

Car Parking Policy

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1. Introduction & Scope

- 1.1. This document sets out Shrewsbury Colleges Group (SCG) policy on car parking for all campuses: It applies to all staff, students, and visitors and other campus users. The policy also sets out general conditions that apply to all vehicles on all SCG premises.
- 1.2. Parking at the College's English Bridge Campus is limited to staff parking during restricted periods and during non-term time periods. Students may park at the English Bridge campus after 16:30 to attend evening classes.
- 1.3. Parking at the College's Welsh Bridge campus is available only for staff and visitor parking during restricted periods.
- 1.4. Parking at the College's London Road campus is available for staff, students, and visitors during restricted periods. London Road campus car parks are available for users of the London Road Sports Centre outside of restricted periods.
- 1.5. All staff, students and visitors who park at any of the SCG campuses during restricted periods must have provided the registration number(s) of their vehicle(s) to the College. Motorcycles, mopeds and bicycles are also subject to the general conditions set out at section 2.
- 1.6. **Restricted periods are between 08:00 and 16:30 during term time.**
- 1.7. Visitors of whatever sort must report to the reception for the campus being visited and log the registration number of their vehicle.
- 1.8. Registration of a vehicle does not guarantee a car parking space, as space is sometimes limited. **Any person parking on a SCG car park does so at their own risk and SCG accepts no liability for loss or damage to vehicles, or their contents, however caused.**
- 1.9. Failure to comply with any aspect of this policy will result in application of the penalties set out at section 4.

2. General Conditions

- 2.1. The speed limit on SCG premises is 5 mph. Drivers are expected to show courtesy to pedestrians and other campus users. Drivers must obey the instructions of all traffic and directional signs. Unlicensed or learner drivers are not allowed to drive on college premises.
- 2.2. Vehicles must park in designated parking places only. Motorcycles and mopeds must park in the designated motorcycle parking areas. Vehicles must not park on yellow lines, on hatched areas, in SCG minibus spaces, in a disabled space without the proper permission, or in a place which could obstruct emergency services or escape routes. SCG reserves the right to remove any vehicle in the interests of preventing damage, and/or injury to persons, property or other vehicles.
- 2.3. Disabled spaces are for the sole use of persons registered as disabled with a local authority. A current and valid 'blue badge' (disabled person's parking permit) must

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be prominently displayed in the vehicle. Drivers who have a temporary disability (eg. a leg injury which prevents them walking long distances) can obtain permission from the Campus Estates Team Leader to use a disabled parking space until they are recovered. A heavily pregnant driver may also be given permission by the Campus Estates Team Leader to temporarily use a disabled parking space, provided they have a letter from their doctor or midwife stating that this is necessary. A note to be displayed in the vehicle may be provided if needed.

- 2.4. Overnight parking of vehicles, unless explicitly authorised by the Campus Estates Team Leader, is prohibited. Caravans are prohibited from SCG premises. Campervans may be parked but only when they have been used as a means of transport. Any vehicle left parked continuously on SCG premises without the explicit permission of the Campus Estates Team Leader will be deemed to be abandoned and the SCG will take whatever steps it deems fit to arrange for disposal of the vehicle.
- 2.5. Repairs, other than emergency repairs necessary to enable a vehicle to be driven, may not be carried out on SCG car parks.
- 2.6. Any accident involving a vehicle on SCG premises, however minor, must be reported to the Estates Office. If Estates team members are not available, accidents should be reported to reception.
- 2.7. Parking bays outside the fence perimeter of Car Park A at London Road are for Student Drop off, Visitors, and the use of Origins/Evolve customers for the period whilst they are using the facilities. Parking permits are not required in this area. Users of these dedicated bays are required to register their vehicle details with the relevant reception upon arrival.

3. Vehicle Registration

- 3.1. Those eligible to use the London Road campus and Welsh Bridge campus car parks during restricted periods must register their vehicle(s) using the Colleges REMSPay system. Where an individual is unable to complete their vehicle registration via REMSPay they should seek advice from the campus Reception in the first instance. Visitors using the London Road campus and Welsh Bridge campus car parks during restricted periods must register their vehicle at the campus Reception.
- 3.2. All users of the car parks during restricted periods must provide SCG with the registration number(s) of the vehicle to be parked. The registration number of the vehicle will be entered into the College's access control and enforcement systems to enable users to access the premises, and to prevent the automated issue of parking penalties for authorised vehicles. Car park users are responsible for keeping the vehicle registration details up to date for vehicles that are likely to be brought to any SCG campuses, for example, where one vehicle is disposed of and replaced with another part way through the year. Vehicle details can be changed via by contacting Reception.

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3.3. Vehicle registrations must be for the correct academic year. A new registration is required for each new academic year. Student vehicle registrations apply only to the London Road campus.

3.4. Vehicles using the College campuses during restricted periods which whose registration number has not been recorded at the campus reception will be subject to an automated penalty notice (see section 4).

3.5. Weekend and Evening Parking

The Welsh Bridge Campus is made available for paid public parking during designated hours and at weekends. Parking space availability will be on a first come basis. Registered staff vehicles may park without charge at any time. The London Road campus car parks are available for users of the London Road Sports Centre except during restricted periods.

3.6. Student Parking

Student Parking cars at the London Road Campus during restricted periods is subject to a charge of £38 per annum (subject to change), or £25 per annum (subject to change) for Students studying as part of an Apprenticeship course. In very exceptional circumstances the Principal or Executive Director of Finance may waive the need for a student to pay in response to a student's individual circumstances. Motorcycles are not subject to a parking charge.

Students whose course is an accredited HE course, or whose course lasts for six weeks or less, who wish to use college parking facilities during restricted hours may do so at no charge. Students on course of up to 1 year which commence in one academic year but which complete in the following academic year (e.g. a course starting in January and completing in December) need to pay only for the first academic year.

However these individuals must still register their vehicle using the REMSPay system or via Reception. Students attending for short courses lasting less than 1 week need to register their vehicle either in advance or at reception each day in the same manner as for a visitor.

Student parking is not permitted at English Bridge or the Welsh Bridge campus during restricted periods (i.e. between 07.30 and 16.30 during term time). Students may park at the English Bridge campus after 16:30 to attend evening classes.

Students with a blue badge disabled parking permit may use disabled parking bays at English Bridge or Welsh Bridge campuses when attending lessons. The student's Curriculum Director shall authorise the issue of a student parking permits to these blue badge holders, which must be displayed alongside the individual's blue badge when parking on campus.

All students who wish to park at the London Road campus during restricted periods (i.e. between 8.00 and 16.30 during term time) must complete the registration of the relevant vehicles using the REMSPay system. An appropriate "grace" period will be communicated to provide students with ample time to register their vehicles at the start of each year.

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3.7. Visitors

Visitors are required to register their vehicle details at the campus reception if using a College car park.

When an organisation makes a booking to use SCG's **London Road** facilities during restricted periods (i.e. between 8.00 and 16.30 during term time), the external room bookings coordinator will obtain details of the vehicles likely to be brought to the site and will make reception aware so that these vehicles can be registered.

4. Penalties**4.1. A third party company, Minster Baywatch (MB), provides automated monitoring and enforcement of SCG car parks and shall issue penalty notices to unregistered vehicles using SCG car parks during restricted periods or which have failed to pay the appropriate tariff (where appropriate).**

Unregistered Vehicles accessing the college car parks during restricted periods will be identified through use of Automated Number Plate Recognition (ANPR) and will be subject to the following penalties. Other Vehicles in any way failing to comply with the terms of this policy may also be subject to this penalty system:

- MB will issue a penalty charge notice (PCN) to the registered owner of the vehicle.
- Penalty charge notices (PCN) have a fixed charge of £60 (subject to change) per notice if paid within 14 days (£100 if paid after 14 days).

If 30 days after the first notice is issued the penalty has not been paid MB will write again advising that County Court action will be taken if payment is not forthcoming. Details of the enforcement and appeals process can be found here:
<https://minsterbaywatch.zatappeal.com/>

4.2. Parking on SCG premises is a privilege, not a right, and at the absolute discretion of the College. Parking permission may be revoked and the relevant vehicle's registration removed from the parking enforcement system's list of authorised vehicles for inappropriate driving or other infringements of this policy. Once permission has been revoked it will only be reinstated during the same academic year at the discretion of the Campus Estates Team Leader.**4.3. Penalty Waivers**

The College operates a grace period at the start of each academic year for those starting courses to provide campus users with the opportunity to register their vehicles.

Anyone who wishes to appeal against a parking penalty charge (PCN) received in connection with this policy should contact the campus Reception in the first instance. The Reception team will direct the individual to the appropriate individual to resolve the matter and, where appropriate, to cancel or waive the penalty charge.

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If the appeal is not resolved at this stage, and there are exceptional circumstances, the matter may be raised with the Finance Director or with the Principal, who may waive a penalty charge where they agree that the exceptional circumstances warrant this. The decision of the Principal or Finance Director will be final.

The issuing of parking penalties is Automated: Those who have parked during a restricted period who have failed to register their vehicle will receive an automated penalty notice every time they park. Where a number of automated penalties have been incurred as the result of the same error/incident all but the initial penalty charge relating may be waived where the individual reviewing the matter is content that this is reasonable.

Normally, the first appeal for waiving of a PCN incurred by a Student or Staff member each academic year will be granted. However, Students or Staff in receipt of a Parking Penalty Charge (PCN) must apply for a waiver as soon as possible and ideally within 7 days of receiving the notice. Otherwise Penalties will normally only be waived where an administrative error has occurred or where the individual has a reasonable excuse for having parked without first registering their vehicle.

Where the college incurs administration fees from BM as the result of waiving parking penalties after legal debt recovery proceedings have commenced (around 28 days after a permit is issued), waiving of the penalty shall be subject to payment of these costs by the individual to the college.

Genuine visitors who might receive a PCN will have their penalty waived by default, as will those attending very short courses (such as AM2 or MOT courses), where the Student may reasonably not have been able to/known to register their vehicle in advance.