**University of Surrey Parking Regulations**

**Introduction**

The University of Surrey has a responsibility to manage traffic and travel to and from its campuses to ensure that the University complies with its legal obligations and to encourage staff, students and visitors to actively adopt more sustainable travel modes to reduce congestion and carbon emissions.

However, it is recognised that for some University members, driving is the only viable mode of transport. These Parking Regulations support the objectives of the University Travel Plan and ensure that the limited resources for car parking are used to their maximum effectiveness and to the benefit of all members of the University community.

Further information on transport and parking can be obtained at:

<https://surreynet.surrey.ac.uk/staff-services/travel-and-transport> and <https://transport.surrey.ac.uk/>

Responsibility for parking policy has been delegated to the Parking Eligibility Criteria Working Group (PECWG) with operational management delegated to the Facilities Manager - Transport, Head / Deputy Head of Security and members of the Appeals Panels.

PECWG reserves the right to amend these Regulations during the year as necessary in the interests of the University community. The latest version will always be available on the Transport web pages.

The use of the University car parks is permitted subject to compliance with these Regulations.

The University is a member of the British Parking Association and parking enforcement is operated under the Approved Operator Scheme.

**Designated Parking Areas**

The University is required by law to limit the number of car parking spaces and to take measures to prevent parking outside those spaces.

Cars and motorbikes may therefore only be parked in designated parking areas.  Vehicles must be parked in marked bays.

Vehicles may only be left in other areas, with the express permission of Security. Parking on grassed areas is not permitted unless a driver has been directed to do so by Security. It is the driver’s responsibility to secure any permission outside of a designated parking area and to ensure that this permission is recorded by Security.

AQA permits are not valid in any University car park and vice versa.

BBC permits are not valid in any University car park and vice versa.

**Pay and Display**

The pay and display car park is located in an area partitioned off within the main car park at Stag Hill. This can be used by visitors to the University, students or staff. Pay and display tickets are only valid in the pay and display car park; pay and display is not available outside the partitioned area.

Staff & Student PAYGO permits are not valid for use in the Pay and Display car park.

Pay and display charges do not apply between 1700 and 0730 weekdays and all day at weekends.

**2 Hour Short Stay Car Park**

The short stay car parks are located in an area within the Stag Hill Main Car Park (towards the lake) and at Francis Crick Road on the Manor Park site.

These car parks provide a 2 hour parking option for valid permit holders with a no return period of 2 hours. Cameras using ANPR recognition will monitor the 2 hour limit and anyone parking for longer than this time may receive a parking charge notice.

Permits subject to parking restrictions are not valid in the short stay car parks.

**Parking in Disabled bays**

Only EU Blue Badge holders or University of Surrey Medical Permit holders are permitted to park in designated disabled parking bays.

Visitors that hold a valid EU Blue Badge may park free of charge in the disabled bays on campus on a short-term basis (**six hours maximum**). Disabled visitors should report to the Stag Hill Reception in Senate House on arrival, where they will be directed to an appropriate space and their vehicle registration recorded.

Drivers with Blue Badge and /or University Medical permits are required to comply with all other provisions in relation to parking. Disabled badge concessions to park on single or double yellow lines do not apply in any location on the University’s sites.

**Guest Parking**

**Stag Hill**

Guest parking is available for University visitors who are visiting the Stag Hill campus for business which will assist the University directly to operate effectively as an academic institution. Such visitors may park in the reserved guest car parks if they have been pre-approved to park by the appropriate academic department or central service through the Guest Parking System.

**Staff (including visiting staff) and students are not eligible to park in the Guest car parks or spaces.**

Spaces are limited in availability and should be booked in advance.

All other visitors should park in the Pay and Display car park. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the vehicle or booked through the Ringo parking app.

**Manor Park**

Guest parking is available for University visitors who are visiting the Vet School, Kate Granger, Clinical Research Centre or the Leggett buildings for business which will assist the University directly to operate effectively as an academic institution. Such visitors may park in the dedicated guest parking spaces behind Leggett Building, the Manor Farm (Nursery) Main Car Park or Kate Granger car park provided they have registered their vehicle details at the building receptions or via the Guest Parking System.

It is the host’s responsibility to inform the visitor of the University’s parking arrangements. Failure to arrange an appropriate permit may result in a parking charge notice being issued with embarrassment to visitor and host.

**Event Parking**

Departments organising events should contact the Transport Team well in advance to discuss possible parking requirements. Further information on event parking is available on the Transport website. It may not be possible to provide parking on occasions when there are multiple events taking place on the same day or for events that coincide with other key University events like Open Days or Graduation.

**Contractor Parking**

Contractors or sub-contractors must be authorised for parking at the time of contract confirmation or on arrival. Contractors may be directed to use the pay and display car park or park off campus.

**Parking Permits**

**Eligibility criteria**

The University is legally required to operate a parking exclusion zone that covers postcodes GU1, GU2 and parts of GU3 and GU4. **Staff and students living within the exclusion zone are not eligible for a parking permit** unless there are exceptional reasons why access to a vehicle is required.

There is **no parking for residents on Stag Hill or at Manor Park.** As a condition of having a place in Residence, staff and students who are resident in all Courts (except Hazel Farm and Bellerby Court) may not bring a car or other four-wheeled motor vehicle on to the University grounds and, while in residence, undertake not to keep one on the public roads within the exclusion zone.

Staff and students resident at Hazel Farm may park free of charge in designated spaces at Hazel Farm. Students resident at Bellerby Court may apply for a parking permit from the Accommodation Office who are responsible for all parking matters in the vicinity of the Court. Residents of Hazel Farm and Bellerby Court are not eligible for University permits to park on the Stag Hill or Manor Park campus.

**General conditions of use**

Parking permission may be cancelled or suspended at the discretion of the Head of Security, Director of Campus Services, or their deputies at any time.

Only one vehicle per permit holder may be parked on campus at any one time.

Parking permits are only valid for use in designated areas and do not permit parking in any other University location.

The purchase or use of a permit or other means of gaining access to, or use of, a University car park with intent to deceive will invalidate the permit. The University reserves the right to require evidence that a permit application is made in good faith before a permit is issued.

The University reserves the right to decline to issue a permit to a student or member of staff on a temporary or permanent basis, including if any charges levied in respect of these Regulations are outstanding.

**Permit hours and overnight parking**

Between 0730 and 1700 Monday to Friday during University term time and vacations (excepting public holidays and University closure), a valid parking permit or pay and display ticket is required.

Outside of normal working hours (1700-0730 Monday to Friday and at weekends) permission to park is not required and staff and students may use any car park apart from those areas which are specifically reserved.

A vehicle must not be used for sleeping accommodation overnight.

**Space availability**

Although every effort is made to ensure that permit holders are able to park, the issue of a University parking permit gives the holder licence to ‘hunt’ for a bay. It does not guarantee that a parking bay will be available. Pressure on the car parks is particularly high during term time and the car parks are often full by 0930.

If there are no bays available, permit holders may be directed to park off campus or to use the pay and display car park. No refund will be given, or financial compensation made, for days on which a parking bay is not available.

The Head of Security / Director of Campus Services or their deputies may authorise parking areas to be temporarily cordoned off to accommodate bona fide visitors and big events.

**Permit fees**

Permit fees are reviewed each year. The PECWG reserve the right to make additional amendments to permit fees during the year.

Pay As You Go parking for staff and students

Pay As You Go parking is available and will cost £1.75 per day. Pay As You Go accounts must be credited in advance to create a parking balance. This balance will decrease on each day that the car parks are used. Parking without sufficient credit may result in the issue of a Parking Charge Notice.

Parking permission that has been issued to a member of staff or student becomes invalid when the permit holder is no longer employed by the University or is not currently a registered student.

**Permit cancellations and refunds**

Staff & Students wishing to cancel their parking permit should notify the Transport Team of their intention at the earliest opportunity.

**Change of circumstances for permit holders**

A change of circumstances in relation to the Permit Holder’s vehicle or address require the following actions to taken:

**Change of vehicle**

Permit holders must update their vehicle details via their account in the Permit Management System. Failure to keep all vehicle details up to date may result in the issuance of a Parking Charge Notice. Up to five vehicles may be registered to a Permit Holder’s account.

**Change of address**

University staff address changes should be notified to HR using the Employee Self Service at <http://hr1.surrey.ac.uk:8080/SelfService/index.html>

Student address changes should be notified to Academic Registry using Student Self Service at <https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn?stu>.

Where a permit holder moves from outside to inside the parking exclusion zone (including moving into University accommodation at Stag Hill or Manor Park), the permit may no longer be valid and the Transport Team will advise whether a new application can be submitted.

**Change of other factors**

Where the change affects the grounds on which the permit was issued the permit holder’s application will be reviewed by the Transport Team and may be referred to the Staff or Student Appeals Panel. If it is deemed that the permit is no longer valid, the permit will be cancelled by the Transport Team and a refund issued as appropriate.

**General criteria for the usage of University car parking**

The general criteria below apply to each and every University car parking area

**Speed Limits**

The maximum speed limit on all University property is 20mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians and cyclists.

**Liability**

All motor vehicles and bicycles are brought into the University grounds at the owner’s risk and the University takes no responsibility for their safety or security.  No responsibility or liability is accepted by the University, its employees or agents for loss or damage to any vehicle or bicycle or its contents whilst on University property.

**Abandoned Vehicles**

Vehicles must not be abandoned. Any vehicle found abandoned on a University campus will be reported to the relevant Local Authority for removal, after due notice has been served on the vehicle.

**General**

Access to all University premises, including all University parking areas, is by permission of the University. The University retains the right to refuse entry to parking areas, and to require users to leave parking areas and remove their vehicle, at any time, and at its own discretion.

The car parks are for use by members of the University community and bona fide visitors having business at the University and may only be used by others as agreed by the Director of Campus Services, Head of Security or their deputies.

Security staff, or personnel nominated by Security, are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University’s Traffic Regulations.

Students or staff may not park a caravan, motorhome, vehicle with trailer or other oversized vehicle at the University without the permission of the Head of Security.

All vehicles parked at the University must have a current Road Fund Licence (tax disc) and be roadworthy. Vehicles without a current Road Fund Licence must not be parked anywhere on University premises, and if so parked are liable to be issued with a parking charge notice.

All vehicles parked at the University must have clean and legible numberplates on the front and rear of the vehicle.

Drivers must comply with all traffic signs and drive in accordance with the Highway Code.

**Sanctions for non-compliance with the Traffic Regulations**

Drivers who park on University property are required to comply with the terms and conditions outlined with the use of the car parking facilities. By entering onto University property and parking a vehicle the driver of that vehicle enters into a contract with the University and agrees to comply with the terms and conditions for use.

**Unacceptable conduct**

The following are examples of unacceptable behaviours:

* Making a false statement to obtain a permit
* Parking without displaying a valid permit or pay and display ticket
* Parking in a parking area where the permit is not valid
* Parking in a prohibited area, on double yellow lines or a hatched area
* Operating a motor vehicle unsafely (travelling above the posted speed limit or driving recklessly)
* Obscuring the vehicle’s registration number
* Operating an unroadworthy or uninsured vehicle
* Operating a vehicle without an appropriate driving licence
* Causing obstruction to other vehicles
* Abusive behaviour towards Security staff or the Transport Team
* Members of staff or students parking in the Guest car parks or bays
* Parking when otherwise subject to parking restrictions

Unacceptable conduct may result in the removal of parking privileges including the issuing of a parking charge notice, withdrawal of parking permission and the loss of any future right to a parking permit. The Head of Security / Director Campus Services or their deputies are authorised to determine what action shall be taken.

Drivers who obtain, or attempt to obtain, a parking permit through fraudulent means will have their permit invalidated and will be dealt with under the University’s disciplinary procedures. A parking charge notice will be issued if the vehicle is parked on University property. The individual will lose any future right to a parking permit.

**Parking Enforcement**

Vehicles that are parked in breach of the terms and conditions displayed in the car parks and around the University are liable to receive a parking charge notice. These are issued under contract law.

Drivers who park without permission or in a way that causes disruption and inconvenience to others will be issued with a PCN. This has a £70 fine, which is reduced to £40 if paid within 14 days.

Motorbikes that are parked in a permit holder bay or in a way that causes disruption and inconvenience to others will be issued with a parking charge notice. This has a £70 fine, which is reduced to £40 if paid within 14 days.

All parking charges are collected by a contracted service provider who works within the British Parking Association Best Practice guidelines and has legitimate access to the DVLA database of vehicle owners.  The provider manages all aspects of the charging process, including the appeals procedure and debt recovery action.

The University reserves the right to affix a ‘warning notice’ to vehicles on the first occasion of a breach of the terms and conditions. The warning will remain on record for twelve months. On a second breach of the terms and conditions the vehicle will be issued with a parking charge notice without warning. The use of a warning notice is discretionary and would normally be issued for a minor infringement of the parking regulations.

Students who accumulate three or more unpaid parking charge notices will be dealt with under the University’s student disciplinary procedures, and may include the loss of any future right to a parking permit. Failure to pay outstanding parking charge notices may result in a student being recorded as a University debtor.

Staff who accumulate three or more unpaid parking charge notices will be dealt with under the University’s disciplinary procedures, and may include the loss of any future right to a parking permit.

**Data Protection Policy**

Personal data collected from applications for parking permits is held within the Parking Management System hosted by Total Parking Solutions Ltd.

Information held in the permit record about vehicle ownership is for the purpose of administering these Regulations and will not be disclosed to a third party for commercial purposes or in connection with legal proceedings or insurance claims without the consent of the data subject unless the University is required to by law.

Vehicle registration details will be used by Total Parking Solutions Ltd in their capacity as our Parking Enforcement Agency (<https://www.totalparking.co.uk/>) for the purpose of ensuring that those vehicles may park in designated areas without receiving Parking Charge Notices (PCNs).

The personal data is processed in accordance with data protection legislation including the General Data Protection Regulation and the Data Protection Act 2018. Any queries about data protection should be referred to the University’s Data Protection Officer at: dataprotection@surrey.ac.uk.

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