

## **TRAFFIC AND PARKING REGULATIONS – 2017/2018**

**The following document comprises the University of Stirling's Traffic & Parking Regulations and sets out the rules for all individuals bringing a vehicle onto the University's Stirling campus and the conditions under which Permits are granted. These rules are referred to as the Regulations in this document and may be amended from time to time. This version of the Regulations comes into force on 1 September 2017 till 31 August 2018 and will be reviewed regularly and updated as required. The Regulations are in force on the Campus 24 hours per day, 365 days a year.**

### **1.0 GENERAL**

1.1 All roads within the Campus connect with the public highway and come under the Road Traffic Acts and Police may be called by the University to deal with any serious breaches of the Acts.

1.2 The maximum speed limit for vehicles within the Campus is 20 miles per hour except within those areas as otherwise indicated. Vehicles must at all times be driven in accordance with the Highway Code and with due care and consideration for all pedestrians, wildlife, vehicular traffic and University property. Drivers must treat pedestrian crossings on the Campus in the same way as those located off campus.

1.3 All users of vehicles on the Campus must comply with all traffic and parking signs, notices and directional arrows showing the prescribed direction of traffic flow. This includes permanent signs and some which will be displayed from time to time. The Regulations apply to all signs whatever their nature or period of use. The University reserves the right to record any reported breach of this Regulation and pursue further action against any vehicle user found to be in breach. Vehicle users must also comply with instructions from University Security Officers or other University employees having requisite authority.

1.4 Motor cycles, scooters and bicycles must not be ridden on University footpaths or in areas which are normally closed to private motor vehicles. The only exception to this is where a path is officially designated and marked for use by cyclists.

1.5 All vehicles used on the Campus must be registered in terms of the Vehicles Excise and Registration Act 1994 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988). It is the responsibility of the Registered Keeper to check that their insurance policy provides cover for driving on the Campus roads.

1.6 Vehicle users are reminded that parking is available in a number of locations on the Campus including areas adjacent to the residences and that it is their responsibility to locate a legitimate parking space within an area designated as a car park. It is not acceptable to park a vehicle illegally because insufficient time has been allowed to locate a legitimate space.

1.7 The University does not accept responsibility for any damage to, or loss from, vehicles driven, parked, left or abandoned on Campus.

1.8 Owners of motorcycles are not required to register or display a permit or pay & display ticket unless they opt to park in a full parking space.

1.9 Electric vehicle charging stations are available for all car park users wishing to recharge their electric vehicles subject to a maximum permitted stay of 4 hours in any one day. It is the responsibility of any driver of an electric vehicle occupying a designated parking space for the purposes of recharging their vehicle battery, to ensure that they move their vehicle to an alternative parking space not reserved solely for charging purposes prior to the expiry of this 4-hour period. Vehicles parked in these spaces must still display a valid permit or pay & display ticket. Any unauthorised use of these designated spaces or failure to display a valid permit or pay & display ticket will result in the issue of a Private Parking Notice (PPN).

1.10 The University of Stirling is a data controller under the Data Protection Act 1998 and is registered under that Act. Personal data is processed in relation to the management of parking on the University's Campus and will be held and processed in accordance with the University's Data Protection Policy (which can be found at [http://www.stir.ac.uk/media/services/registry/planning/legalcompliance/Data\\_Protection\\_Policy\\_and\\_Guidance.pdf](http://www.stir.ac.uk/media/services/registry/planning/legalcompliance/Data_Protection_Policy_and_Guidance.pdf)) and this Regulation.

1.11 The University collects and stores details relating to permit and non-permit holders and their vehicles in order to manage parking. The University may where it is believed these Regulations have been breached and for the purposes of enforcement of these Regulations, either directly or via third party agencies, use vehicle information obtained including vehicle registration numbers to identify through DVLA where necessary, the details of Registered Keepers. The University therefore reserves the right to pass your data to third parties including First Parking LLP, for the purpose of enforcing these Regulations and you hereby agree to such transfer. If you are a permit holder, these uses of your data are part of the University's contract with you to provide that permit. If you are visiting the Campus you are deemed to have consented to the use of your data in accordance with this Regulation 1.10 by virtue of bringing your vehicle on to the Campus. The relevant sections of these Regulations are displayed on the Campus to inform you of these conditions.

## **2.0 PERMITTED VEHICLES**

2.1 Other than those vehicles entering Campus to carry out official works on behalf of the University or hired directly in relation to University business, the following categories of vehicles are prohibited from parking on Campus without the special permission of the Director of Estates. Under no circumstances must these vehicles, even when permitted to park, be used as sleeping accommodation:

- Caravans
- Mobile Homes
- Vehicles of overall length greater than 5m.
- Minibuses or similar vehicles
- Trailers

## 3.0 ARRANGEMENTS FOR PARKING

### Staff/Student

3.1 University staff and eligible students wishing to park a vehicle on the Campus must register their vehicle(s) and display a valid Permit in the relevant position whenever the vehicle is driven or parked on the Campus.

The requirement to display a valid Permit remains in force throughout the Charging Period unless drivers opt to use the Pay & Display facilities at the standard visitor rates i.e. without a Pay as you Go Permit.

3.2 Permits denote a holder's entitlement to gain vehicular access to the Campus but do not provide guaranteed access to a parking space at any given time.

3.3 There is a list of all Permits, together with their associated conditions of use and Charge on the University's website accessible at: <http://www.stir.ac.uk/media/services/estates/estatesandcampusserviceswebpages/documents/permit-table.pdf>

3.4 Those applying for a Permit must hold a full driving licence. Provisional licence holders are not eligible to apply for a Permit.

3.5 **All staff and students wishing to park on campus must apply for a parking permit.** Staff and Eligible Students will be issued with a Permit once they have made an application and paid the relevant Charge (if appropriate).

3.6 Applications must contain details of the vehicle(s) to which the Permit(s) is to be affixed. A maximum of 2 vehicles per application will be allowed at any given time. If two vehicles are included on one application a Permit will be issued for each vehicle. However, only one of those vehicles is permitted on campus during Charging Hours (Monday to Friday 9am to 5pm).

3.7 1st year students resident in accommodation on the Campus, are not permitted to bring a car onto Campus or to apply for a Permit. The only exceptions to this are:

- a) if they hold an officially registered and current Blue Badge or
- b) if they have been issued with a 'temporary disabled badge' by the University or
- c) if they qualify for an exemption to this rule and have obtained and displayed a valid parking Permit upon production of the relevant Charge (where applicable).

**1st year students resident on Campus who are found to have flouted this regulation will be banned from bringing a car onto the Campus and applying for a Permit in their SUBSEQUENT academic year.**

3.8 Permits are only transferable upon change of vehicle by the applicant and notification of any such change being provided to the University. A Change of Vehicle form can be found here: <http://www.stir.ac.uk/media/services/estates/estatesandcampusserviceswebpages/documents/Change-of-vehicle.pdf>

3.9 The University reserves the right to impose a charge for the replacement of lost, stolen or damaged Permits.

3.10 When making an application for a Permit, individuals may be requested to provide a V5 registration document and an original insurance certificate. During the application process individuals will be requested to provide their vehicle's CO<sub>2</sub> emissions which can be found within the V5 registration document. The University uses this information to measure and report on its carbon footprint.

3.11 In the event that the terms and conditions of parking have been breached in a current or previous Charging Period, the University reserves the right to withdraw Permit Rights from any individual at any time without reimbursement of any costs incurred by the Permit holder and/or to decline any future permit application.

### **Visitors**

3.12 Visitors to the Campus wishing to park a vehicle during Charging Hours (Monday to Friday 9am to 5pm) are required to purchase a Pay-and-Display Ticket from a Pay and Display Machine and to display this on their vehicle dashboard so that the printed details are visible for inspection from outside the vehicle. Parking outwith the Charging Hours is free although the remaining conditions in the Regulations apply at all times and throughout the year.

3.13 Neither University staff nor Eligible Students can be deemed a 'visitor' under the terms of these Regulations.

### **Tenants**

3.14 Parking arrangements for tenants are defined in their individual written agreement with the University.

3.15 Any unauthorised use of tokens for the Pay & Display machine located at Airthrey Park Medical Centre or any other machines that may subsequently be provided with a similar facility may result in the withdrawal of parking rights and individual car park users being banned from bringing a car onto the Campus.

## **4.0 RESTRICTED CAR PARKING AREAS**

4.1 Permit holders or those using Pay-and Display Tickets are not permitted to park in the following areas:

- (a) Innovation Park: access roads and car parks;
- (b) Bright Starts Nursery: access road and car park;
- (c) Sport Scotland Institute of Sport Headquarters (Fairview): the access road and car park.
- (d) The University Library Services Area.
- (e) The Service Yard between Haldanes and the Robbins Centre

(f) Designated Disabled Parking Areas, unless displaying a valid Official Blue Badge or University-issued 'Temporary Disabled Badge'.

(g) Designated Electric Vehicle Charging Points, unless occupying the designated space for the express purposes of recharging the battery of an electric vehicle and for a period not exceeding 4 hours on any day.

(h) Designated Car Share spaces during those advertised periods (Monday-Friday, 9am-10.30am), when these spaces are reserved for car sharers displaying a minimum of 2 valid parking permits.

(i) Any other areas specified by the Director of Estates.

4.2 Members of staff and eligible students are **not** permitted to park at the Swimming Pool, Gannochy Sports Centre or adjacent sports facilities between the hours of 9am and 5pm Monday to Friday. This restriction applies even if the individual is a member of the Sports Centre.

4.3 All eligible students resident on the Campus with a Residential Permit are entitled to park **only** in the car parks located adjacent to the Residences.

4.4 Staff and eligible non-resident students who do not reside on Campus are entitled to park in any car park designated for general use.

## 5.0 INFRINGEMENT OF THE REGULATIONS AND PENALTIES

5.1 Any vehicle parked in a car park for which the appropriate Permit and/or valid Pay-and-Display Ticket is not displayed will have its details noted and a Private Parking Notice (PPN) placed on the vehicle informing the owner that they have breached the Regulations and that an additional fee is due to the University's appointed car parking enforcement company (First Parking LLP) within the time specified in the PPN.

5.2 Any vehicle parked in the following areas or in any manner likely to cause an obstruction or a danger to other users, will be noted and a PPN placed on the vehicle informing the owner that they have breached a term of the Regulations and that an additional parking fee is due within 28 days as specified in the PPN:

- within a car park or designated parking area but outwith a specified parking space (including parking over two spaces);
- in a designated disabled parking space;
- in a designated electric vehicle charging space (without being a genuine electric powered vehicle);
- in a designated car-share space;
- on double yellow lines or in a cross-hatched area;
- in an unauthorised or restricted area including those reserved for service or University vehicles;
- in the car parks defined in 4.1;
- in areas reserved for emergency vehicles/access.

5.3 A PPN charge issued under clauses 5.1 and 5.2 will, if applied, be reduced if payment of the amount specified in the notice is made in full within 14 calendar days of the date of issue of the PPN.

5.4 Failure to settle the charge in full within 28 calendar days from the date of issue, except in those cases of an outstanding valid appeal, will result in the revocation of any permit rights, until such time as that payment has been received.

5.5 Permit holders who have had their permit rights revoked as a result of any breach of the Regulations, may also be prevented from applying for a Permit in the SUBSEQUENT Charging Period.

5.6 Repeated breaches of these Regulations by staff or eligible students may also result in the withdrawal of a Permit for a period or indefinitely. Other action, including disciplinary measures, will be dealt with under the appropriate University disciplinary procedures for staff or students.

5.7 Visitors who infringe The Regulations and who are issued with a PPN should be aware that the University's appointed car parking enforcement company (First Parking LLP) will seek payment of the amount stated within the PPN and failing payment in the manner and within the time specified in any PPN, First Parking LLP will take action to recover the full amount including any further costs that may be incurred.

5.8 Non-Permit holders who infringe The Regulations and incur a PPN Charge will be contacted by First Parking LLP who will take action to recover the full amount due, including any further costs that may be incurred.

5.9 The University reserves the right to exclude vehicular access to the Campus and withdraw the parking rights of any driver for failing to observe traffic and parking signs, notices, directional arrows and the Campus speed limit.

5.10 Any motor vehicle which, in the opinion of the University, is causing an obstruction or a safety hazard or is found to have been apparently abandoned on Campus will be liable to be removed.

5.11 In cases of apparent abandonment, the University authorities will take all reasonable steps to obtain the legal owner's particulars, and if ownership is established, the owner will be requested in writing to have the vehicle removed within 28 days. Failure by the owner to do so will result in arrangements being made for its disposal. Any expenses incurred in the removal or by the abandonment or disposal of such a vehicle will be met by the legal owner.

## **6.0 APPEALS**

6.1 Appeals against the issue of a PPN should be sent in the first instance to: First Parking LLP, Office 7, 35-37 Ludgate Hill, London, EC4M 7JN or via website [www.paymyparking.net](http://www.paymyparking.net). Disputes pertaining to the First Parking appeal process may be referred to the University whose decision will be final. Guidance as to how to appeal and to whom any such appeal should be directed is provided here:

Paper copies of the FAQs document are available at the Car Parking office, Room 4Z2, Cottrell Building, Tel: 01786 466065 or email: [car.parking@stir.ac.uk](mailto:car.parking@stir.ac.uk)

## 7.0 COMPLAINTS

7.1 The University is committed to providing a high quality of service to students, staff and members of the public. If you are dissatisfied with our service then please tell us. A copy of our Complaints Handling Procedure can be found here: <http://www.stir.ac.uk/complaints/>

**These Regulations can be found in the *Driving* section of the University's [Getting Here](#) web pages or a copy can be provided by the Car Parking office upon request.**

## DEFINITIONS

The terms below shall have the following meanings:

*“Abandoned Vehicle”* means any vehicle which after all reasonable efforts have been made by the University to trace the vehicle owner, including a DVLA search, remains in the opinion of the University to have been abandoned;

*“Campus”* means any land and buildings within the main University of Stirling campus under the control or ownership of the University, including land or buildings occupied by private individuals or companies whether as tenants or licensees;

*“Charge”* means the fee applicable to Permits and Pay and Display tickets in relation to parking a vehicle on the Campus or the fee payable as a consequence of receiving a Private Parking Notice (PPN). The rates will be published on the University's website and may be amended from time to time by the University;

*“Charging Hours”* means 9am to 5pm Monday to Friday;

*“Charging Period”* means all year round excluding Christmas & New Year's Day;

*“Eligible Students”* means:

- all current registered students (undergraduate and postgraduate) except for 1<sup>st</sup> year students who live in accommodation on Campus
- any current registered 1<sup>st</sup> year undergraduate students who reside on the Campus and where the University has confirmed that they qualify for an exemption to the restrictions relating to parking on Campus due to their individual circumstances.
- all students officially registered as disabled Blue Badge Holders or who, having met the required criteria, are entitled to a 'temporary disabled badge issued by the University;

*“Likely to cause an obstruction or danger”* means the positioning of a vehicle either in a designated car park (within or outwith a defined parking bay) or the positioning of a vehicle in an area that is not designated for parking in a manner contrary to local signs or in a manner deemed by University Security Staff to potentially limit the movement of other vehicles or present a hazard.

*"Pay and Display Machine"* means apparatus located in the areas designated for parking on Campus which issue tickets that when displayed in the vehicle, permit parking for a period defined by the Charge paid.

*"Pay and Display Ticket"* means a ticket or tickets issued by a *Pay and Display Machine* on the Campus for the purposes of parking a vehicle during the Charging Hours

*"Pay As You Go Permit"* means a permit issued by the University to a member of staff or Eligible Student which must be displayed by the holder throughout the Charging Period. Permits must be used with a Pay-and-Display ticket during the Charging Hours.

*"Permit"* means any of the valid parking permits issued by the University.

*"Private Parking Notice or PPN"* means a notice that indicates the Regulations have been breached and a Charge is payable.

*"Registered Keeper"* means the person responsible for the vehicle's day-to-day use on the road and the person who is liable for licensing the vehicle and to whom the police and other enforcement authorities would direct any enquiries about motoring and parking offences.

*"Relevant Position"* means on the bottom left of the inside of the windscreen with the 'date' side of the permit facing outwards.