



Traffic and Parking Regulations

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Related documents: Click to list any documents which have been referenced within this document, or should be considered in conjunction with this document.

University document: No
A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.

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- The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the **Designing for diverse learners website**.
- An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the **EIA section of SharePoint**.
- This document is available in alternative formats from **policy@hull.ac.uk**.
- All printed or downloaded versions of this document are classified as uncontrolled

Traffic and Parking Regulations

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Traffic and Parking Regulations

1 Introduction

- 1.1 By parking on University grounds you agree to enter a contract with The University of Hull and National Parking Control Group Ltd (NPC).
- 1.2 The following regulations apply, and a Parking Charge Notification may be issued if these regulations are breached

2 General

- 2.1 These regulations govern the circumstances in which staff, students and visitors to the University of Hull may bring and, subject to spaces being available, park vehicles or bicycles on land under the control of the University.
- 2.2 Parking provision is limited, all vehicles must have a valid parking permit.
- 2.3 Staff and Students are requested not to park in the streets adjacent to campus in the interests of maintaining good neighbour relations.
- 2.4 In these regulations:
 - a. “Bicycle” shall mean any self-propelled form of transport, including a bicycle, e-bike, or tricycle.
 - b. “The Grounds” shall mean the University of Hull campus on Cottingham Road, including The Dennison Centre and land owned to the North of Inglemire Lane.
 - c. “University” shall mean The University of Hull
 - d. “Vehicle” shall mean any non-self-propelled form of transportation, including cars, vans, lorries and motorcycles.
 - e. “Notices” shall mean warning notices placed on the grounds advising persons that they will be issued with a parking charge if parked in contravention of the applicable parking restrictions.
 - f. “Parking Charge Notice (PCN)” shall mean the fee charged for any breach of the parking restrictions howsoever described on the notices.
- 2.5 Regulations apply 24 Hours a day, 7 days a week, 365 days per year.
- 2.6 E-Scooters are not permitted on the grounds.

3 Liability

- 3.1 Vehicles and contents, mobility scooters and bicycles are left entirely at the owner’s risk. No liability can or will be accepted by the University or NPC for loss, distress, damage or injury incurred to persons or vehicles no matter how caused.

4 Traffic

- 4.1 Those driving or cycling in the grounds must observe the signs, notices, and road markings, including yellow lines and cross hatchings.
- 4.2 Vehicles and bicycles on the grounds must be driven in a careful and considerate manner. The speed limit for all traffic in the grounds is 10 mph.

4.3 The riding of bicycles on footpaths and in pedestrian areas is forbidden.

5 Parking

5.1 Vehicles may only park in a marked bay within a designated car park or parking zone. A valid electronic permit for any restricted area must be obtained. Parking restrictions, including enforcement hours, are clearly signposted on notices in each parking zone. Vehicles must park in accordance with the notices for the zone in which they are parked.

5.2 Parking in all other areas of the University is prohibited.

5.3 A parking permit does not guarantee a parking space.

5.4 A list of all permit types, together with their associated terms and conditions are contained within this document. The latest version of this document shall always be found at www.hull.ac.uk/policies

5.5 All vehicles driven or parked on the University campus must be taxed, hold a valid MOT Certificate (where applicable) and be fully insured with a minimum of 3rd party cover.

5.6 Staff and Eligible Students will be issued with an electronic parking Permit once they have made an application and paid the relevant charge (if appropriate).

5.7 Permit applications must contain a valid Vehicle Registration Number (VRN) for the vehicle to which the Permit is being assigned.

- a. Only 1 VRN may be assigned to an electronic permit at any one time. Staff may change the registered vehicle within the RingGo parking management application at their convenience to allow use of other vehicles such as a hire/courtesy vehicle, or another vehicle they own/use.
- b. Blue badge holders may register up to 4 vehicles.
- c. Students must request changes to their registered vehicle, in advance, via the Estates Helpdesk.

5.8 Permit permitted parking zones

Permit Type	Permitted Zones
A	A
B	B
D	D (Wilberforce multi storey car park)
AX	Existing A or B permit, with the addition of temporary disabled parking
X	Disabled bays
R	R (Reserved Only)

5.9 Motorcycles must be parked in the bays provided and not in cycle racks or other areas. Motorcycle parking is not charged.

5.10 Bicycles must be parked in the racks provided and may not be parked, even temporarily, elsewhere as this can cause obstruction. Bicycles parked in unauthorised places may have their locks cut and the bicycle moved for safe storage by Security. The University accepts no responsibility for damage. Bicycles should not be taken into buildings or transported via building lifts.

6 Staff Parking

- 6.1 Staff vehicles that are parked on the grounds must obtain a valid parking permit for the zone in which they are parked.
- 6.2 Any newly acquired vehicle must be registered immediately
- 6.3 Permits are transferable within the RingGo app.
- 6.4 Staff parking vehicles hired by the University for University business must notify the Estates Helpdesk or the main reception in the Venn Building to register the vehicle.
- 6.5 Staff Parking Permit Fees:

Permit	Staff Contract	Cost
A Permit	Full Time	£4.17 per month £50 per year
A Permit	Part Time	£2.08 per month £25 per year
B Permit	Full Time	£14.58 per month £175 per year
B Permit	Part Time	£7.29 per month £87.50 per year
X Permit – Blue Badge Holders	All Staff	Free

- 6.6 Permit costs shown in the RingGo app will be 25p cheaper than advertised in section 6.5 however, RingGo charges a 25p administration fee for each transaction which makes up the overall cost of the permit.
- 6.7 For the purpose of parking permit applications The University define part time employees as individuals holding a role whose full time equivalent (FTE) value is less than 0.62.
- 6.8 Any member of staff found to be holding an incorrect permit for their role may have their permit revoked and a Parking Charge Notification (PCN) applied.
- 6.9 Staff Parking permits are non-refundable.
- 6.10 Registered Disabled, or temporarily disabled members of staff please refer to section 9

7 Student Parking

- 7.1 Students attending the University of Hull who live outside of an 8-mile radius of the campus are eligible to apply for a 'D' parking permit. Applications are made via the online store during a limited period at the beginning of each academic year. 'D' parking permits enable the user to park in the Wilberforce multi story car park only, in accordance with the signposted regulations and between the hours of 08:30 and 16:00 weekdays.
- a. Any student found to be falsifying information in order to obtain, share or otherwise abuse these permit regulations will have their permit revoked and a Parking Charge Notification (NCP) applied.
- 7.2 Students' resident in The Courtyard, Westfield Court and Taylor Court are not eligible to apply for a permit to park vehicles on campus during enforcement hours, unless

registered with a disability. Free parking is available for residents between the hours of 16:00 and 08:30 Monday to Friday and all weekend in the Wilberforce Multi Story car park. Any vehicle left in the car park outside of these hours without a valid permit, payment kiosk or RingGo pay to park session will be issued a Parking Charge Notification (PCN).

- 7.3 Students residing in Westfield Court who are undertaking a placement within a regional NHS trust may apply to park their vehicle in the Westfield Court car park between the hours of 18:00 and 08:30 Monday to Friday, and all weekend, by registering their vehicle with the Accommodation Office. Any vehicle left in the car park outside of these hours will be issued a Parking Charge Notification (PCN).
- 7.4 Students must comply with any restriction signs and notices designating certain roads or areas as being out of bounds to student vehicles.
- 7.5 Student Permit Fees:

Permit Type	Cost
D	£50 per year
X – Blue Badge Holders	Free

- 7.6 Registered disabled or temporarily disabled students please refer to section 9.

8 Visitor Parking

- 8.1 Visitors to campus are required to park in the Wilberforce multi story car park subject to parking space availability. The car parks cost is £1.00 for up to four hours and £2.00 for up to eight hours with payment made by card using either the pay on foot kiosk within the car park or the RingGo app.
- 8.2 Users of the Allam Sports Centre facilities are required to park in either the Allam Sports Centre or Inglemire Lane pay to park zones. Parking is free for up to 3 hours, with a £2 charge thereafter for a maximum stay of 8 hours. Visitors wishing to stay more than 3 hours must register and pay via the RingGo application. Alternative pay to use parking for sports centre users is available within the Wilberforce Car Park.
- 8.3 Faculties and services can reserve a limited number of restricted ‘R’ parking spaces for visitors. Spaces are located outside of the Venn Building and Skell Building, subject to parking space availability. Spaces are managed by the Venn Reception team and should be booked in advance by emailing mainreception@hull.ac.uk. Spaces are issued on a first come first served basis. Vehicles must be parked in accordance with signposted regulations.
- 8.4 Visitors to events held in Canham Turner may park within a limited number of restricted ‘R’ parking bays in the Canham Turner car park. Visitors must register their vehicle registration via the kiosk at Canham Turner reception. Alternative pay to use parking is available in the Wilberforce Car Park.
- 8.5 Visitors attending events within Middleton Hall may register to park within a limited number of restricted ‘R’ parking bays outside Venn and Middleton Hall between the hours of 18:00 – 02:00 only. Visitors must register their vehicle via the Kiosk at the Middleton Hall Box Office. Alternative pay to use parking for Middleton Hall events is available within the Wilberforce Car Park
- 8.6 Contractors and service engineers visiting the University must register their vehicles in advance of attending site with the Estates Helpdesk. Vehicles must be parked within ‘A’

permit zones.

- 8.7 Visitors wishing to park in disabled bays will require a free 'X' permit to be issued. Please contact mainreception@hull.ac.uk in advance of your visit to obtain a permit.

9 Disabled Parking

- 9.1 The University provision parking bays specifically designated for the use of registered disabled or temporarily disabled users. These bays are identified with the nationally recognizable icon of a person in a wheelchair.
- 9.2 Staff and Students who are registered disabled and hold a 'blue badge' must register their blue badge with the Estates Helpdesk, who will issue a free 'X' permit allowing the user to park only within marked disabled bays around the campus. Blue badges must be displayed when parking in these zones.
- 9.3 Staff who wish special circumstances to be taken into consideration allowing them to park in disabled parking bays for a limited time should apply to the Occupational Health Department. Staff applying for temporary disability parking must have a valid 'A' or 'B' parking permit via the RingGo app, spaces are issued subject to availability.
- 9.4 Students who wish special circumstances to be taken into consideration allowing them to park in disabled parking bays for a limited time should apply to the Student Wellbeing team. A charge of £50 per year will be applied.

10 Breach and Penalties

- 10.1 If these Regulations are breached, the person(s) responsible for that breach shall indemnify National Parking Control Ltd in respect of any loss, liability or damage arising howsoever caused and a parking charge may be issued. The University reserves the right to remove, at the driver's or owner's expense, any vehicle parked in such a way as to obstruct fire appliance access or to cause a safety hazard.
- 10.2 If a Vehicle is found to have parked contrary to these Regulations or in any of the following ways:
- Not in accordance with the advertised restrictions for the zone in which they are parked.
 - Causing an obstruction or health and safety issue
 - Parking on yellow hatchings, against a yellow line or otherwise contravening a 'no parking' instruction.
 - Improperly occupying a space identified for use by permit holders or disabled persons,

Notice thereof will be given by the issue of a Parking Charge Notice (PCN) for breach of contract and/or barred from parking a vehicle on the grounds.

- 10.3 Access to the University campus shall be monitored by means of Automated Number Plate Recognition (ANPR) Cameras. Any vehicle which enters the site will be captured and recorded by the cameras. Vehicles which do not hold or obtain a valid parking permit, pay on foot or RingGo pay to park session will be automatically issued with a Parking Charge Notice (PCN).
- 10.4 No Vehicle can be left on the grounds for extended periods, e.g. while the owner is away on holiday or absent on University business, without the permission from the Estates

Office, who shall have power to deal with any vehicle so left. The vehicle may be moved to any private or public place the University finds convenient in the name and at the cost of, the owner or person responsible for it.

- 10.5 These Regulations will be enforced by National Parking Control Group Ltd, The Pinnacle, Station Way, Crawley RH10 1JH. Registered in England and Wales (13196674)
- 10.6 The Executive Director of Infrastructure Services in conjunction with National Parking Control, reserves the right to change the terms and conditions of the Traffic and Parking regulations in line with the University's sustainability pledge. Notification of any changes will be communicated in advance.

11 Feedback

- 11.1 If you have any comments or feedback about the operation of these regulations, you can contact us in writing by emailing the Estates Helpdesk at estateshelpdesk@hull.ac.uk

12 Version Control

Version	Author	Date approved	Relevant sections
1	Kev Sach		1-11