

University of Surrey Traffic Regulations

Introduction

The University of Surrey has a responsibility to manage traffic and travel to and from its campuses to ensure that the University complies with its legal obligations and to encourage staff, students and visitors to actively adopt more sustainable travel modes to reduce congestion and carbon emissions. However, it is recognised that for some University members, driving is the only viable mode of transport. These Traffic Regulations support the objectives of the University Travel Plan and ensure that the limited resources for car parking are used to their maximum effectiveness and to the benefit of all members of the University community.

Further information on transport and parking can be obtained at <https://surreynet.surrey.ac.uk/staff-services/travel-and-transport> and <https://transport.surrey.ac.uk/>

Responsibility for transport policy has been delegated to the University Transport Policy Group (UTPG) with operational management delegated to the Facilities Manager - Transport, Head / Deputy Head of Security and members of the Appeals Panels. A detailed review of transport operations including car parking, safety and environmental factors is undertaken regularly and is considered by UTPG.

UTPG reserves the right to amend these Regulations during the year as necessary in the interests of the University community. The latest version will always be available on the Transport web pages. The use of the University car parks is permitted subject to compliance with these Regulations. The University is a member of the British Parking Association and parking enforcement is operated under the Approved Operator Scheme.

Designated Parking Areas

The University is required by law to limit the number of car parking spaces and to take measures to prevent parking outside those spaces.

Cars and motorbikes may therefore only be parked in designated parking areas shown in Appendix 1. Vehicles must be parked in marked bays.

Vehicles may only be left in other areas, with the express permission of Security. Parking on grassed areas is not permitted unless a driver has been directed to do so by Security. It is the driver's responsibility to secure any permission outside of a designated parking area and to ensure that this permission is recorded by Security.

AQA permits are not valid in any University car park and vice versa.

BBC permits are not valid in any University car park and vice versa.

Pay and Display

The pay and display car park is located in an area partitioned off within the main car park at Stag Hill. This can be used by visitors to the University, students or staff. Pay and display tickets are only valid in the pay and display car park; pay and display is not available outside the partitioned area. Pay and display charges do not apply between 1700 and 0730 weekdays and all day at weekends.

2 Hour Short Stay Car Park

The short stay car park is located in an area within the Stag Hill Main Car Park (towards the lake).

The car park provides a 2 hour parking option for valid permit holders with a no return period of 2 hours. Cameras using ANPR recognition will monitor the 2 hour limit and anyone parking for longer than this time may receive a parking charge notice.

Permits subject to parking restrictions are not valid in the short stay car park.

Parking in Disabled bays

Only EU Blue Badge holders or University of Surrey Medical Permit holders are permitted to park in designated disabled parking bays.

Visitors that hold a valid EU Blue Badge may park free of charge in the disabled bays on campus on a short-term basis (six hours maximum). Disabled visitors should report to the Security office in Senate House on arrival, where they will be directed to an appropriate space.

Drivers with Blue Badge and /or University Medical permits are required to comply with all other provisions in relation to parking. Disabled badge concessions to park on single or double yellow lines do not apply to the University campus.

Visitor Parking

Stag Hill

Visitor parking is available for University visitors who are visiting the Stag Hill campus for business which will assist the University directly to operate effectively as an academic institution. Such visitors may park in the reserved visitor car parks if they display a valid visitor parking permit provided to them by the appropriate academic department or central service.

Staff (including visiting staff) and students are not eligible to park in the visitor car park.

Academic departments and central services must apply for a visitor permit through the online visitor parking system, <http://magic.surrey.ac.uk/visitorparking>. Spaces are limited in availability and should be booked in advance.

All other visitors should park in the Pay and Display car park. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the vehicle.

Manor Park

Visitor parking is available for University visitors who are visiting the Vet School, Clinical Research Centre or the Leggett building for business which will assist the University directly to operate

effectively as an academic institution. Such visitors may park in the Manor Farm Main Car Park if they display a valid visitor parking permit provided to them by the appropriate academic department or central service. Visitor permits are also available from the Vet School, Clinical Research Centre and Leggett building receptions.

It is the host's responsibility to inform the visitor of the University's parking arrangements. Failure to arrange an appropriate permit may result in a parking charge notice being issued with embarrassment to visitor and host.

Event Parking

Departments organising events should contact the Transport Team well in advance to discuss possible parking requirements. Further information on event parking is available on the Transport website. It may not be possible to provide parking on occasions when there are multiple events taking place on the same day or for events that coincide with other key University events.

Contractor Parking

Contractors or sub-contractors must display the permit to park allocated to them at the time of contract confirmation or on arrival. Contractors may be directed to use the pay and display car park or park off campus.

Parking Permits

Eligibility criteria

The University is legally required to operate a parking exclusion zone that covers postcodes GU1, GU2 and parts of GU3 and GU4; see Appendix 2 for more details. **Staff and students living within the exclusion zone are not eligible for a parking permit** unless there are exceptional reasons why access to a vehicle is required. These are detailed in Appendix 6 for staff and Appendix 7 for students.

There is **no parking for residents on Stag Hill or at Manor Park**. As a condition of having a place in Residence, staff and students who are resident in all Courts (except Hazel Farm and Bellerby Court) may not bring a car or other four-wheeled motor vehicle on to the University grounds and, while in residence, undertake not to keep one on the public roads within the exclusion zone.

Staff and students resident at Hazel Farm may park free of charge in designated spaces at Hazel Farm. Students resident at Bellerby Court may apply for a parking permit from the Accommodation Office who are responsible for all parking matters in the vicinity of the Court. Residents of Hazel Farm and Bellerby Court are not eligible for University permits to park on the Stag Hill or Manor Park campus.

Permit types: staff

Staff paid through the University payroll that live outside the exclusion zone may apply for a Rolling permit or join the Staff Pay As You Go Scheme according to their needs and contract of employment. Further details on permit types are detailed in Appendix 6.

Other staff, not salaried by the University, that live outside the exclusion zone may be eligible for a parking permit valid for up to one year depending on their job category and University contract.

The cost of the permit will be calculated on a pro-rata basis for part-time staff. Car share permits are also available at a flat rate.

Permit types: students

Students who live outside the exclusion zone may apply to join the Student Occasional Use Permit System (SOUPs) or apply for a Car Share permit on a yearly basis according to their needs. A very limited number of essential use permits are also available. Details on these permit types can be found in Appendix 7.

General conditions of use

All permits remain the property of the University and may be cancelled or suspended at the discretion of the Head of Security, Director for Business Support and Traded Services, or their deputies at any time.

A valid permit must be displayed on the front windscreen of all vehicles parked on campus. Failure to display a valid permit or pay and display ticket could result in a Parking Charge Notice being issued. Only one vehicle per permit holder may be parked on campus at any one time.

Parking permits are only valid for the location(s) indicated on the permit and do not permit parking in any other University location.

With the exception of car share permits, University parking permits are not transferable.

Duplicate permits will not be issued. Permit holders with more than one vehicle must transfer the permit from one authorised vehicle to another as required. Photocopies of the permit are invalid and if used, the vehicle is liable to be issued with a parking charge notice.

No alterations or changes should be made to a permit. This will render the permit invalid and the vehicle may be liable to be issued with a parking charge notice.

The purchase or use of a permit or other means of gaining access to, or use of, a University car park with intent to deceive will invalidate the permit. The University reserves the right to require evidence that a permit application is made in good faith before a permit is issued.

The University reserves the right to decline to issue a permit to a student or member of staff on a temporary or permanent basis, including if any charges levied in respect of these Regulations are outstanding.

Permit hours and overnight parking

Between 0730 and 1700 Monday to Friday during University term time and vacations (excepting public holidays and University closure), a valid parking permit or pay and display ticket as listed in Appendix 3, must be displayed on the front windscreen of all vehicles. It is the vehicle owner's responsibility to ensure that a valid permit or pay and display ticket is displayed.

Outside of normal working hours (1700-0730 Monday to Friday and at weekends) permits are not required and staff and students may use any car park apart from those areas which are specifically reserved. Appendix 1 details the car parks where vehicles may be left overnight.

A vehicle must not be used for sleeping accommodation overnight.

Space availability

Although every effort is made to ensure that permit holders are able to park, the issue of a University parking permit gives the holder licence to 'hunt' for a bay. It does not guarantee that a parking bay will be available. Pressure on the car parks is particularly high on Mondays, Tuesdays and Thursdays during term time and the car parks are often full by 0930.

If there are no bays available, permit holders may be directed to park off campus or to use the pay and display car park. No refund will be given, or financial compensation made, for days on which a parking bay is not available.

UTPG / the Head of Security / Director of Traded Services and Business Support or their deputies may authorise parking areas to be temporarily cordoned off to accommodate bona fide visitors and big events.

Permit fees

Permit fees are reviewed each year. The current fees are set out in Appendix 4. Staff permits are subject to price bandings. UTPG reserve the right to make additional amendments to permit fees during the year.

Staff paid through the University payroll may only pay for their parking permit by direct deduction from their salary. The appropriate fee will be deducted from the permit holder's salary at one twelfth of the annual fee per month. (Charges for periods less than one year will be calculated on a pro-rata basis). Permit fees are calculated according to FTE status and current salary banding and are deducted in arrears.

Staff not paid through the University payroll must pay for their permit in advance. The cost of a parking permit is calculated on a daily rate.

Student permit fees are payable in advance. Fees for Medical, Car Share and Essential Use permits must be paid at the point of collection. SOUPs permits are purchased on-line within the SOUPs system.

A permit that has been issued to a member of staff or student becomes invalid when the permit holder is no longer employed by the University or is not currently a registered student. Permits must be returned to the Transport Team.

Staff permit cancellations and refunds

Staff wishing to cancel their parking permit should notify the Transport Team of their intention and return the permit to the Transport Team. Any salary deductions will be ceased on the date the permit is received by the Transport Team or at the earliest opportunity.

Staff not paid through the University payroll should return their permit to the Transport Team. If the permit has been paid for in advance, the Transport Team will organise a refund. Refunds will be calculated from the date the permit is received by the Transport Team.

Student permit cancellations and refunds

Refunds are not available in respect of SOUPs. This includes permits that have been printed. Refunds for student Medical, Car Share and Essential Use permits are available if the permit is returned before 30 April. No refunds will be given where the permit is valid for five months or less. The permit holder should return the permit in person to the Transport Team. Refunds will be calculated from the date the permit is received by the Transport Team.

Change of circumstances for permit holders

Change of circumstances including change of vehicle should be promptly notified to the Transport Team via transportenquiries@surrey.ac.uk and the following actions taken:

Change of vehicle

Permit holders must notify the Transport Team immediately of any change of vehicle using the email link above. A replacement permit will be made available for collection from the Security Office, Senate House. The old permit must be returned.

Where a vehicle is being serviced and/or repaired and the permit holder brings a courtesy car to the University, a temporary permit must be obtained from the Security Office either in advance or on arrival. Any temporary permit must be clearly displayed on the windscreen. Permit holders must not place permits from an existing vehicle and/or written notes as these will not be valid and a parking charge notice may be issued.

Change of address

University staff address changes should be notified to HR using the Employee Self Service at <http://hr1.surrey.ac.uk:8080/SelfService/index.html>

Student address changes should be notified to Academic Registry using Student Self Service at https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn?stu.

Where a permit holder moves from outside to inside the exclusion zone (including moving into University accommodation at Stag Hill or Manor Park), the permit may no longer be valid and must be returned to the Transport Team. The Transport Team will advise whether a new application can be submitted.

Change of working hours and/or salary

Any change in working hours or salary will be reflected in the change in the permit fee charged for University staff from the next payroll run.

Staff not paid through the University payroll should contact the Transport Team.

Change of other factors

Where the change affects the grounds on which the permit was issued the permit holder's application will be reviewed by the Transport Team and may be referred to the Staff or Student Appeals Panel. If it is deemed that the permit is no longer valid, this must be returned to the Transport Team for a refund as appropriate.

Maternity Leave

Staff should notify the Transport Team of their intention and return the permit to the Transport Team on or before their last day of working. The Transport Team will organise for permit deductions to stop or for a permit refund as appropriate. The permit record will then be closed.

Staff paid through the University payroll may apply to join the Staff Pay As You Go Scheme to meet their parking needs for Keep In Touch Days.

Staff may make a new permit application in advance of their return from maternity leave, and should contact the Transport Team for advice.

Long term sickness – University staff only

Where a member of staff paid through the University payroll has been off work due to long term sickness as recommended by HR or the Robens Centre for Occupational Health and Safety, it is possible to offer a permit refund for the period of sickness. Long term sickness is classed as being off work for more than four consecutive weeks.

Staff who are not salaried through the University payroll and are off work due to long term sickness may be granted a refund at the discretion of the Transport Team as a goodwill gesture. Requests will only be considered if made at the start or during the period of sickness.

Motorbike parking

Motorbikes, scooters, mopeds and other powered two wheel vehicles do not require a parking permit, but all riders are requested to register their machines with Security Office at Senate House.

Vehicles should be parked in designated motorbike storage areas. Vehicles should not be parked in permit holder bays, inside doorways, stairwells or anywhere that causes an obstruction.

Parking for bicycles

Bicycles should be stored in designated cycle racks or shelters.

Bikes are brought to the University at the owner's risk. Bikes which are left in buildings, parked in a way that causes an obstruction, or which appear to have been abandoned may be removed by Security or personnel nominated to act on their behalf. Where any expense is incurred in removing a bicycle, or where University property is stolen or damaged, the cost to the University will be recovered from the person responsible for the bike.

General criteria for the usage of University car parking

The general criteria below apply to each and every University car parking area

Speed Limits

The maximum speed limit on all University property is 20mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians and cyclists.

Liability

All motor vehicles and bicycles are brought into the University grounds at the owner's risk and the University takes no responsibility for their safety or security. No responsibility or liability is accepted by the University, its employees or agents for loss or damage to any vehicle or bicycle or its contents whilst on University property.

Abandoned Vehicles

Vehicles must not be abandoned. Any vehicle found abandoned on a University campus will be reported to the relevant Local Authority for removal, after due notice has been served on the vehicle.

General

Access to all University premises, including all University parking areas, is by permission of the University. The University retains the right to refuse entry to parking areas, and to require users to leave parking areas and remove their vehicle, at any time, and at its own discretion.

The car parks are for use by members of the University community and bona fide visitors having business at the University and may only be used by others as agreed by the Director of Business Support and Traded Services, Head of Security or their deputies.

Security staff, or personnel nominated by Security, are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University's Traffic Regulations.

Students or staff may not park a caravan, motorhome, vehicle with trailer or other oversized vehicle at the University without the permission of the Head of Security.

All vehicles parked at the University must have a current Road Fund Licence (tax disc) and be roadworthy. Vehicles without a current Road Fund Licence must not be parked anywhere on University premises, and if so parked are liable to be issued with a parking charge notice.

Drivers must comply with all traffic signs and drive in accordance with the Highway Code.

Sanctions for non-compliance with the Traffic Regulations

Drivers who park on University property are required to comply with the terms and conditions outlined with the use of the car parking facilities. By entering onto University property and parking a vehicle the driver of that vehicle enters into a contract with the University and agrees to comply with the terms and conditions for use.

Unacceptable conduct

The following are examples of unacceptable behaviours:

- Making a false statement to obtain a permit
- Parking without displaying a valid permit or pay and display ticket
- Parking in a parking area where the permit is not valid
- Parking in a prohibited area, on double yellow lines or a hatched area
- Operating a motor vehicle unsafely (travelling above the posted speed limit or driving recklessly)
- Operating an unroadworthy or uninsured vehicle
- Operating a vehicle without an appropriate driving licence
- Causing obstruction to other vehicles
- Abusive behaviour towards Security staff or the Transport Team
- Members of staff or students parking in the visitors car park
- Parking on a restricted day without a valid over-ride permit

Unacceptable conduct may result in the removal of parking privileges including the issuing of a parking charge notice, permit withdrawal and the loss of any future right to a parking permit. The Head of Security/ Director for Business Support and Traded Services or their deputies are authorised to determine what action shall be taken.

Forgery or other fraudulent use of parking permits may be regarded as theft and will be dealt with under the University's disciplinary procedures. Drivers who obtain, or attempt to obtain, a parking permit through fraudulent means will have their permit invalidated. A parking charge notice will be issued if the vehicle is parked on University property. The permit must be returned to the Transport Team; permit refunds will not be given. The individual will lose any future right to a parking permit.

Parking Enforcement

Vehicles that are parked in breach of the terms and conditions displayed in the car parks and around the University are liable to receive a parking charge notice. These are issued under contract law.

Drivers who park without a valid permit or in a way that causes disruption and inconvenience to others will be issued with a PCN. This has a £70 fine, which is reduced to £40 if paid within 14 days.

Motorbikes that are parked in a permit holder bay or in a way that causes disruption and inconvenience to others will be issued with a parking charge notice. This has a £70 fine, which is reduced to £40 if paid within 14 days.

All parking charges are collected by a contracted service provider who works within the British Parking Association Best Practice guidelines and has legitimate access to the DVLA database of vehicle owners. The provider manages all aspects of the charging process, including the appeals procedure and debt recovery action.

The University reserves the right to affix a 'warning notice' to vehicles on the first occasion of a breach of the terms and conditions. The warning will remain on record for twelve months. On a second breach of the terms and conditions the vehicle will be issued with a parking charge notice without warning. The use of a warning notice is discretionary and would normally be issued for a minor infringement of the parking regulations.

Students who accumulate three or more unpaid parking charge notices will be dealt with under the University's student disciplinary procedures, and may include the loss of any future right to a parking permit. Failure to pay outstanding parking charge notices may result in a student being recorded as a University debtor.

Staff who accumulate three or more unpaid parking charge notices will be dealt with under the University's disciplinary procedures, and may include the loss of any future right to a parking permit.

Data Protection Policy

Personal data collected from applications for parking permits is held within the University's Business Systems database. Basic personal identifiers (e.g. name, address, department) held elsewhere by the University may be checked in order to verify an application or to prevent fraud but no further identifiers will be used. The information collected for e.g. employment or student registration purposes may be used to update the parking permit record.

Information held in the permit record about vehicle ownership is for the purpose of administering these Regulations and will not be disclosed to a third party for commercial purposes or in connection with legal proceedings or insurance claims without the consent of the data subject unless the University is required to by law.

The Transport Team will share certain vehicle registration details with our Parking Enforcement agency for the purpose of ensuring that those vehicles may park in designated areas without receiving Parking Charge Notices (PCNs).

The personal data is processed in accordance with the statutory Data Protection Principles and the University's notification under the Data Protection Act 1998. Queries about the Data Protection Act should be referred to the University's Information Compliance Officer, c/o Information Compliance Unit, Business Support Services.