



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

---

# Car Parking Policy

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh

---

**Version Number: 3**  
**Next Revision: July 2024**  
**Revised: Oct 2023**



INVESTORS  
IN PEOPLE | BUDDSODDWYR  
MEWN POBL

## **CAR PARKING POLICY AND REGULATIONS**

### **1. Introduction**

This 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 account changes to the managed car parking scheme. The scheme was introduced on 1<sup>st</sup> 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**

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; while wishing to preserve as safe, convenient, and secure a facility as it can, for the benefit of all users.

**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. Additionally, Saba Park will 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 Park 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 The Studio, and Campus Reception teams. 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 campuses, one Residential campus, and two administration sites.

<b><i>Academic Campuses</i></b>	
Llandaff	449

Cyncoed	686
<b><i>Residential Campus</i></b>	
Plas Gwyn	39
<b><i>Administration Sites</i></b>	
Alexander House	53
WJEC	24

As a condition of using its roads and car parks, authorised users will be required to register with Commercial Services and must hold a valid permit. Application forms can be found at [Parking Permit Ver2 - PowerApps](#) or on the staff portal. Users who park on Llandaff, Alexander House, WJEC or Plas Gwyn campus without a permit will be subject to a Parking Charge Notice (PCN).

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

☐ A monthly salary deduction parking permit

OR

☐ A Pay & Display permit, this must be accompanied by a payment from the P&D machines or using the Saba Park mobile application (available from the Apple App Store and Google Play Store).

#### **a. Llandaff Campus – Boundary Restriction**

An additional parking restriction for staff based at the Llandaff campus and living within a nominal 2 mile radius of the campus is included – please see appendix A for full details. This restriction applies weekdays between 8am and 4pm (Peak Times). The additional restriction does not affect permit applications for other campus.

#### **b. Permit Application and Information**

##### **Staff**

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 People Services will liaise and share data in support of the needs of the scheme.

Any changes to an individual's record<sup>1</sup> that alters an individual's parking entitlement will be forwarded to Car Park Management at regular intervals and reflected in the parking scheme the following month.

A reduced rate prepaid permit is available to staff working less than 0.76FTE. Those staff holding a reduced rate permit (under 0.76 FTE) must notify [thestudio@cardiffmet.ac.uk](mailto:thestudio@cardiffmet.ac.uk) immediately if their FTE increase 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.

---

<sup>1</sup> Either to personal information or corporate duties

### c. Data Protection

Personal data collected by People Services will be accessed for the purposes of registration in accordance with the Data Protection Act 2018. 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.

### 5. Payment methods

There are two methods of payment available. These are Monthly Paid (Salary Deduction) and Pay & Display. All permits are virtual and no physical permits are issued.

#### Option 1 – Monthly paid permit

This option is the most economical for campus-based staff.

A pre-pay permit entitles you to park on any campus except for designated 'zones' such as Reserved Bays or the Podiatry Clinic car park. Permits are virtual; therefore, no physical permit is issued.

Permits are issued for whole month only, valid from 1<sup>st</sup> month following application.

#### Option 2 - Pay & Display

The Pay & Display permit entitles the holder to park on any campus except for designated 'zones' such as Car Share, Reserved Bays or the Podiatry Clinic Car Park. A valid Payment must be made from the Saba Mobile App, physical tickets are available from any Pay & Display machine located across campus, must be displayed clearly in your vehicle.

The Pay & Display Tariff will be as follows:

<b>Peak:</b>	<b>Monday to Friday</b>	<b>8.00am – 4.00pm</b>
	£2 per day	
	£1 per 4 ½ hours	
	£8.00	Weekly ticket
	£16.00	Fortnightly ticket
	£24.00	Monthly ticket
<b>Off Peak:</b>	<b>Evenings after 4.00pm, tickets expire 8.00am and Weekends</b>	
	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.

#### Motorcycle Users

Motorcycle users can park for free provided the designated areas are used. If a motorcycle user wishes to park in a general parking bay the standard tariff will apply and payment must be made. Permit conditions apply.

## **6. Payment Of Fees**

### **a. Staff**

Staff can choose a monthly-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**

Students are encouraged to use sustainable travel options to travel, information is provided at [Cars, parking and travelling around Cardiff](#).

In exceptional circumstances some students may be allowed to purchase an annual parking permit. Permits are issued based on need and available capacity.

Where permitted to park, Students must make a Pay & Display payment or pay via the Saba App at the rates shown.

### **c. Visitors – Cyncoed**

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 In-site and will be recharged at the above appropriate rate to the host department on a monthly basis.

### **d. Visitors – Llandaff, Plas Gwyn and Alexander House**

All individuals who wish to park must display a permit or have their Vehicle Registration Number checked in by campus reception. Therefore, any ad hoc visitors who do not have a space reserved will need to report to the campus reception to check-in. A valid payment must be made.

### **e. Contractors**

Authorised contractors who work regularly on Cardiff Met's sites must register with The Studio and hold a valid permit and make payment. Payment can be made on the Saba Park mobile application or pay and display machines.

All vehicles are parked in line with regulations.

Payments for multiple vehicles can be made by credit card for a maximum period of 3 months at The Studio (Llandaff or Cyncoed Campus).

### **f. Accessible Parking – Blue Badge (issued by the Local Authority )**

On each campus there are designated parking spaces for drivers eligible for accessible parking. Should the demand for these spaces exceed the number available, Reception staff will, where possible, 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. A copy of Blue Badge can be requested by The Studio.

#### **g. Temporary Mobility Pass for staff and students**

Staff and students who have temporary mobility problems should apply in writing to [Carparkappeals@cardiffmet.ac.uk](mailto:Carparkappeals@cardiffmet.ac.uk) for a time limited pass for temporary mobility problems<sup>2</sup>. 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 must hold a current driving licence.
- All vehicles must hold a current MOT Certificate (where appropriate), tax and insurance.
- Vehicles must be driven in accordance with the Highway Code, including adherence to road and car park markings and signs.
- Vehicles must be driven at a speed appropriate to the circumstances, and not in any event to exceed **5 mph** on Cardiff Met property.

### **9. Permit Conditions**

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

One permit only will be issued per applicant, a maximum of 2 vehicle registrations (staff) and 1 vehicle registration (students and contractors) can be included for each permit.

The permit permits one vehicle to park on campus at any one time.

#### **Refunds**

Refunds are not normally permitted under this scheme.

#### **Changes in Vehicle registration number**

---

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

Any changes in Vehicles registrations numbers can be made by emailing [thestudio@cardiffmet.ac.uk](mailto:thestudio@cardiffmet.ac.uk), please allow 24 hours to update your registration.

### **‘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 circumstances<sup>3</sup>.

Cancelling your permit

Should a permit holder, under the conditions above, need to cancel their permit, they can do so by contacting [thestudio@cardiffmet.ac.uk](mailto:thestudio@cardiffmet.ac.uk).

## **10. Car Parking Regulations**

- a. Staff vehicles parked in Cardiff Met car parks are required to obtain a valid Monthly paid parking permit or, a Pay & Display permit with valid payment or display a official Local Authority disabled parking scheme badge
- b. Vehicles must be parked sensibly and safely to ensure optimum utilisation of the 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 check in or Blue Badge required
Reserved Visitor	Indicated by display
20 Minute Drop Off Zones	Indicated by display
Coach, Minibus	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.
- 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.

---

<sup>3</sup> Exceptional circumstances as determined by the designated role holder responsible for Cardiff Met’s Car Park Management Scheme.

## **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 hold 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](http://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 **limited** parking spaces set aside for residential students. Residential students should avoid bringing their car to campus unless special a permit application has been accepted in advance. Residential permit holders will be required to park in designated areas only.

## **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:

The Studio  
Cardiff Metropolitan University  
Western Avenue  
Cardiff  
CF5 2YB  
Tel: 029 2041 6161  
Email: [thestudio@cardiffmet.ac.uk](mailto:thestudio@cardiffmet.ac.uk) or [carparkappeals@cardiffmet.ac.uk](mailto:carparkappeals@cardiffmet.ac.uk)

Further contact information may be found at [www.CardiffMet.ac.uk/parking](http://www.CardiffMet.ac.uk/parking)

**REVIEW DATE: July 2024**

## 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](mailto:Carparkappeals@cardiffmet.ac.uk). The appeals panel will be chaired by the Head of Commercial Services.