Staff & Students
Facilities Management

Car Parking & Permit Application Policy 2019/20

12 July 2019
Please note that the Intranet / SharePoint version of this document is the only version that is maintained. Any printed copies should therefore be viewed as 'uncontrolled' and as such, may not necessarily contain the latest updates and amendments.

**Statement of changes made**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changes / comments received from</th>
</tr>
</thead>
<tbody>
<tr>
<td>VS. 1</td>
<td>01 Aug 2018</td>
<td>Review of Draft documents</td>
</tr>
<tr>
<td>VS. 2</td>
<td>01 July 2018</td>
<td>Full review to reflect charging</td>
</tr>
</tbody>
</table>

**List of Stakeholders who have reviewed the document (a to z)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abigail Dombey</td>
<td>Environmental Manager</td>
</tr>
<tr>
<td>Andrew Wilson</td>
<td>Director of Legal Services</td>
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<td>Assistant Director Facilities</td>
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<td>Sam Cox</td>
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</tr>
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<td>Director of Campus Development</td>
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<td>Tim Oliver</td>
<td>Head of Payroll</td>
</tr>
<tr>
<td>Tomislav Majic</td>
<td>Logistics and Transport Officer</td>
</tr>
</tbody>
</table>
**Introduction**

This car parking policy has been developed to apply at all University of Brighton sites.

The University of Brighton has limited available parking for vehicles across its sites. Use of the car parks is managed and monitored by the Transport Department, based at Moulsecoomb.

The purpose of the car parking policy is to:

i) Set out how The University of Brighton will utilise the car parking permits and spaces available.

ii) Support students and staff to understand eligibility criteria and the application and payment process.

iii) Set out information about access and conditions of use for car park users.

This policy is not contractual and can be amended or withdrawn at any time.

**Car parking - Utilisation of car park permits**

All e-permits for cars are allocated at the full discretion of The University of Brighton. No students or staff have any entitlement to an e-permit within their contract of employment or otherwise. No e-permit will be allocated on a permanent basis for the duration of their employment or study academic year.

Parking e-permits will only be allocated via application. The e-permits are allocated for students and staff use only subject to the criteria and conditions set out in this policy.

No cars are permitted to exceed a maximum stay of 36hrs, with no return within 3 hours.

**What is an e-permit and how do they work?**

An e-permit is an electronic version of a paper parking permit. An e-permit allows the holder to park their registered vehicle on University property conforming to the conditions of use without the need to display a physical permit on the windscreen.

**How do they work?**

On completion and acceptance of your online application you will be added to the Automatic Number Plate Recognition system (ANPR). When your vehicle passes through the zone a reader will recognise your number plate allowing you to park. If you have paid by salary deduction you will not have to do anything more.

For those not wishing to pay via salary deduction you will need to use either the local pay machine or [Just Park App](#)
What is ANPR?
1. When a vehicle enters the site, its Vehicle Registration Mark (VRM) is captured by the ANPR camera.
2. The VRM and image of the vehicle is captured and transmitted to the transport office database Privacy Policy UKCPM ANPR
3. Once parked, you decide on how you wish to pay:
   a) Pay at the Pay and Register machine using card: ‘chip and pin’ or contactless
   b) Use the Just Park App and make sure you allocate the correct carpark code to the app (this will be signposted local)using the unique location code (register and pay in less than 30 seconds from a mobile device)Use a pre-purchased e-Permit as a member of staff
4. Payment information is available to the ANPR system to determine that a vehicle recorded entering the site is permitted to stay
5. The ANPR cameras at the exit and entry will record the Vehicle registration Mark (VRM)
6. The system automatically records this data and will raise a contravention report to the Transport Office if a driver fails to pay for the allotted parking time. The contravention report will be cross-checked by our service delivery partner (UK CPM) staff.
7. Drivers who are confirmed as not having paid for parking will be issued with a Parking Charge Notice (PCN) by UK CPM. PCNs will be sent by post to home addresses. PCN charges are set out below.
8. UK CPM Privacy Policy can be found at this link

Students and staff eligibility
There are a limited number of e-parking permits available. These are allocated on the basis of need, rather than first-come-first-served. Each year students and staff will have to reapply for their permits. This is in-line with the Academic year

The University of Brighton Car parks:
- ‘The Parking Facility’ Moulsecoomb
- Falmer
- Eastbourne
- Grand Parade
- Moulsecoomb Place Halls/Moulsecoomb Place Manor House
- Varley Park Halls
- Phoenix halls
- Exion
- Leaf Hospital

When applying for an e-permit your preference of car park should be selected. This would be classed as your home/working site, however, permits will allow parking at all major campus car parks (Moulsecoomb, Falmer and Eastbourne). This will enable the Transport Department to allocate the correct number of e-permits per parking facility.

‘Full’ and ‘Evening & Weekend’ E-Permits

‘Full’ E-Permits
All-hours permits allow the holder of an e-permit to park 24/7. The payment methods are via salary deduction or pay daily.
**Evening & Weekend E-Permits**

Will allow the permit holder to park at the main campuses only, Monday to Friday 17:00 to 07:00hrs and weekends Friday 17:00 to Monday 07:00hr. Evening & Weekend permits are not valid for Match days within at the Amex Stadium days at any University Car Park.

**Estates & IS Contractor Permits**

Estates & IS Contractors may park in white designated spaces free of charge.

A contractor is a person/company that undertakes a contract to provide a service to the University. Estates & IS contractors that have a fixed/long term contract are exempt from parking charges. Please note that this only applies Monday to Friday and to any emergency work carried out at weekends.

We will require evidence of any work that is carried out at weekends.

Core hours are 09:00hrs to 17:00 Monday to Friday.

**Criteria**

Applications for a car parking pass will only be considered on the basis of one of the following criteria and in the following order of priority:

A. Registered blue badge holders  
B. Short/long term health issue  
C. Carers responsibility  
D. Essential car users  
E. Other – including the difficulty of travel to campus by alternative means

**Other Access Criteria**

A. Guest  
B. Estates & IS Contractor

No applicant will be allocated an e-permit where it is viewed, that travel can be reasonably undertaken using public transport.

**Important:**

It should be noted that due to the limited number of e-permits available meeting the above criteria does not guarantee allocation of an e-Permit either on, a permanent or regular basis.

During the allocation process will endeavor to allocate those in the highest priority groups (A, B and C) are provided with a permit. Each application will be assessed on need.

These criteria are set out in more detail below:
## Criteria – in priority order

| A) Registered Government blue badge holder | Students and staff holding a current Government Blue Badge **must apply for a parking permit** to allow the use of the registered allocated disabled parking bays and any other bays (except electric vehicle charging bays – unless they possess an electric vehicle and it is being charged).

**Important note:** while carers are entitled to display a Blue Badge for transporting or collecting a Blue Badge holder, the Blue Badge must be for the individual applying for the permit |

| B) Short/long term health issues | Students and staff with, short/long term health issues or during pregnancy which make it difficult to travel to work by other means can apply for a University E-Permit.

Temporary Disabilities and health issues will need to be supported by medical evidence provided confidentially to Occupational Health for staff, and the Student Wellbeing Service for students, who will liaise with The Transport Office team member and the Appeals Team if necessary.

Students and staff holding this Temporary parking permit have the use of the registered allocated disabled parking bays and any white bay (except electric vehicle charging bays – unless they possess an electric vehicle and it is being charged). |

| C) Carers Responsibility | For the purpose of this policy, a carer is someone who cares, unpaid, for a friend or family member who due to illness, disability, cannot cope without their support.

Supporting evidence may be required in addition to information included in your application. |
| D) Essential Car Users | Essential car users are defined as: 'Staff whose University duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required and could not reasonably use other means of transport.

This effectively means:
- Staff working on more than one site.
- Staff who make an average of at least three business-related journeys each week during term.
- Staff who are 'on call'.

If this is not obvious from your job description, you will need confirmation from your Head School / Department.

Staff who start early (before 7.00am) or finish late (after 8.00pm) and may have less access to public transport. This will be taken into account when you apply. |
|---|---|
| E) Other | Covers any other circumstances which are not covered in categories a – d where work or home life responsibilities could not be met without access to on-site parking. Reasons will need to be justified and demonstrated.

This will take into account not only the distance you travel but also how much access you have to public transport. In general, the closer you live to the University and/or a viable public transport option, the less likely you are to receive a parking permit.

Examples of responsibilities that can be considered under this category (in conjunction with the feasibility of meeting these via alternative travel options) include school drop off / pick up responsibilities for young children.

Unless there are exceptional circumstances, it is unlikely that anyone will be allocated a permit under this criteria if they live within 3 miles of campus. |
### Other Access Criteria

| F) Guests | Guests will require a Guest e-permit and may park free of charge.  
A guest is someone whose visit is directly beneficial to the University.  
Examples of guests include speakers at events, educational partners, potential students and their parents attending open and applicant days, and volunteers.  
All Guest e-permits must be booked through the EFM help desk which is located on staff central and will be approved by the Transport Department  
Students and members of staff are not eligible for Guest e-permits.  
Permits can be revoked by UoB at any time. |
| --- | --- |
| G) Estates & IS Contractors | Estates & IS Contractors may park in white bays free of charge.  
A contractor is a person/company that undertakes a contract to provide a service to the University. Estates & IS contractors that have a fixed / long term contract are exempt from parking charges.  
Please note that this only applies Monday to Friday and to any emergency work carried out at weekends.  
We will require evidence of any work that is carried out at weekends.  
Permits can be revoked by UoB at any time. |

Parking permits are limited and will be allocated based on the priority outlined in the criteria. As the number of available permits is limited, it is not possible to guarantee that applicants meeting the criteria will be allocated a permit.

The e-permit allows students and staff to use University of Brighton car parks. Being allocated an e-permit does not guarantee that a parking space will be available on any specific day.

**Charges - How Payroll deducts an Annual e-permit charge**

If a member of staff receives a regular salary through the university payroll, they can opt to pay the car parking charge monthly from salary. Payroll can only make deductions for employees who are paid a regular monthly salary. It will not be possible to set up monthly deductions for employees who submit claims for variable hours or who are not paid through the university payroll. Where staff have opted to, and are able to pay monthly, their monthly charge will be deducted automatically through the payroll and will show on their pay-slip.
New starters to the university who apply for an e-permit will first receive confirmation as to whether they have been successful in their application for an e-permit. If a new member of staff opts to pay monthly, they will receive a confirmation that this has been set up. This will be for whole months only and so will start on the 1st of the next month that is available for payroll processing purposes, with the deduction made at the end of the month from salary payments. The Payroll cut-off date for notification of new starters, wishing to pay monthly, from the Transport Office is the 12th of the month, with deductions starting from the 1st of the following month. Once monthly deductions have been set up, the member of staff will receive confirmation which will include the date that deductions will start.

If a member of staff, who has opted to pay monthly, wishes to park in between receipt of the confirmation that they have an e-permit and their confirmed start date of monthly deductions, then they will need to pay the daily charge for the interim period. Daily charges can be paid online or at pay machines.

It is the sole responsibility of the e-permit holder to make sure that their e-permit is renewed each academic year. If monthly contributions have been set up, they will continue until either Payroll are informed by the Transport Office that a member of staff’s e-permit has ended; or that their monthly contributions should stop; or until the member of staff leaves the university.

Staff may cease paying by monthly deduction at any time. You must then pay the daily charge from the 1st of the next month and no deduction will be made from your salary at the end of that month. The Payroll cut-off date for notifications is the 12th of the month.

**Table of Charges**

<table>
<thead>
<tr>
<th></th>
<th>Students Full Permit</th>
<th>Student University Temporary Badge</th>
<th>Staff Full Permit</th>
<th>Staff Full Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FREE</td>
<td>FREE</td>
<td>Pay annually</td>
<td>Daily Payments</td>
</tr>
<tr>
<td>2</td>
<td>FREE</td>
<td>FREE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must apply for, and have been accepted for an e-permit prior to parking.

Gross basic annual salary - £8,000) x 1%. Maximum annual charge of £450

Payable by app or telephone & Machine £2.00 by card only
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Pay Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Staff University Temporary Badge (white)</td>
<td>Pay annually</td>
<td>Gross basic annual salary - £8,000) x 1%. Maximum annual charge of £450</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Pay Daily</td>
<td>Payable by app or telephone &amp; Machine £2.00 by card only</td>
</tr>
<tr>
<td>7</td>
<td>Electric Vehicle (50% discount)</td>
<td>Pay Annually</td>
<td>By Salary deduction</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Pay Daily</td>
<td>Payable by app or telephone &amp; Machine £1.00 by card only</td>
</tr>
<tr>
<td>9</td>
<td>Motorcycle (50% discount)</td>
<td>Pay Annually</td>
<td>By Salary deduction</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Pay Daily</td>
<td>Payable by app or telephone &amp; Machine £1.00 by card only</td>
</tr>
<tr>
<td>11</td>
<td>Government Blue Badge</td>
<td>FREE</td>
<td>FREE</td>
</tr>
<tr>
<td>12</td>
<td>Guest</td>
<td>Free – Provided that they have been booked an E-Permit via Plan On (This is required from 07:00 to 17:00)</td>
<td>FREE</td>
</tr>
<tr>
<td>13</td>
<td>Evening &amp; Weekends</td>
<td>FREE to park with your e-permit during the following hours - Monday to Friday 17:00 to 07:00hrs and weekends Friday 17:00 to Monday 07:00hr</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Public Parking</td>
<td>£4.50 per (set rate) Monday to Friday 17:00 to 07:00hrs and weekends Friday 17:00 to Monday 07:00hr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estates &amp; IS Contractors</td>
<td>FREE</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Football Parking (Parking Facility – Moulsoomb and Falmer)</td>
<td>A daily charge of £10.00 per game will be payable at either Falmer or Moulsoomb carparks</td>
<td></td>
</tr>
</tbody>
</table>

**Changes to your circumstances**

For staff who are paying the annual charge, via monthly salary deduction, there are circumstances in which payments will be suspended, due to the fact the member of staff will not be using the car park for a period of time.

When a member of staff goes onto reduced pay as a result of sickness absence, their monthly payments will be temporarily suspended until they return.

Where a member of staff is going on maternity, adoption or shared parental leave, of longer than a month, payroll will suspend their monthly payments until their return. This will confirmed to you.

Please note that all changes to monthly deductions will be for whole months only.

If you are going on sabbatical or other forms of leave which last longer than a month and you wish to suspend your payments you need to inform Payroll by the 12th of the month preceding the month of change.

It is only in exceptional circumstance that more than one change to monthly deductions will be made in any given academic year.

**Application process**

If you believe that you meet one of the criteria for a core hours permit outlined above, you can apply for a core hours’ car parking permit using the process below:

1. Complete an [On-line application](#), ensuring the criterion has been met and relevant information is provided, including justification for allocation of that permit e.g. registered carer responsibility etc.
2. If the reason for the request is business criticality, the request will need to be supported by the Head of the department. **Anyone allocated a permit under the category of business need will be encouraged, where their journey can be reasonably undertaken using public transport, not to take up the permit.**
3. For requests made on the grounds of health or disability, then medical evidence will be required to support your application, this will be reviewed by your occupational Health or the Student Wellbeing Service with a recommendation sent to the AppealsPanel.
4. Completed application forms will automatically go to the Transport team at Falmer and should include all relevant documentation (CategoryB&D)
5. Once the decision has been made the Transport Office team member will inform you in via e-mail as soon as possible.
6. If your application is successful, the Transport Office team member will advise the applicant...
and once you have received this you can use the car park with immediate effect. Please note that if you are a member of staff and have opted to pay monthly you will need to pay the daily charge until your monthly deductions have been confirmed and commenced.

Other requirements

‘Full’ permits
All staff and students are eligible for out of hour’s permits which enable free parking outside core hours. Permits must be obtained to enable free parking out of hours. Those without a permit must pay the public rate to park at these times.

Emergency short-term needs
Requests will be considered where exceptional, emergency, short-term needs can be demonstrated. In such cases, e-permits will only be allocated for the relevant period required.

Any student or staff who would like to use the car park on a particular day, because of extraordinary circumstances on the day in question and when there are no other means to get to the University, students and staff may request to be added to the data base for a one-day parking e-permit. Please contact the Transport Department at Moulsecoomb.

You will be asked to state your reasons for needing the permit, and will need to provide the Transport Office team member with details about the vehicle you will be using. The Transport Office team member will arrange a permit to the car park for you, for one day only. Daily charges will still apply to this, temporary, daily allocated e-permit.

Motorbikes and Bicycles

Motorcycle users
Students and staff wishing to park in a motorcycle bay will require a valid parking e-permit.

Staff charges for parking motorcycles will be 50% of the equivalent charge for cars. Students in receipt of a valid e-permit will be able to park their motorcycles for free.

For staff motorcyclists wishing to pay on a daily basis, the daily charge in 2019/20 will be £1 per day. The annual charge will be 0.5% of salary above £8,000, subject to a maximum charge of £225.

Eligibility
Students and staff with e-permits may use the motorcycle parking bays which are located at all sites. Parking for motorcycles is limited and operates on a ‘first come first served’ basis. Failure to park in designated motorcycle parking bays may result in a PCN (parking charge notice) being issued.

Bicycle users
Permit arrangements do not apply to bicycle users. Student and staff bicycle users may use bicycle racks, changing facilities (where provided) without charge. A deposit will be required for Lockers at the ‘Parking Facility’ Moulsecoomb, this deposit £10.00 will be required and only one locker allocated per user. Personal locks will be removed and any contents as lost property.
Car Parking Locations
The University of Brighton car parking is provided at most locations, but with various provision across the sites as shown;

<table>
<thead>
<tr>
<th>Location</th>
<th>Disabled spaces</th>
<th>Other Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falmer</td>
<td>21</td>
<td>409</td>
</tr>
<tr>
<td>Moulsecoomb</td>
<td>18</td>
<td>530</td>
</tr>
<tr>
<td>Eastbourne</td>
<td>30</td>
<td>229</td>
</tr>
<tr>
<td>Grand Parade</td>
<td>10</td>
<td>44</td>
</tr>
<tr>
<td>Exion</td>
<td>2</td>
<td>57</td>
</tr>
<tr>
<td>Leaf Hospital</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Phoenix Halls (Residences)</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Moulsecoomb Place Halls (Residences)</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Varley Park (Residences)</td>
<td>10</td>
<td>80</td>
</tr>
<tr>
<td>St Peters library</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>100</strong></td>
<td><strong>1417</strong></td>
</tr>
</tbody>
</table>
## Response Times

<table>
<thead>
<tr>
<th><strong>Initial Response Time</strong></th>
<th>Once the application has been submitted the applicant will receive an automated confirmation – normally within ten minutes via email. (see attachment)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Response Time</strong></td>
<td>Applications during August 2019/20 will be responded to by Friday 6th September. For applications outside of this period the time is 10 days between when an applicant submits a parking application and when a transport support representative provides a response as follows</td>
</tr>
</tbody>
</table>

### Right to appeal – First response

**YES**

*An email confirmation will be sent to the applicant*

**NO**

*You can appeal to the Transport Team via Centralparking@brighton.ac.uk*

### Right to appeal – Second response and final decision

To advise the outcome made by the Appeals Panel of senior university staff. The panel - 6 weeks from the first response.
Access to car park
Most of our car parks are open 24/7 365 days.

Gaining access to the car park by means of "tailgating" (where barriers are installed) other car park users is strictly forbidden, on security grounds.

Public parking
The University of Brighton will allow staff, students and the general public to park and pay without an e-permit outside of the following hours. The charges may differ each day and at each per site. Staff and students can apply for an out of hours permit to obtain free parking at these times.

<table>
<thead>
<tr>
<th>DAY</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>17.00</td>
<td>07.00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>17.00</td>
<td>07.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>17.00</td>
<td>07.00</td>
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<tr>
<td>Thursday</td>
<td>17.00</td>
<td>07.00</td>
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<tr>
<td>Friday</td>
<td>17.00</td>
<td>07.00</td>
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<tr>
<td>Saturday</td>
<td>17.00</td>
<td>07.00</td>
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<tr>
<td>Sunday</td>
<td>17.00</td>
<td>07.00</td>
</tr>
</tbody>
</table>

For the hours above there is one charge of £4.50 for Public and non e-permit holders
Conditions for using the car parks:
All students, staff and guests and contractors
All car park users including car drivers, cyclists and motorcycle riders are required to use the car park in line with the following conditions set out below. Failure to do so may result in car park access/permit being refused or cancelled.

Site conditions of use

Important
Being approved for an e-permit does not guarantee a parking space but just allows the e-permit holder permission to park at the University of Brighton car parks.

a) All cars, motorbikes and bicycles (and their contents) parked in the car park are left there entirely at the owner's risk
b) It is an offence under the 2008 Finance Act to park an untaxed vehicle in the car park. Authorised persons working for the DVLA or the police may visit the car park from time to time in order to carry out enforcement operations against untaxed vehicles.
c) The maximum permissible vehicle height for some car parking areas is 6ft (1m 85cm) (including roof rack or any equipment carried on vehicle roof). All vehicle wheels must fit within the floor markings which delineate each parking bay
d) The 5mph car park speed limit must not be exceeded
e) Only one car, motorbike or bicycle may enter the car park each time the barrier opens; 'tail-gating' is not permitted (site specific)
f) You must have been approved for a University of Brighton parking e-permit to park. Not having a University of Brighton e-permit could result in PCN. - No notices/email displayed in cars whilst waiting for a e-permit will be accepted in lieu of an e-permit.
g) Unless you have registered your guest or visitor for an e-permit, no parking is allowed and subject to Parking Charge Notices. No notes are accepted.
h) Students and staff wishing to park their bicycles in the car parks must use the cycle racks provided, and comply with the university’s Abandoned Bikes Policy.
i) UK Car Park Management acting as site parking enforcement on behalf of University of Brighton, have the right to issue Parking Charge Notices (PCN) any time from anyone who abuses the car park in any way or fails to comply with the above conditions
j) It is the e-permits holder’s responsibility to make sure that they renew their permit when it is due to expire and to keep your details correct, especially if you are a dual car driver. Failure to do so can result in PCN being issued.
University-wide conditions of use

Additional to the above site conditions
These regulations apply to all students, staff, contractors and visitors to all University car parks and form part of the application for the issue of a parking permit and as such applicants are deemed to have read and agreed to abide by the regulations.

Anyone contravening these regulations will receive a parking charge notice PCN of £80.00

Any holder of a parking permit who contravenes these regulations may also have their e-permits withdrawn at the discretion of the Transport Office.

a) All users of motor vehicles must comply with the Highway Code
b) All users must abide by any traffic signs and notices, whether permanent or temporary and any instructions are given by our car park attendants or Security
c) The speed limit on all University property is 5mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians on campus, failure to adhere to the speed limit on university sites could result in a parking charge notice being issued, and or e-permits being withdrawn
d) Vehicles must not tailgate the vehicle in front upon entry or exit to university property. This is dangerous and could result in damage to property, vehicles or person(s). Drivers must stop at barriers and use card access or request access/egress via the control panel button on the barrier. Where drivers are caught tailgating permits may be withdrawn and or vehicles banned from accessing university property
e) It is prohibited to park in a car park for which a e-permit is not valid
f) Motor vehicles must be parked in a designated parking area and in clearly marked parking spaces. No vehicle must occupy more than one space and could result in a parking charge notice PCN.
g) All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the e-permit and possible disciplinary action being taken.
h) Permit holders must immediately inform the Transport office on 01273 643 3722 of any changes to their motor vehicle details (for example following the purchase of a new car)
i) It is prohibited to alter, tamper, duplicate or forge a parking permit in any way - Penalty for contravention - removal of e-permit/permit and pursuit of criminal charges through the courts for fraud.
j) It is prohibited for any person not in possession of a Government or valid University Temporary Badge to park in a disabled driver’s space.
k) There are no temporary or permanently designated (to the driver) disabled spaces and no signage should indicate that it is, as this could constitute inequality
l) It is prohibited to park in a reserved space if you are not the named individual or department for that space
m) It is prohibited to exceed the stipulated waiting time where parking waiting times are in force, eg 30 minutes waiting restrictions at a loading bay
n) It is prohibited to cause an obstruction
o) It is prohibited to park on triple or double yellow lines (also identified on some paving and car park edges) on cross-hatched areas or grass verges.
p) It is prohibited to park in a location in which a notice prohibits any parking, for example
outside emergency exits, plant rooms or delivery zones without prior consent
q) It is prohibited to park in an area marked as temporarily or permanently allocated for use by visitors or in connection with maintenance or construction work

r) No vehicle should be parked on university property for periods longer than 36hrs unless written notification is granted by the Transport manager based at Moulsecoomb as you will be subject to a PCN notice of £80.00 (parking for 36 hours no return within 3 hours, unless you are a student resident at the site you are parked, and have been granted permission to park)
s) It is prohibited to park outside of a designated parking space, for example on grassed verges or on pavements
t) The University reserves the right to refuse permit holders access to spaces from time to time, in order to accommodate bona fide visitors for an organised event
u) Visitors contravening these regulations will be liable to be issued with a Parking charge Notice
v) Permits must not be altered or defaced in any way. Where permits are found to be altered or defaced, they will be treated as invalid and a £80.00 Parking Charge notice will be issued.
w) Parking Charge Notice must be paid within 28 days from the date of issue. Telephone payment details can be found on the Parking Notice Late Payments - Failure to pay the Civil Parking Charge of £80 within 28 days from the date of issue will result in your vehicle licensing details being obtained from the DVLA and the payment will increase to £188.00. In the event of non-payment of the Civil Parking Charge Notice, the case may also be passed to a debt collection agency at which stage you may be liable for additional costs.

Car park users should be aware that failure to comply with the policy may result in your permit allocation and access being revoked.

The University reserves the right to take disciplinary action, following investigation, against staff who willfully and/or consistently contravene this policy.

Further Information

Crime Prevention
All vehicles are parked on University sites at the owner's risk and the University accepts no liability for the safety and security of such vehicles.

Most car crime is an opportunist and you can put thieves off with vigilance and by taking the following simple precautions:

a) Never leave a car door unlocked or a window/sunroof open
b) Do not leave any belongings on display in your car (lock them in the boot)
c) Security mark your stereo and if it's removable, always take it with you
d) If you have a Satellite Navigation device, ensure you not only remove the device but also remove any tell-tale ring mark on your windscreen
e) Never leave your vehicle documents in your car
f) Double check that all doors and windows are locked before leaving the car
**Car Sharing**
Staff and students are encouraged to consider car-sharing and can register and find car-share partners within the University through Travel Smart, the University’s car-share platform operated by Liftshare. This is a third party system, and requires registration. Please read the terms and conditions of use here. Car sharers can either agree informally between themselves to share the costs of parking or can apply for annual charges to be deducted in an agreed split between of two persons (maximum of two per car). If both car sharers are vehicle owners, and wish to have the choice of using either vehicle, each owner will need apply for their own individual permit. On arrival at the car parking facility only one vehicle will be allowed entry per day. If this arrangement changes you must inform the Transport Department immediately.

**Public Transport**
The University campuses are well served by both buses and trains, and staff and students are encouraged to use these facilities where possible.

**Public Car Parks**
There are several public car parks and public motorbike parking bays located within Brighton details of location and charges can be found here along with parking at Brighton Station.

**Student Discounts**
Brighton & Hove buses offer significant reductions with their student fares. The Unizone ticket allows students unlimited train travel between East Worthing, Brighton, Seaford and Eastbourne.

**Staff Discounts**
Staff are eligible for a 10% discount on multi-day network SAVER tickets on Brighton & Hove buses when registering with a university email address. Staff can also benefit from a 20% reduction off the cost of an annual bus season ticket with the East Sussex Credit Union.

Staff are also eligible to purchase the easit discount travel card, which gives discounts on a range of travel options including 15% discount on Southern Rail (excluding travel to London).

**Staff Season Ticket Loans**
Interest-free annual season ticket loans are available for all staff with 12 months or more remaining on their employment contract. Repayments are deducted from salaries over a period of up to 12 months. Furthermore, staff can additionally benefit from the easit or East Sussex Credit Union discounts via their interest-free annual season ticket loan.

**CycleScheme**
Cyclescheme offers University of Brighton staff the opportunity to purchase a brand new bike and accessories under the Government’s ‘Cycle to Work’ Initiative, through salary sacrifice which saves on income tax and NI payments and allows the cost to be spread over a 12-month period. View the university policy and learn how the system works on the University of Brighton Cyclescheme website.

**Bike Share Bikes**
Docking stations / hubs for the BTN BikeShare bikes and Eastbourne App-Bikes are located across both Brighton & Hove and Eastbourne, and in all our Brighton campuses. Staff and students can have access to the general BTN Bike Share and App-Bike schemes for preferential rates when registering using a University e-mail address, and University staff can access the free...
e-bike scheme which is based at Eastbourne Station.

**Staff Flexible Working**
The University of Brighton has a flexible working policy offering staff the opportunity to request a flexible working arrangement. The policy can be found on the intranet.

**Staff Season Ticket Loans**
Advances can be made for the purchase of train season tickets for travelling to work. If you wish to claim an advance of salary you should complete a season ticket loan [application form](#).

**Loading and unloading**
If you need to load/unload a private vehicle next to a building, access to designated delivery areas will be permitted on specific occasions by contacting the Transport Department.

**Temporary essential car users**
Some students and staff may be essential car users for a given period; for example, academic staff may need to visit students on placements during the summer. You can ask the Transport Department for a temporary e-permit based on essential user status.

**Staff who work unsocial hours**
Staff working unsocial hours are those who start work before 6.00 or leave work after 22.00.

If you are sometimes required to start work early or leave late but it is not a requirement of your role, or you work 'indeterminate hours' and you feel this should be taken into consideration, please provide a letter from your Head of Department to the Transport Department confirming your unusual start/end times and how regularly these occur.

**When your car is no longer essential**
If your job changes so that you are no longer an 'essential car user', you may be required to relinquish your parking permit. Please contact the Transport Department.

**How to appeal against a Parking Charge Notice**
The recipient of a PCN has the right to appeal the charge directly with UK-CPM within the first 21 days of issue. Once the appeal has been received, the UK-CPM appeals team will have up to 28 days to reach a verdict and respond. Whilst the PCN is on appeal, the charge is ‘frozen’ and will not increase during this time period.

Appeals can either be made in writing or sent to the UK-CPM PO Box Address; as follows:

PO Box 3114  
Lancing  
BN15 5BR

Alternatively, an appeal can be made via CPM appeals website: [CMP Appeals](#).

If an appeal is unsuccessful, the vehicle owner can then appeal further to the Independent Appeals Service (IAS). UK-CPM would bear the costs of doing so as part of our membership with the International Parking Community (IPC) and to ensure that the motorist is given a fair and neutral opportunity to appeal if they so wish.
Customer Service
UK-CPM operate an in-house customer service helpline between office hours: Monday to Friday; 9:00am to 5:30pm. Any queries in relation to Parking Charge notice (PCN) can be raised and a member of the customer service team will answer these accordingly.

UK-CPM also operates an “info” email address; all queries can be sent to this email address. A dedicated member of the customer service team will then respond to the email within 3 working days of receipt.

UK-CPM can advise the motorist on the following details:

1. How to pay for parking
2. How to pay a PCN
3. How to Appeal a PCN

If your appeal is unsuccessful
You will be notified in writing by (UK CPM) that you can take your appeal to Parking on Private Land Appeals (POPLA). This is an independent car parking organisation (linked to the British Parking Association) and is approved by the Driver and Vehicle Licensing Agency.
**Essential Car User Guidelines**

**Who are ‘essential car users’? Guidelines**
In general, staff who could be considered an ‘essential car user’ would be:

- a) Staff in Estates and Accommodation Services carrying out duties between University sites.
- b) IT staff who need to be ‘on call’ during the working day to meet operational requirements.
- c) Staff working on more than one University site (including hospital sites).
- d) Staff regularly transporting goods and supplies between sites.
- e) Staff requiring regular use of their vehicle to visit students and staff at other sites.

If your e-Permit application states that you are an ‘essential car user’, the Transport Department team will carry out checks and audits to confirm this. Essential car users may receive priority parking close to a specific building for equipment unload and load only with no stay longer than 45 minutes.

Drivers who have access to a University vehicle to carry out a job are not considered to be essential car users.

**Essential Car Use criteria**
To qualify as an essential car user, you must satisfy at least one of the following:

- a) You are employed to work on multiple sites.
- b) You make, on average, at least three journeys a week (during term) on University business where there are no reasonable alternative travel options.
- c) You are required to be ‘on call’ during the day as part of the University's statutory obligation to meet Health & Safety or medical requirements.

*NB. This does not include out-of-hours call out in the event of a Business Continuity emergency.*

You may need to provide evidence in the form of your job summary or written confirmation from your Head of Department. In addition, you must have your car insured for business use. You may need to show the insurance document as proof.

All essential car users should also comply with the Driving at Work and Driving Safely for Work Guidance Notes. Provided by Estates and Facilities Management (E&FM) Health & Safety Department.