



Cardiff
Metropolitan
University

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Car Parking Policy

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CAR PARKING POLICY AND REGULATIONS

1. Introduction

The policy is intended for all users of Cardiff Metropolitan University's (Cardiff Met) roads and car parking facilities. It has been amended and updated to take into account the change to the managed car parking scheme introduced on 1st November 2006 and subsequent updates thereafter. This policy should be used in conjunction with Cardiff Met's Permit Registration Guidance found at <http://cardiffmet.ac.uk/about/campuses/Pages/Managed-Parking.aspx>

2. General

Cardiff Met wishes to preserve as safe, convenient and secure a facility as it can for the benefit of all users. The managed car parking policy is intended to provide an equitable and uniform system for the administration of car parking amenities consistent with corporate priorities and current and future demand.

The policy recognises that demand for parking spaces will invariably outstrip supply and that the only practical approach is to prioritise use in parallel with complementary control and enforcement measures, together with active development and promotion of travel alternatives.

As with all aspects of health, safety and environmental matters, Deans of Schools and Heads of Departments are responsible for ensuring, as far as is reasonably practicable, that members of their staff and students adhere to this policy.

3. Car Park Management

Cardiff Met has engaged Saba Park Services UK Ltd. to manage the car parks on behalf of the University. Saba Park staff will provide a physical presence in and around the car parking areas and will take initial action regarding matters of security and safety. An additional function is to monitor the car park provision and provide control and enforcement of these regulations.

Throughout this document the responsibility for the operation of the Regulations and Procedures is vested in **Saba Park Services UK Ltd.** The Saba Parking Patrol Officers will provide advice and assistance where possible and enforcement when it becomes necessary. Saba staff should be contacted for all matters regarding car parking and traffic control. The contract with Saba Park Services UK Ltd will be managed on behalf of Cardiff Met by the Property Services Department - Campus Services Unit. For contact details see <http://cardiffmet.ac.uk/about/campuses/Pages/Managed-Parking.aspx>

4. Registration and Charging

Cardiff Met owns and manages in excess of 1200 car parking spaces spread across two Academic and one Residential campus.

Academic Campuses	
Llandaff	449
Cyncoed	686
Residential Campus	
Plas Gwyn	39

As a condition of using its roads and car parks, authorised users will be required to register with Commercial Services and display a permit. Application forms can be found at

<http://tsr.uwic.ac.uk/units/eaf/Pages/ParkingPermitApplications.aspx> or via the Staff Portal. Users who park on Llandaff or Plas Gwyn campus without a permit will be subject to a Parking Charge Notice.

Qualifying users will be issued with a permit that will either be:-

- A pre-pay parking permit, valid for 12 months.
- OR
- A Pay & Display permit that must be accompanied by a Pay & Display ticket/virtual ticket paid using mobile app/web

a. Additional Parking Restrictions – Llandaff Campus

From 13th September 2010 an additional parking restriction was introduced for staff based at the Llandaff campus and living within a nominal 2 mile radius of the campus – please see appendix A for full details. This restriction applies weekdays between 8am and 4pm. The additional restriction does not affect permit applications for Cyncoed campus.

b. Permit Application and Information

Permit application forms and guidance notes can be found on Cardiff Met's Staff Portal. Details on permit application arrangements for new staff will be included in the new starter pack.

Commercial Services and Human Resources (HR) will liaise and share data in support of the needs of the scheme. Any changes to an individual's HR record¹ that alters an individual's parking entitlement will be forwarded to Car Park Management at the end of each three months, and reflected in the parking scheme the following month. If an individual's personal circumstances change a 'Change of Circumstances' form must be filled out and returned to HR.

A reduced rate prepaid permit is available to those staff working less than 0.76FTE. Those staff holding a reduced rate permit (under 0.76 FTE) must notify the 'Parking Management Office' immediately if their:

- FTE alters above 0.75 (payment for any outstanding balance associated with the change in permit will be required)

Failure to comply with the conditions may result in disciplinary action.

c. Data Protection

Personal data collected by Human Resources will be accessed for the purposes of registration in accordance with the Data Protection Act 1998. Data supplied will be used to enable:

- Confirmation of data provided during permit registration
- Identification of owners of vehicles which contravene this Policy
- Owners of vehicles to be contacted where necessary

In appropriate circumstances these details may be passed on to the relevant agencies. Permit application guidance and conditions of use can be found at <http://cardiffmet.ac.uk/about/campuses/Pages/Managed-Parking.aspx>

¹ Either to personal information or corporate duties

5. Payment methods

There are two methods of payment available. These are PRE-PAY (Salary Deduction) and PAY & DISPLAY. Both methods require a permit to be displayed in the vehicle windscreen (with the exception of Motorcycles).

Option 1 - Pre-pay

The pre-pay permit entitles you to park anywhere on any campus except for designated 'zones' such as Car Share or Podiatry Car Park. The permit must be displayed in the front windscreen of your vehicle.

Option 2 - Pay & Display

The Pay & Display permit entitles the holder to park anywhere on any campus except for designated 'zones' such as Car Share or Podiatry. The permit must be displayed in the front windscreen of your vehicle and accompanied by a valid Pay and Display ticket or mobile ticket, available from any Pay & Display machine located across campus.

The Pay & Display Tariff will be as follows:

Peak:	Monday to Friday	8.00am – 4.00pm
	£2 per day	
	£1 per 4 ½ hours	
	£8.00	Weekly ticket
	£16.00	Fortnightly ticket
	£24.00	Monthly ticket

Off Peak:	Evenings after 4.00pm and Weekends
	50p

NB Day tickets are valid for 24hrs from purchase.

The above rates will apply to all car park users i.e. staff, students and visitors.

a. Motorcycle Users

Motorcycle users can park for free provided designated areas are used. If a motorcycle user wishes to park in a general parking bay the standard tariff will apply, and a pay and display ticket must be displayed.

6. Payment Of Fees

a. Staff

Staff can choose a pre-pay parking permit at a cost of £20.00 per month (0.76 FTE and above) or £15.00 per month (under 0.76 FTE) that will be paid for by salary deduction.

Alternatively staff can choose to Pay & Display at the rates indicated.

b. Students

Where permitted to park, Students must Pay & Display at the rates shown. In exceptional circumstances some students may be allowed to purchase an annual parking permit.

c. Visitors – Cyncoed and Plas Gwyn Campus

Visitors to Cardiff Met fall into two main categories:-

- Regular and ad-hoc daily visitors who must Pay & Display at the rates shown above.

- Guests / Visitors invited by Schools and Units who use reserved spaces. These reserved spaces may be booked via campus reception and will be recharged at the above Pay & Display rates to the host department on a monthly basis.

d. Visitors - Llandaff Campus

All individuals who wish to park at Llandaff campus from September 2010 must display a permit. Therefore any ad-hoc visitors who do not have a space reserved will need to report to the campus reception to obtain a temporary parking permit. This will need to be displayed alongside a pay and display ticket.

e. Contractors

Authorised contractors who work regularly on Cardiff Met's sites must register with Commercial Services and display a pay and display permit alongside a pay and display ticket.

f. People who hold an official disabled parking scheme badge as issued by the Local Authority (Blue Badge)

On each campus there are designated parking spaces for drivers with disabilities. Should the demand for these spaces exceed the number available, Campus Services staff will make local arrangements for the convenience of those people with disabilities. This provision will be reviewed periodically so that changes in the number of staff and/or students with disabilities can be accommodated. Holders displaying their Blue Badge are exempt from payment.

g. Staff and Students who hold a Cardiff Met issued pass for temporary mobility problems

Staff and students who have temporary mobility problems should apply in writing to Carparkappeals@cardiffmet.ac.uk for a time limited pass for temporary mobility problems². These permits are valid for use in designated parking spaces for drivers with disabilities. Standard charges will apply at the above rates.

7. Owners' Liability

Vehicles enter and park on Cardiff Met property entirely at the owner's risk.

8. Driving Licences, MOT Certificates, Tax, Insurance and Driving Safely

Cardiff Met expects all vehicles entering Cardiff Met property to be driven in accordance with laws applying to the public highway, drivers to:-

- Hold a current driving licence
- Possess a current MOT Certificate (where appropriate), tax and insurance for the vehicle which they intend to bring on campus
- Drive in accordance with the current Highway Code, including adherence to Cardiff Met road and car park markings and signs
- Drive at a speed, which must be appropriate to the circumstances, and not in any event to exceed **5 mph** on Cardiff Met property.

² Information from Cardiff Met's Occupational Health Service may be required for staff, and Student Services in the case of students

9. Permit Conditions

The following provides operational terms in relation to Cardiff Met's permit system:

One permit only will be issued per applicant, and should be transferred between own vehicles where necessary. It is important to note that in all circumstances a permit must be displayed, alongside a P&D ticket if applicable.

Refunds

Refunds are not normally permitted under this scheme.

Lost Permits

The issued permit is the responsibility of the holder. Should a replacement be required then a lost permit fee equivalent to one eighth³ of the annual permit charge will need to be paid prior to the issue of a replacement permit. Replacement permit holders can be obtained free of charge from campus reception.

'Opt Out'

Permit holders may choose to opt out of the salary deduction scheme. However, it is not possible to re-enter the scheme for a 12 month period unless under exceptional circumstances⁴.

Permit Surrender/Returns

Should a permit holder, under the conditions described above, need to surrender their permit they can do so by handing it into their local campus reception or by posting to Car Park Management at the address below.

All 'found' permits may either be handed at the Campus Reception desk or by post to Parking Management, Room M004, Cardiff Metropolitan University, Cardiff, Western Avenue, Cardiff, CF5 2YB.

10. Car Parking Regulations

- a. Staff vehicles parked in Cardiff Met car parks are required to clearly display a valid Pre-pay annual parking permit or, a Pay & Display permit and a current Pay & Display ticket or, official Local Authority disabled parking scheme badge
- b. Vehicles must be parked sensibly and safely to ensure optimum utilisation of scarce parking resource
- c. Parking is restricted to designated marked bays only. Please note that there are Restricted Areas on some sites for which an additional means of parking authorisation is required. These areas include, but are not limited to:-

Podiatry/Speech Therapy	Podiatry pass or Blue Badge required
Car-Sharing	Registered Car-Share pass required
Reserved Visitor	Indicated by display
20 Minute Drop Off Zones	Indicated by display

- d. No parking is allowed on double-yellow lines, hatched or pedestrian paved areas or grass verges.
- e. Under no circumstances may vehicles be parked so as to impede access by emergency services vehicles, by parking on any roads save where road markings clearly identify parking bays.
- f. Any vehicle parked in such a manner as to endanger the safety or security of students, staff, visitors or premises may be towed away. The owner/driver will be liable for any costs incurred related to the removal of the vehicle.

³ For period 11 and 12, this fee will be pro-rata

⁴ Exceptional circumstances as determined by the Cardiff Met officers responsible for Cardiff Met's Car Park Management Scheme.

- g. Parking spaces for those with disabilities are restricted to those people who hold a current Blue Badge as issued by the Local Authority or a temporary pass issued by Cardiff Met.
- h. Reserved visitor parking spaces are restricted to visitors only.
- i. Contravention of any of the parking regulations may result in a Parking Charge Notice being issued to the vehicle. Cardiff Met reserves the right to deal with serious or persistent infringements through the appropriate staff or student disciplinary procedure.

11. Parking Charge Notice

A Parking Charge Notice (PCN) is a charge imposed on a driver / registered owner of a vehicle for a breach of car parking regulations. The charge will be Forty Pounds (£40.00), payable within 28 days. A reduced fee of Sixteen Pounds (£16.00) will be charged if paid within fourteen days of the notification.

Vehicle keepers should be aware that in the event of failure to pay the PCN within the appropriate time period their name and address may be obtained from the DVLA by a debt recovery agency and they will be contacted accordingly. At this stage an additional administration fee may be charged and a County Court Order may be sought. Parking Charge Notices will be issued in the following circumstances:-

1. Parking without displaying a valid ticket
2. Failing to display a valid permit
3. Failing to display a valid pass in a designated zone
4. The vehicle is parked in an unauthorised area, i.e. outside of a clearly marked parking space e.g. yellow lines or cross-hatched area
5. The vehicle is causing an obstruction or inconvenience
6. The vehicle is parked in a disabled bay without displaying a current badge issued to those with disabilities
7. The vehicle is not parked within the lines of a designated bay

PCN Appeals

PCN appeals can be made online at www.appeals.sabaparking.co.uk, or in writing to the address below within 28 days of issue.

Saba Park Services UK Limited
Customer Support Centre
PO BOX 2466
Watford
WD18 1XH

12. Abandonment

This includes any vehicle, which has been left on Campus for a period of time, which in the opinion of the Property Services Department gives cause to suspect that it has been abandoned. The vehicle would be subject to a detailed investigative process to determine the rightful owner. Based on the findings of the investigation a decision may be taken to remove the vehicle from the Campus and dispose of it appropriately.

The cost of disposal will be the responsibility of the owner/driver who will be invoiced accordingly.

13. Parking for Residential Students

There are **no** parking spaces set aside for residential students. Residential students should avoid bringing their car to campus unless special arrangements have been made and a permit granted in advance.

14. Enquiries / Complaints

Any enquiries or complaints in relation to this managed scheme should be referred to:

Saba Park Services UK Limited
Business Support Centre
Oak House Reeds Crescent
Watford
Hertfordshire
WD24 4QP

Tel: 01908 223500

Car Park Management at Cardiff Met can be contacted at:

Car Park Management
Cardiff Metropolitan University
Western Avenue
Cardiff
CF5 2YB
Tel: 029 2041 6070
Email: CarParkManagement@cardiffmet.ac.uk

Further contact information may be found at www.CardiffMet.ac.uk/parking

REVIEW DATE: November 2020

APPENDIX A - LLANDAFF PARKING RESTRCITION

Parking at Llandaff is severely limited. Therefore a restriction is in place for the boundaries defined below.

A permit will not be issued to any individual whose 'base' campus is Llandaff and who lives within the boundary stated. Confirmation of base campus and home address will be sought from Cardiff Met's HR department in accordance with Data Protection Policy. This change does not apply to disabled and temporary disabled users who should continue to park in the usual manner.

- a. Boundary Restrictions - Any individuals whose residential address is within postcode sectors below:

CF10 1	CF11 6	CF14 1	CF24 4	CF5 1
CF10 3	CF11 9	CF14 2		CF5 2
		CF14 3		CF5 3
		CF14 4		

- b. Users that fall within this boundary may appeal against this restriction. All appeals must be submitted in writing to Carparkappeals@cardiffmet.ac.uk. The appeals panel will be chaired by the Head of Commercial Services.