completes the form and sends it to the Green Transport and Parking Manager.

Medway Student – complete Medical application form and ensure that his/her General Practitioner has completed the form before sending it to the Medway Parking Panel.

Staff – complete the Occupational Health form for Accessible Bay Permit and ensure that Occupational Health completes the form and sends it to the Green Transport and Parking Manager.

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#### Appendix 4 Parking Charges Payment Procedures

Permit Type	Staff	Student
<b>Blue Zone Annual</b>	Payment for a staff annual permit will be covered by monthly deductions from salaries. Deductions will cease when staff leave the University or when staff advise the permit is no longer required. The deduction will be made in instalments of one twelfth of the annual 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.  Sessional members of staff or staff paid by timesheet must pay at the time of collection of the permit. Payment can be made by cash at Transport & Parking, Estates Department.	Payment for a student annual permit will be invoiced to the individual's student account <sup>1</sup> .  Associate College and Access students must pay at the time of collection of the permit. Payment can be made by cash at Transport & Parking, Estates Department.
<b>Pink and Blue Zone Annual</b>		
<b>Accessible</b>		
<b>Car Share</b>	Payment can be in accordance with the Annual permit payment (as above) or can be paid in cash at Transport & Parking, Estates Department	Payment can be made at the time of application at Transport & Parking, Estates Department or invoiced to the student account <sup>1</sup> of the named student leading the car share agreement.
<b>Temporary</b>	Payment must be at the time of application at the Transport & Parking, Estates Department. These can be made by cash.	Payment can be made at the time of application at Transport & Parking or invoiced to the individual's student account <sup>1</sup> .
<b>Occasional User</b>	Payment must be at the time of application for a permit at the Transport & Parking, Estates Department. These can be made by cash.	Payment must be made at the time of application for a permit at Transport & Parking, Estates Department. Payment can be made by cash.
<b>Motorcycle</b>	No Charge	No Charge
<b>Government Blue Badge</b>	No Charge	No Charge

#### Visitor(s)

If a visitor is recognised as a 'regular visitor' and entitled to purchase a permit to park, payment is requested at the time of application. Payment for a permit can be made by cash to Transport and Parking, Estates Department.

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

#### Parking Charge Notice

Payment can be made online at [www.kent.ac.uk/estates/transport/parking/ecn](http://www.kent.ac.uk/estates/transport/parking/ecn) and for all other payment methods can be made at the Income Office, in the Registry.

<sup>1</sup> Payment of any charges incurred after a student account closes should be made to Transport & Parking, Estates Department directly instead of the Student Income Office at the Registry. Payment can be made by cash.

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### **Appendix 4: Procedure for Parking Panels**

#### **1. Introduction**

1.1 A Parking Panel and procedure has been developed to review and make decisions on appeals received for:

- an application for a permit to park where this does not meet the usual criteria.
- Parking Charge Notices.

#### **2. Parking Panel membership**

2.1 The Parking Panel will usually comprise:

- A College Master
- Members of the Estates Department
- A HR representative
- An elected representative from Kent Union or UMSA

#### **3. Meetings**

3.1 The Parking Panel will usually meet every 3 weeks or more frequently at busy times.

#### **4. Process of application for a permit to park for exceptional circumstances**

4.1 An application for a 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:

- Postgraduate students resident on campus or who live within the exclusion zone who are applying for a permit for reasons of teaching or research
- Students resident on campus or living within the exclusion zone who have exceptional circumstances for applying for a parking permit

4.2 The Parking Panel may take into account information provided by other departments, schools or third parties to assist with a decision of an appeal (for example Occupational Health, the University Medical Centre, Managers, Heads of Schools or Departments or anyone who has supported staff, student, visitors, other persons in an exceptional application or for an appeal).

4.3 All applicants will be notified of the decision made.

4.4 If an application for a permit is successful, this can be collected from Transport & Parking , Estates Department, in accordance with the email notification. The student must ensure that any Parking Charge Notice(s) or outstanding payments(s) have been paid before receiving his/her permit.

4.5 Only after the student has received the permit and displayed it in the front windscreen of his/her vehicle may he/she park in the relevant designated car park(s).

4.6 If a student provides misleading information or false evidence a permit to park will not be issued and action may be taken under the Non-Academic Disciplinary Regulations.

#### **5. Transport arrangements in the application period.**

5.1 Applicants, who do not have a valid permit to park and are in the process of applying for a 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.

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#### **6. Process of application to appeal against a Parking Charge Notice**

- 6.1 The Parking Panel will adhere to the process and procedures for Parking Charge Notice appeals in accordance with the Approved Operator Scheme.
- 6.2 An appeal against a Parking Charge Notice must be submitted in writing within in 28 days of the Parking Charge Notice being issued.
- 6.3 All applicants will be notified, in writing, of the decision made. All challenges to a Parking Charge Notice will be responded to with a decision within 35 days.
- 6.4 If a person provides misleading information or false evidence the appeal will be refused. If an applicant is a student, further action may be taken under the Non-Academic Disciplinary Regulations, for all other persons the matter will be referred to the Director of Estates.
- 6.5 There is no further right of appeal to the University, 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.
- 6.6 If an appeal against a Parking Charge Notice is rejected, the University will write to inform the person who challenges the charge of the decision and will provide details on how to make an appeal to the independent appeals service (Parking on Private Land Appeals)

**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.