

Parking Policy & Procedure

Managed by: Head of Security

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Department/school/committee: Estates
and Security

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Policy Statement

We want you to enjoy your time at the Royal Agricultural University. While parking on campus is limited, it is free for students and staff.

Students living on campus are given priority over students living off campus. Students living off campus can apply for parking, but wherever possible the University encourages car sharing, the shuttlebus (see the minibus timetable on the RAU intranet for more details) or cycling.

If you would like to bring a vehicle to University you must register your vehicle by completing an online Parking Application.

Consent for all students and permanent members of staff is valid for the entire time you are at the University. Consent if you are a casual member of staff is for the academic year only.

If you are uncertain which car park to use, please ask at the Lodge or email parking@rau.ac.uk.

You should only park in the area designated if a space is available. Staff must also display a parking permit in your vehicle whenever parked on campus. Access to your designated car park is barrier controlled and entry is gained via your student/staff ID card (Unicard).

There may be occasions when it is not possible to park on campus due to a lack of suitable / appropriate space and, despite having applied to park, you may then

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need to find alternative off campus parking or an alternative means of getting to the campus (e.g. shuttle bus, car share, cycling or walking).

Failure to register your vehicle or comply with the parking rules and conditions of the parking policy could result in your access to the University's car parks being withdrawn.

Registration for Students, Staff and Visitors on Campus

- Students must complete the on-line parking application form as part of self-registration before arriving on campus. If you need help please email parking@rau.ac.uk
- Staff must complete the form issued by HR or fill out an [on line parking permit application](#) If you drive a car that is registered abroad, please email parking@rau.ac.uk and they will register your car for you.
- All visitors to the University will be issued with a parking permit by the event organiser or will be able to collect a visitor permit from the Porter's Lodge.

The registered information must be kept current at all times and any changes to vehicle details must be notified to parking@rau.ac.uk.

This information will be stored on an RAU database.

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1.0 Rules and Conditions of Parking on Campus:

- 1.1 For Staff when on campus, all vehicles must clearly display an appropriate University issued parking permit.
- 1.2 Disabled (Accessible) Parking bays are strictly only to be used by those who own and display a valid Blue Badge.
- 1.3 Please drive considerately on campus and look out for other vehicle users, cyclists and pedestrians. The speed limit for the entire campus is a MAXIMUM of 10 mph. Any driving or actions deemed to be reckless or dangerous may result in the revoking of parking privileges and consent to bring a vehicle on campus.
- 1.4 Animals are not permitted to be left in any vehicle at any time. Please refer to the dogs/animals policy for further details.
- 1.5 Student and Staff vehicles are only allowed in the parking area designated. Vehicles must always be parked considerately and parallel within the marked white lines. Parking on yellow lines, hatched areas, grassed surfaces or disabled bays without a valid disabled parking permit is not permitted at any time. Only electric vehicles should be parked at the electric charge points for the purpose of charging. Please contact the Estates Team if you are uncertain how the Charge Point works.
- 1.6 Access to all and any other areas other than your designated parking area is in contravention of the rules. (This includes all service/side roads, the front of the University including sports pitches, Boutflour Hall, Main building, Quad and Chapel.)
- 1.7 All vehicles parked on campus must be in a roadworthy and legal condition at all times. The vehicle must have a minimum valid current insurance for 3rd party liability which must include cover for commuting to a place of work or study on a regular basis.
- 1.8 Students can only park one vehicle at a time on Campus. Vehicles should be parked within a single marked parking bay i.e. you should not take up two car parking bays when parking. Vehicles should be a maximum of 5.6m in length and 2.6 m wide.
- 1.9 Larger vehicles and trailers cannot be parked on Campus without specific permission. Applications to park large vehicles on Campus can be made to the Estates Team **post** the allocation of car parking permits at the beginning of the winter term, when the University knows if there is space in the car parks to consider such applications.

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- 1.10 The servicing, repair or washing of vehicles is not allowed on campus without the prior authorisation of the Estates Department.
- 1.11 The University cannot accept any responsibility or liability for any loss or damage to any vehicle whilst it is stored or parked on the campus.

2.0 Storage of Vehicles:

- 2.1 The car parks and campus cannot be used to store vehicles without prior consent of the Estates Department. Consent can be requested by contacting (estates@rau.ac.uk).
- 2.2 Leaving a vehicle, trailer, caravan, horse box or any other vehicles that do not comply with the DVLA definition of a car during holiday periods or outside of academic years can only be permitted with prior consent of the Estates Department.
- 2.3 The University may not be used as a storage facility for SORN notification with the DVLA.

3.0 Removal of Vehicles:

- 3.1 The University reserves the right to remove any vehicle if it is parked inconsiderately.
- 3.2 Not showing a valid permit and parking where it is deemed that the vehicle may cause a significant security risk to the University, staff, students and members of the public or which is obstructing an essential access creates a nuisance. If the vehicle is deemed by the RAU to represent a potential danger or unacceptable obstruction, it will result in the vehicle being removed to a secure storage facility. Vehicles will be removed, taken to an off campus secure storage compound by an RAU approved licensed contractor. All costs will be charged to the vehicle owner including any compound and storage charges.
- 3.3 The University will not accept responsibility or liability for any damage caused whilst removing a vehicle and the vehicle owner will be held responsible for all costs arising for removal and storage.
- 3.4 The University reserves the right to dispose of all vehicles it considers to have been abandoned on University property after issuing reasonable notice and will recover all reasonable costs incurred from the registered vehicle keeper or owner.

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4.0 **Parking for Students, Staff and Visitors off Campus**

- 4.1 Parking at the Equine Centre, Harnhill, Trent Lodge and the Alliston Centre is subject to local control and regulations. At Harnhill and the Equine Centre please take additional care and look out for farm machinery and animals.
- 4.2 If visiting Trent Lodge or the Alliston Centre, you should normally use the Campus Car parks as you are authorised to, and then walk to Trent Lodge and the Alliston Centre, using the new link footpath.
- 4.3 If visiting the Equine Centre or Harnhill you should confirm travel and parking arrangements with your course leader and park where you are directed.
- 4.4 At Harnhill you should not park in the area behind Farm491, which is designated for the commercial tenants. If you park in this area you may be asked to remove your vehicle.
- 4.5 As a general rule please park considerately, so as to not cause an obstruction and please be prepared to move your car if requested.

Contact us:

For any queries concerning this policy please contact parking@rau.ac.uk

Signed

Signed: _____ Date: _____
Vice-Chancellor

Version control

Version number	Purpose / change	Name and job title	Date (DD/MM/YYYY)
0.1	Updated Policy	Julie Walkling (Director for Students) and Steve Martin (Head of Security)	Aug 2018
0.2	Amended to remove need to reapply each year and printed permits for students and email contact	Paul Dickenson (Head of Estates) and Simon Costa (Finance Director)	Jul 2020