

## CAR PARKING POLICY

## 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 display a current parking permit and have provided the registration number(s) of their vehicle(s) to the College. Motorcycles, mopeds and bicycles are not required to display a permit but are 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 Permits provide only permission to park. The receipt of a parking permit does not guarantee a car parking space, as space is limited. SCG does not guarantee parking facilities to any member of staff, student or visitor, unless they are driving a vehicle owned by SCG. **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.

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- 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 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 Coordinator to use a disabled parking space until they are recovered. A heavily pregnant driver may also be given permission by the Campus Estates Coordinator 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 will be provided.
- 2.4 Overnight parking of vehicles, unless explicitly authorised by the Campus Estates Coordinator, 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 Coordinator 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. PERMITS**

- 3.1 Parking permits for staff will be issued by reception on completion of a permit application form. There will be no charge to staff to park at any of the SCG campuses at any time.

Students wishing to park at the London Road Campus during restricted periods must submit a permit application form to register their vehicle. This will be subject to payment of a £20 (subject to change) per annum charge, per permit required.

- 3.2 All users of the car parks during restricted periods must provide SCG with the registration number of the vehicle to be parked. The registration number of the vehicle will be written on the parking permit and 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. A separate permit is required for each student vehicle that is likely to be brought to any SCG campuses. Permits are not transferable, other than where one vehicle is disposed of and replaced with another part way through the year.
- 3.3 Permits must be current (i.e. for the correct academic year). A new permit is required for each new academic year. There are three types of permit, of different colours: one for staff, one for students, and a third for a temporary period (covering short-term staff, associates, and short-

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term students). Permits for staff apply across all college campuses, i.e. they are not site-specific. Student permits apply only to the London Road campus.

- 3.4 Permits should be affixed to the inside of the vehicle's windscreen and must be clearly visible. Permits on dashboards or on 'display'. Vehicles using the College campuses during restricted periods which do not display a Permit or 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 Students

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 and do not need a parking permit to do so.

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 a permit application form, available at enrolment or on Moodle. Completed forms should be taken to reception. On receipt of payment for the charge a permit will be issued.

Students whose course lasts for less than six weeks will be provided with a temporary permit at no charge: the temporary permit will display the course code and start and end dates of the course. 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.

### 3.7 Visitors

Visitors are required to register their vehicle details at reception.

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 can be registered. An electronic version of the parking permit may be provided by an event organiser that will include details of the event / meeting. This can be sent to each visitor for them to insert the vehicle registration number, print off and display in the vehicle

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windscreen on the day of the event / meeting. Failure to comply will result in application of the penalties set out in section 4.

#### 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 notice to the registered owner of the vehicle.
- Penalty notices 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 permits may be revoked for inappropriate driving or infringements of this policy. Once a permit has been revoked it will only be reinstated during the same academic year at the discretion of the Campus Estates Coordinator and upon payment of a fee equal to half of the current fee.

#### 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 obtain parking permits.

- a) Failure to display a permit: Those who have failed to display a valid permit for a registered vehicle will be allowed 1 waiver per term. (for example; they have failed to display the permit on that day because they have lost their permit). Repeated failure to display a permit will not result in a penalty waiver. Penalties issued to those who have not obtained a parking permit during the appropriate grace period are generally not waived.
- b) Automated penalties: Those who have parked during a restricted period who have failed to register their vehicle and receive an automated penalty notice should apply for a waiver within 7 days and must do so within 28 days of receiving the notice. Penalties will normally only be waived where an administrative error has occurred or where the individual has a compelling justification for having parked without

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registering their vehicle. Where the college incurs administration fees from BM as the result of waiving an individual's penalty notice, waiving of the penalty shall be subject to payment of these costs by the individual. Genuine visitors who might be ticketed will have their penalty waived, as would those attending very short courses (such as AM2 or MOT courses), where the individual may reasonably not have been able to/known to register their vehicle in advance.

Anyone who wishes to appeal against a decision made in connection with this policy should contact the Campus Estates Coordinator in the first instance. If the matter is not resolved it may be raised with the Finance Director for review - that decision will be final.