

CAR PARKING POLICY AND REGULATIONS EFFECTIVE 01 AUGUST 2024

GENERAL

1. The University of Sunderland's ("University") Car Parking Policy and Regulations aims to ensure the safe use of roads and car parks on the University's estate. It will also allow unimpeded access to all buildings for service and first responder vehicles. The policy and regulations will apply to any person (user/s") driving or parking a vehicle on the University's estate. All users are bound by, and should be familiar with, these regulations before driving a vehicle on campus.

SPEED LIMIT

2. No vehicle shall be driven at any time on the University estate at a speed exceeding 10mph and precedence must always be given to pedestrians and cyclists.

CAR PARKING SCHEME AND ELIGIBILITY TO REGISTER VEHICLES

3. No physical paper permit is issued to a Car Parking Scheme member as the vehicle registration number, taken from the application to join the scheme, acts as proof of membership.
4. **Staff.** The following types of membership are available.
 - **Pay To Park.** All staff including those externally contracted are eligible to register to pay to park in the University's car parks.
 - **Executive Parking.** This is available, at additional cost, to the Senior Executive of the University (Vice Chancellor, Deputy Vice Chancellors, Chief Operating Officer, Chief Finance Officer, only). Membership grants a dedicated parking space in the Executive parking area.
5. **Student.** The following types of membership are available.
 - **Pay To Park.** All students currently enrolled at the University, who **do not** live in university accommodation, are eligible register to park in the University's car parks.
 - **Residential Students.** If you live in university accommodation, you are required to register your vehicle. This will grant you free parking at your designated accommodation site. Once registered, you can park on teaching campuses weekdays from 8am to 5pm at a rate of £1.60 per hour or £6.00 for the full day. Parking is free in the evenings and on weekends. However, we encourage you to make use of the University's free campus bus and Connect services.
 - **Tenant.** University tenants are eligible for registration to the Car Parking Scheme.

USE OF UNIVERSITY CAR PARKS

6. The following regulations apply to parking in the University's car parks:

- By joining the University's Car Parking Scheme and paying to park on university property, users agree to be bound by the regulations set out in this document.
- Membership of the University's Car Parking Scheme is valid for a period of 12 months from 1st August and must be renewed annually via the Car Parking Scheme application process.
- Membership of the Car Parking Scheme allows individuals to use the University's car parks only whilst they are a member of staff or student at the University, or tenant of the University.
- It is the responsibility of the member of the Car Parking Scheme to notify the University, via the Parking Services team of any change of vehicle either temporary or permanent.
- Upon leaving the Car Parking Scheme individuals must inform the Parking Services team who will remove their details from the car parking system.
- Car Parking Scheme members can register a maximum of two vehicles.
- Residential Student Car Parking Scheme members can register one vehicle only.
- Once an application for membership has been received a confirmation email will be issued.
- Executive Car Parking Scheme members must inform the Parking Services team to have their monthly deductions cancelled.
- Non-residential student Car Parking Scheme members must not park at university student accommodation without paying for parking.
- Membership of the Car Parking Scheme **does not** guarantee a parking space. There will be occasions when University car parks are full, and members may not be able to find a parking space.
- St Peter's Gate car park is reserved for tenants of St. Peters Gate only.
- Car parking facilities may be used free of charge between 5pm and 8am weekdays and weekends for Car Parking Scheme members only.

PAYMENT FOR PARKING

7. **Payment Methods.** Parking payment methods are outlined on multiple parking signs around campus and can be made as follows. Note that payment by cash is not an option.
 - Through the Just Park app via smart phone. The app can be downloaded from both the iTunes and Google Play stores.
 - Through the Just Park web site [here](#).
 - By mobile phone. Instructions are detailed on the car parking signs on campus.
8. **Parking Payment Terminals.** Three parking terminals have been provided for those unable to make payment using the methods outlined above. These are cashless and only accept contactless payments. These are located as follows:
 - To the rear (north) entrance to Edinburgh / Gateway building on City Campus.
 - Opposite the main (south) entrance to Reg Vardy building on St Peter's Campus.
 - Visitors to the NGC can pay at a parking terminal located in the NGC visitor car park.
 - There is no requirement to display a ticket in your vehicle windscreen, the terminal will not automatically produce a ticket. A receipt can be printed at the terminal by requesting this option.
9. **Out Of Order Parking Terminals.** If a terminal is out of order, then payment must still be

made via one of the other methods available. The defective machine should then be reported to Security on 0191 515 2028 or by calling Parking Services on 0191 515 3366.

GENERAL RULES FOR ALL CAR PARK USERS

10. The following rules apply to all car park users.

- Only Car Parking Scheme members qualify for reduced parking rates.
- All users shall adhere to signs and road markings regulating traffic, vehicle parking and movement on university premises. They must follow directions of the University's Security/Car Parking staff controlling traffic and parking.
- University car parks are private land and users enter at their own risk. As required by law the University accepts no responsibility or liability for any loss, damage or injury that occurs to any person and vehicle or its contents whilst on university premises.
- No member of the University, visitor or member of the public shall bring or cause a vehicle to be brought onto university premises without applying to become a member of the University's Car Parking Scheme for the current academic year and/or paying for parking.
- Overnight storage or parking of vehicles is not permitted without prior approval or unless the Car Parking Scheme member is using the University's 24/7 facilities.
- Driving instruction is not permitted on university premises.
- No vehicles may be used on university premises unless taxed, insured and certified roadworthy in accordance with road traffic legislation. Any breach of this regulation that comes to the University's notice will be reported to the police.
- The University reserves the right to determine routes of entry and exit, make car parking available for public use and regulate all other areas of traffic control and parking on university premises when deemed necessary.
- Tenants' car park at Hope Street Xchange is designated for the use of tenant Car Parking Scheme members and authorised building visitors only. Tenants must adhere to the Car Parking Policy and Regulations for these buildings.
- Vehicle access to St. Peter's Square is restricted to service and maintenance vehicles only. Deliveries and other access may be permitted by prior arrangement.
- No parking is permitted in St. Peter's Square.
- The child drop-off bays in St Mary's Nursery car park are for the use of Nursery customers only and such use is subject to the display of a valid Nursery Parking Permit. Nursery Parking Permits can be obtained directly from St Mary's Nursery. A maximum of 20 minutes parking is permitted in this area.
- All Car Parking Scheme members may park free of charge during the evening including weekends, bank holidays and university closure days.

RULES CONCERNING STUDENT MEMBERSHIP

11. **General.**

- All students must complete an on-line application form to take advantage of reduced parking tariffs at the University.
- Student Blue Badge applicants must upload a copy of both sides of their Council/Local Authority Blue Badge.
- The car parks at Forster Compound and St Mary's Building are designated for staff and accessible parking only.

12. **Students living in university accommodation.** Students living in university accommodation at Scotia Quay, Panns Bank, Precinct and Clanny House are eligible to apply for free parking at their contracted accommodation via the University's Car Parking Scheme. Residential students **can also** use the University's car parks at City Campus and St. Peter's Campus during peak periods from 8am to 5pm at a rate of £1.60 per hour or £6.00 for the full day and will be free of charge between 1700 and 0800hrs Monday to Friday and all weekend to access University 24-hour services.
13. **Students living at The Forge.** Students living at The Forge should contact [U-Student](#) to arrange parking privileges on site. Students living at The Forge **can also** use the University's car parks at City Campus and St. Peter's Campus during peak periods. from 8am to 5pm at a rate of £1.60 per hour or £6.00 for the full day and will be free of charge between 1700 and 0800hrs Monday to Friday and all weekend to access University 24-hour services.

VISITOR PARKING

14. **Visitor Parking Charges.** All visitors to the University are subject to parking charges at the current visitor rate displayed on car park signage and must pay via the Just Park app or by telephone.
15. **Visitors to student accommodation.** Visitors to student accommodation must report to reception where they will be issued with a visitor permit. The permit must always be clearly displayed on the rear-view mirror/dashboard of the vehicle whilst on site. Each visitor is entitled to a permit for up to three days per calendar month.
16. **Adherence to Regulations.** All visitors utilising the University's parking facilities must adhere to the University Parking Policy and Regulations. Those in breach of these regulations may receive Parking Charge Notices.
17. **Withdrawal of Parking Rights.** The University reserves the right to withdraw parking rights if the parking regulations are disregarded or for non-payment of parking fees and Parking Charge Notices.
18. **Free Visitor Parking.** Free parking is **only** available to the following visitors:
- VIP or Executive level visitor.

19. To arrange free parking for visitors please email parkingservices@sunderland.ac.uk and purchase a book of visitor permits.

NATIONAL GLASS CENTRE

20. **Visitor Only Parking.** National Glass Centre car park is designated for the use of NGC visitors only. Parking charges for visitors apply Monday to Sunday. University staff and students are not permitted to use this car park and should use alternative university parking facilities. Staff or student membership of the University's Car Parking Scheme does not allow use of National Glass Centre's parking facilities. Staff or student vehicles parked in

National Glass Centre's parking facilities may be issued with a Parking Charge Notice.

21. Overflow Car Park. The east overflow car park (adjacent to National Glass Centre) at the Sir Tom Cowie Campus is designated as an overflow car park. This car park will be used during periods of high traffic congestion and will be subject to regular reviews and risk assessment. Parking in this area is chargeable.

CONTRACTOR PARKING

22. Eligibility. External or third-party operational contract staff, carrying out official university business, are eligible for free parking. Free parking will be authorised under the following conditions:

- Contractors must be in a company branded vehicle.
- Contractors arriving in private/personal vehicles are not eligible.
- Free parking will only be authorised for contractors working on university property.

23. Application Process. Free parking will be approved by Estates and Facilities. Faculties and Services who regularly have contractors on site can request free parking for a contractor by emailing parkingservices@sunderland.ac.uk.

24. General Rules for Contractors.

- Approval for a contractor to park free of charge does not guarantee a parking space
- All contractors utilising the University's parking facilities must abide by the University's Parking Policy and Regulations. Those in breach of the regulations may receive warnings and Parking Charge Notices.
- Contractors may drop off tools near their area of work (e.g., St. Peter's Square) providing their vehicle does not cause an obstruction or a risk to the health and safety of the University community. The vehicle must then be re-located into a designated bay immediately after unloading.
- All vehicles must be parked in a clearly designated parking bay.

CONFERENCE PARKING

25. Availability. Conference parking permits are available. Each permit is valid for one week and can be issued to conference delegates to allow free parking during their visit to the University. It is at the discretion of the Conference Manager/organiser whether the permit is charged as part of the conference fee or provided free of charge to the delegate.

26. Ordering. permits can be ordered by emailing parkingservices@sunderland.ac.uk.

27. Parking Charge Notices. Conference delegates must abide by the University Parking Policy and Regulations. Those in breach of these Regulations may receive warnings and Parking Charge Notices.

COACH and MINIBUS PARKING

28. Parking Availability. Coach and mini-bus parking/waiting is not permitted on university property (except in the designated spaces at the National Glass Centre). The City Campus Travel Hub offers a safe facility for coaches and minibuses to unload passengers, but they must then leave site. The vehicles may return to the Travel Hub at the allotted time and collect passengers.

29. Parking Charge Notices. Coaches or minibuses blocking the visitor drop off or bus stop areas cause a serious risk to the health and safety of pedestrians and as such, misuse of these bays may result in the issue of a Parking Charge Notice. The University reserves the right to withdraw parking permissions to coaches and minibuses if parking regulations are persistently disregarded.

RESERVED PARKING

30. Availability. Reserved Parking is available for Corporate and VIP visitors on a first come, first served basis. There are several bays at City Campus adjacent the Gateway building and additional bays at the Sir Tom Cowie Campus at St. Peter's in the east car park, adjacent to the Media Centre. Further information can be found at: <https://www.sunderland.ac.uk/help/contact-us/parking/reserved-parking/>

31. Management of Reserved Bays. Reserved bays on campus are managed by Estates and Facilities Visitor Reception. Enquiries should be sent to:

- corporateparking@sunderland.ac.uk
- Or by calling 0191 515 2232.

32. General Rules Regarding Reserved Parking.

- Governor meetings and similar events have priority booking.
- General staff and student permit holders are not eligible to park in the reserved parking bays.
- Sales representatives or anyone receiving payment for their services to the University (e.g. Trainers/Consultants) are not eligible to book a reserved bay.
- Interviewees would not normally be eligible to book a reserved bay.
- The reserved parking bays will be monitored by car parking staff to ensure there is no unauthorised use. Unauthorised use may result in a Parking Charge Notice in accordance with the Vehicle Access and Car Parking Policy and Regulations.

ST MARY'S NURSERY

33. St Mary's nursery customers may use the designated area to facilitate a safe drop off for children.

ELECTRIC VEHICLE PARKING

34. Parking bays with electric vehicle charge points fitted are reserved for use by electric vehicles for charging purposes only. These bays are not to be used by diesel or petrol vehicles.

35. Users of these bays must be a member of the “MER” scheme and abide by the scheme guidelines for parking. Vehicles using the electric charging bays must always be plugged into the charging post and actively charging.

36. Only users with vehicles registered with the University’s Car Parking Scheme and have paid to park can use the electric vehicle bays adjacent the David Puttnam Media Centre at St. Peters Campus and City Space on City Campus. Fleet only charging bays at City campus adjacent Gateway and in Forster car park and St. Peters Campus adjacent the Tom Cowie Lecture Theatre may not be used by non-fleet vehicles.

ACCESSIBLE PARKING

37. Eligibility. To park in the accessible parking bays, the member of staff or student must hold a current council blue badge and be able to provide the serial number and expiry date. Blue badge holders can park for free in the accessible bays or in standard bays when there are no accessible bays available.

38. Registration. University staff and students who are disabled blue badge holders must register their vehicles with the University’s Car Parking Scheme to use the accessible bays. An image of the blue badge must be uploaded as part of the application process. A photocopy of the blue badge should also be available on request. These vehicles will be entitled to park for free in university car parks.

39. Authorised Visitors. Authorised university visitors may use the accessible parking bays free of charge providing a current council/local authority blue badge is displayed. Failure to do so may result in the issue of a Parking Charge Notice.

40. Members of the Public. Members of the public who hold a council/local authority blue badge may use accessible parking bays.

41. Accessible bays cannot be reserved at any time.

MOTORCYCLE PARKING

42. Motorcycle parking is free of charge and membership of the University’s Car Parking Scheme is now required. However, motorcycles are not permitted to park in parking bays or in areas that will restrict access or cause a health and safety concern. External university cycle racks may be used in addition to the designated motorcycle parking area on city campus. Motorcycles are not permitted to be ridden in pedestrianised areas or on footpaths.

PARKING ENFORCEMENT

43. Parking Charge Notices. The University operates a Parking Charge Notice system issued to vehicles in breach of these parking regulations. A maximum of 1 warning will be issued in most cases (except for those detailed at paragraph 46) prior to a Parking Charge Notice being issued.

44. Parking Charge Notice Costs. A £60 parking charge notice (£30 if paid within 14 days) is applicable for the following parking contraventions:

- Vehicle utilising more than one parking bay.
- Vehicle not registered with the University's Car Parking Scheme and/or no payment for parking has been made.
- Payment expired.
- Vehicle parked in an unauthorised area/causing an obstruction.
- Unauthorised areas include:
 - Double yellow lines
 - Cross hatched areas
 - Yellow marked delivery and service vehicle parking
 - Reserved/executive bays.
 - Footpaths
 - Grassed areas
 - Visitor parking areas
 - Electric vehicle bays
 - Anywhere that is not clearly marked as a parking space.

45. Parking Charge Notice without prior notice. Parking Charge Notices will be issued without prior notice for the following contraventions:

- Vehicle was parked in a disabled bay without displaying a current council/local authority blue badge.
- Vehicle was parked causing an obstruction to a fire exit.
- The parking offence is deemed to be a serious Health and Safety issue.
- Incorrect use of the service vehicle and mini-bus bays designated for that purpose.
- Anywhere else on university property where signage advertises such.

46. Anyone in receipt of an immediate Parking Charge Notice as detailed above will forfeit the ability to receive a warning. Therefore, any future parking violations will incur further Parking Charge Notice.

47. Non-Registered vehicles. A warning will only be issued to vehicles that are registered with the University's Car Parking Scheme. Non-Registered vehicles in contravention of this Policy will receive an immediate Parking Charge Notice.

48. Recording. Warnings and Parking Charge Notices are recorded against the scheme member and are transferable to second or replacement vehicles.

49. Non-Payment of Parking Charge Notice. In cases of non-payment of Parking Charge Notices, the DVLA will be contacted to provide the vehicle's registered owner details to enable the University to pursue payment via a debt recovery agency. To assist the debt recovery process, the University reserves the right to provide up to date information from local databases.

50. Right to Issue. The University reserves the right to issue immediate Parking Charge Notices for all offences when the car parks are being used for large city events outside of core hours. Signage will be put in place advertising when such circumstances arise. Parking for members of the University's Car Parking Scheme during such events will be free.

51. Vehicle Removal. The University reserves the right to remove any vehicle if it

constitutes a danger or obstruction. The vehicle's registered owner will be required to cover the cost removal and storage and any additional expense incurred should the University need to trace ownership. If the vehicle is not claimed and removed from university premises by the registered owner within one month of the date of posting by registered mail of a notice from the University requesting the registered owner to do so, the University reserves the right to dispose of the vehicle at its discretion and from the proceeds can recover the cost of its removal and storage and any other related expenses. Any unrecoverable costs shall be payable by the registered owner.

PERSISTENT OFFENDERS

52. Withdrawal of Rights. The University reserves the right to withdraw parking rights if the regulations are disregarded or for the non-payment of parking fees and Parking Charge Notices.

53. Persistent Offenders. Staff and/or students may be liable to internal disciplinary action if they are persistent offenders. A car park user who shows a continual disregard of the University's Parking Policy and Regulations may have their membership to the University's Car Parking Scheme withdrawn. Examples include unsafe behaviour, non-payment of parking charges and Parking Charge Notices.

54. Car Parking Scheme members with outstanding Parking Charge Notices will not be able to renew their membership until the University receives full payment.

PARKING CHARGE NOTICES APPEALS PROCEDURE

55. Appeals. All appeals regarding Parking Charge Notice and warnings must be in writing and submitted via the First Parking website. All correspondence must include your name, address, and name and address of the driver (if different), the vehicle registration number and Parking Charge Notice reference number www.payparking.net. This must include the name, address, and the name and address of the driver (if different), the vehicle registration number and Parking Charge Notice reference number.

56. Procedures. Appeals cannot be accepted via any other method and should be made within 28 days of date of issue. Warnings cannot be appealed retrospectively following the issue of a Parking Charge Notice.

57. Review Process. Should an appeal be received within 28 days of a Parking Charge Notice the account will be placed on hold until the appeal can be reviewed. Should the appeal prove successful the Parking Charge Notice may be reduced to £30 or discarded.

58. here an acknowledgment is given, a decision on the appeal will then be given in writing within 35 days of the acknowledgement unless further information is required.

59. If further information is required to investigate the appeal before a decision can be made, the 35-day period will commence once all the information has been received by the University. In instances where an appeal may take longer than 35 days to reach a decision, confirmation of this will be given in writing advising when a decision can be expected.

60. **Monitoring adherence to regulations.** Estates & Facilities require the full cooperation of car park users when monitoring adherence to the parking regulations.

DATA PROTECTION

61. **Data Protection** Such data will be used and held in compliance with the General Data Protection Regulation 2018 (GDPR) and Data Protection Act (DPA18). The registered owner/keeper of the vehicle will be asked to advise who was driving the vehicle at the time of the offence. If the registered owner/keeper does not provide this information, they become liable for payment of the Parking Charge Notice issued to their vehicle.

62. **Registered Data Controller.** All users should be aware that the University is registered as a Data Controller with the Information Commissioner's Office. The University may hold and process data, in accordance with the General Data Protection Regulation 2018 (GDPR) and Data Protection Act (DPA 18), including personal data, relating to users for the purposes of administering the scheme and the parking regulations. The University may disclose data to its staff and agents for debt recovery purposes.

63. Enquiries relating to personal data held in accordance with these regulations should be directed to the University's Information Governance Manager/Data Protection Officer, Edinburgh Building SR1 3ASD dataprotection@sunderland.ac.uk

DEFINITIONS

64. The following definitions apply.

- **Vehicle:** means any kind of motor propelled or animal drawn vehicle. This includes motorised cycles and invalid carriages.
- **Membership of the University's Car Parking Scheme:** an application to park in the University's car parks has been made and approved by the University.
- **Member of the University:** a student, employee of the University or Students' Union, trustee, or Governor of the University or of the Students' Union.
- **University Premises:** means all land and buildings, including roadways, pavements and landscaped areas owned by, leased to or under the control of the University, including those occupied by the Students' Union.
- **Persistent Offender:** A University car park user who shows a continual disregard to the University Parking Policy and Regulations. Examples include unsafe behaviour, non-payment of parking fees and Parking Charge Notices or actions that contravene any of the regulations detailed in this document.

Director of Estates and Facilities
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