

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

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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 as a member of the Approved Operator Scheme.

Further information on transport and parking can be obtained from the Estates Department at www.kent.ac.uk/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 Head of Traffic Management & Travel, Head of Security and members of the Parking Panel.

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 (PCN) is rejected. All other complaints and representation should be directed to the Head of Traffic Management & Travel 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.

1.0 General Criteria for Usage of Motor Vehicles on Campus

1.0.1 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 and is required to 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;

1.0.2 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.

1.0.3 Vehicles must be properly parked within authorised parking bays, unless prior permission has been given by the Head of Security or Head of Traffic Management & Travel.

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 Head of Traffic Management & Travel 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 for the car park displayed on the vehicle windscreen (see section 2);
- i) for more than 72 consecutive hours anywhere on campus.

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- 1.0.4 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 Head of Security.
- 1.0.5 A vehicle may not be used for sleeping accommodation overnight.
- 1.0.6 The car parks on the Medway and Canterbury Campuses are the private property of, 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.
- 1.0.7 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 advanced permission from the Transport Team or Campus Security.
- 1.0.8 The University reserves the right to, in part or totally, close car parks on a temporary or permanent basis as required without prior notice.
- 1.0.9 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.
- 1.0.10 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).
- 1.0.11 All staff and students must not park in Central or Sports Centre Visitor Pay and Display car parks.
- 1.0.12 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 Head of Traffic Management & Travel.

2.0 Permits to Park

- 2.0.1 Permits are issued to the person who has registered the vehicle to park on campus and been approved by the Transport Team. If the vehicle is used by another person they must also register the vehicle and have received approval from the Transport Team or Campus Security.
- 2.0.2 A motor vehicle may not be parked on campus during the working day (0800-1700hours Monday - Friday) unless it has been accepted to have a virtual permit or a valid permit displayed (in the front windscreen) issued by the Transport Team 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. 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.
- 2.0.3 It is the responsibility of the applicant to ensure that a relevant and authorised permit is visibly displayed or a virtual permit has been activated for the vehicle parked on campus.
- 2.0.4 All persons applying for a permit must complete a parking application and the necessary declaration.¹ Failure to complete the form fully will negate the application.
- 2.0.5 If an individual's primary purpose for attending the University is as a registered 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.

¹ All parking applications fall under the Data Protection Act 1998.

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- 2.0.6 If a paper permit is lost an administration charge will be made for a duplicate copy. (Appendix 1 refers).
- 2.0.7 All staff and student holders of the Government Blue Badge² must obtain a permit to park and display their Blue Badge. All visitors must display their Blue Badge. Section 6 below refers.
- 2.0.8 All vehicles, including powered two wheel vehicles, must obtain a permit to park (Section 3 below refers to powered two wheel vehicles)
- 2.0.9 No permit which has been issued shall remain valid when the permit-holder is no longer employed, contracted or a registered student at the University. Paper permits must be returned to the Transport Team.
- 2.0.10 Individuals wishing to cancel their permits to park should do so by using their online parking permit account or in writing to the Transport Team, stating the date for cancellation and giving a month's notice to the Transport Team. Once a permit is cancelled the Transport Team will calculate monies owed and charge or pay accordingly.
- 2.0.11 Permits are not transferable.
- 2.0.12 Possession of a University permit to park means that the University has permitted the holder to look for a parking bay to park in a marked bay in accordance with the permit issued. It does not guarantee a parking bay will be available.
- 2.0.13 No alterations should be made to a permit to park. As such this will render the permit invalid. If any paper permit copies are found, the person responsible will be subject to the relevant disciplinary procedures and/or legal proceedings.
- 2.0.14 Any changes to the permit or vehicle, such as change of address or registration details, should be notified to the Transport Team and amendments made accordingly within 3 days of the change concerned.
- 2.0.15 Any misuse of barrier access may result in permits being revoked or subject to the relevant disciplinary procedures.
- 2.0.16 Charges are made for University permits to park 2.0.17 The University may vary the number of parking spaces available to permit holders at any given time.
- 2.0.18 Permits must be used within the allocated zone or car park which it is valid for.
- 2.0.19 All permit holders must follow any additional terms and conditions which supports schemes to assist reduction in single car occupancy use, such as car sharing. Where a driver fails to comply 3 or more times the facility may be withdrawn.
- 2.0.20 The University reserves the right to decline to issue a permit to any person on a temporary or permanent basis or restrict the number of permits issued across the University.

2.1 Student Parking

- 2.1.1 A permit entitles a student to register one vehicle.
- 2.1.2 A permit entitles a student to use Blue Zone car parks only at the campus which they are registered to, unless the student has obtained exemption from this regulation from the Parking Panel or Head of Traffic Management & Travel.
- 2.1.3 No student resident on the Canterbury Campus, Medway Liberty Quays accommodation or living within the local exclusion zones are permitted to park a vehicle at the University, unless the student has obtained exemption from this

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

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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.

2.2 Staff Parking

2.2.1 A permit entitles a member of staff to register up to 5 vehicles provided that only one vehicle is parked at either the Canterbury or Medway campus at any one time.

2.2.2 A virtual permit holder must use their parking permit account to ensure that the vehicle they are using is recorded as parking on campus.

2.3 Visitor and Contractor Parking

2.3.1 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 the Transport Team.

2.3.2 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, unless a virtual permit has been issued.

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

2.3.4 All visitors including contractors and sub-contractors will be issued a permit in accordance with the requirements of managing traffic on campus for the day they are visiting.

2.3.5 Manual contractors who require access to their vehicle on a regular basis, to carry out essential works on campus, may request a permit to park outside a marked bay. This request must be approved by the Head of Traffic Management & Travel or Head of Security and the person who has contracted them to carry out these works in advance of their visit. In the case of emergency works members of the Transport Team and Campus Security can issue at their discretion.

2.3.6 Regular visitors are entitled to purchase a permit. These include:

- Retired staff
- Emeritus Professors and Readers
- Honorary members of academic or research staff.
- Any other person here on business for the University (as per 2.3.1) that requires parking more than 4 times per month or 24 times per year.

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

2.4 Drivers with mobility problems

2.4.1 Only Blue Badge holders (Government Blue Badge Scheme) or University Health Access permit holders are permitted to park in designated accessible parking bays.

2.4.2 All staff and students with a Government Blue Badge must apply for the appropriate University of Kent permit.

2.4.3 Person(s) who have a medical reason to apply for a permit that ordinarily they would not be permitted to are required to follow the Health Access permit process. Staff must contact Occupational Health, Canterbury students must contact University Medical Centre and Medway students must contact their GP and Student Support & Wellbeing.

2.4.4 A charge will be made to members of the University community who are issued with a Health Access permit

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2.4.5 Drivers with a Government Blue Badge or Health Access permit are required to comply with all other provisions in relation to parking.

2.4.6 The University reserves the right to change the position or remove an Accessible bay if it is required for the purpose of facilitating University business, as determined by the Head of Traffic Management & Travel.

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 look like they have been abandoned, and can dispose of any bike or place into the University's recycle bike hire scheme 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.

4.0 Sanctions for non-compliance with the Regulations

4.0.1 A member of staff or student who is found to contravene the terms and conditions associated with any transport or travel scheme operated by the University, will be subject to sanctions listed in 4.0.8.

4.0.2 The University reserves the right to issue a Parking Charge Notice to any person responsible for a vehicle parked in breach of these regulations.

4.0.3 Campus Security are authorised to issue a Parking Charge Notice if a vehicle is found to contravene these regulations.

4.0.5 The University reserves the right to report and ask the local council to dispose of vehicles abandoned on University premises.

4.0.6 The University reserves the right to relocate a vehicle when causing an obstruction, if the driver and/or registered keeper is unable to move the vehicle when requested or if the University is unable to contact them.

4.0.7 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 she/he deems appropriate, any vehicle which is found in the University in breach of these Regulations.

4.0.8 Staff, Student of other person who do not pay a Parking Charge Notice may have his/her details forwarded to the Credit Control team, who may pursue the outstanding balance. Additional costs may be incurred if debt recovery charges are applied. Persistent or flagrant breaches of these regulations may also incur:

- a) denial of a permit to park and/or
- b) further proceedings under the appropriate disciplinary regulations and/or associated charges if the University has to pay for someone's actions;
- c) withdrawal of permission to access all University car parking facilities.

4.0.9 The Parking Panel and the Director of Estates, designated for this purpose by the University Council, shall have authority to cancel any parking charge if they/he/she is satisfied that the circumstances of the case make this appropriate.

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- 4.0.10 A new permit may not be issued to a member of staff or a student if there are any parking charges still outstanding/unpaid.
- 4.0.11 The University will operate enforcement in accordance with the British Parking Association Code of Practice under the Protection of Freedom Act.
- 4.0.12 Registered Keeper's Details may be requested from DVLA if a Parking Charge Notice is not paid and not registered as a current permit holder on the University's parking database.³

4.1 Appeals against Parking Charge Notice

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 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.
- 4.1.4 If an appeal against a Parking Charge Notice is rejected, the University will write to inform the person who challenges the decision and will provide details of how to make an appeal to the independent appeals service (Parking on Private Land Appeals⁴)
- 4.1.5 All staff, student or other person(s) who are in breach of these Regulations may be subject to a Parking Charge Notice as approved on behalf of the University Council.

TKC/TT
September 2017

³ 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. ⁴ 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.