

Terms & conditions for driving and parking on campus

1. General

- a. 'Vehicles' in these terms & conditions mean all wheeled motorised transport excluding mobility scooters and applies to the driving and parking of such items on all land owned and administered by the University.
- b. Vehicles shall only be used on the roads & car parks indicated on the campus map which is displayed on the University website and shall be driven at a speed not exceeding the indicated limit. When no such indicated limit exists, drivers must observe a 20mph limit.
- c. Drivers must obey all traffic signs, signals, and markings erected and authorised by the University and obey all the normal rules of the road
- d. All drivers must hold a valid full EU Driving Licence and be covered by motor insurance, have a current MOT where necessary, and have paid for a current and valid Vehicle Excise Duty (road tax) for the vehicle.
- e. The University accepts no responsibility for any vehicle, damage to the vehicle or its contents, while parked on University property.
- f. All staff and students who wish to bring their motor vehicles onto the Colchester Campus, & who are so entitled, must register them with the University & pay the appropriate registration fee and other authorised parking charges or pay the full visitor rate for the required parking duration. A maximum of two vehicles may be registered by any member of staff.
- g. Replacement or a change of vehicle, (e.g. courtesy cars) should be reported to the Estate Management Help Desk on the first day of use. If a courtesy car is to be used for more than a week, or a new vehicle used regularly then a Change of Vehicle form must be completed online.
- h. Only minor light repairs & adjustments may be carried out in the car parks as to enable vehicles to be driven away.
- i. No animals or small children to be left in vehicles parked at the University, if found the matter will be reported to the relevant authority. Vehicles will be forcibly opened by University staff if required.
- j. Car park users may be required to park in particular locations at any time as requested by the parking attendants or security staff to enable events or maintenance works to take place.
- k. On occasion there may be circumstances which require the University to suspend parking fees (for example industrial action). Whenever possible notification of the suspension will be clearly notified or displayed. Refunds for parking fees will not be made during these periods.

2. Restrictions

- a. Staff or Students resident on campus are prohibited from registering a vehicle to park. Exceptions are:
- b. Students in receipt of a Sports Bursary or HSC students in placements that are required by their course to work unsociable hours and cannot attend their training or placement by public transport.
- c. Staff or students referred to Estate Management by Occupational Health or Student Support.

3. Parking Contraventions & Regulations

The University may issue Parking Charge Notices (PCNs) to enforce parking regulations.

By entering or remaining on University property you agree to abide by our Terms and Conditions:

- Vehicles must be parked fully within the confines of a single marked bay.

- Vehicles must have full payment made for the duration of the stay.
 - Vehicle must not cause obstruction or nuisance to others.
 - Vehicle parked in a disabled bay must display a valid blue badge clearly within the windscreen or obtain prior authority from the Estate Management Team.
 - Only pre-registered electric and plug in hybrid vehicles may use EV charging bays and must be actively charging while parked.
 - Where possible vehicles with sufficient charge should be moved to a non EV space so as to allow other vehicles to charge.
 - Vehicles must be parked in accordance with all other signage located throughout the car park.
- a. Frequent contraveners may also be disciplined for a breach of University regulations.
 - b. Any change of the University's terms & conditions for driving, parking and registering will be displayed on the University's website.
 - c. Vehicles parked in breach of these regulations may be issued with a Parking Notice. All charges are levied via the Estate Management Section. Processing of the Parking Notice is the responsibility of the University, enquiries & appeals must be directed to The Parking Team, c/o The Estate Management Helpdesk, Room 6.003, Wivenhoe Park, Colchester, Essex CO4 3SQ, Tel: 01206 872959.
 - d. Vehicles left at the University for four weeks or more, if not claimed within two weeks of a disposal notice being affixed, shall be deemed to have been abandoned and may be disposed of by the University.
 - e. Vehicles that are issued 2 Parking Warning Notices will be issued a PCN on any subsequent contravention. Vehicles may receive a PCN on their first contravention if the contravention is deemed serious enough, such as unauthorised parking in a disabled bay, non-electric vehicles in an EV bay, parking on hatched areas or areas reserved by the University for other purposes, such as emergency access.
 - f. If a vehicle is issued 3 PCNs within an academic year, registration may be withdrawn or the owner banned from bringing a vehicle onto campus.
 - g. Motor vehicles shall not be parked outside those areas designated for parking unless specifically advised otherwise by an authorised person. Where car parking is marked with white lines, car must be parked within the spaces indicated. Where there is no bay marking vehicles must park considerately and alongside each other in the normal car parking fashion so as to maximise the availability of spaces. No vehicle may be parked in areas designated as carriageways, for deliveries, for disabled drivers, hatched areas or areas reserved by the University for other purposes.
 - h. Parking on the University's roadways, pathways or grassed areas is not permitted except where such areas are defined by fencing and unlocked for such purposes.
 - i. Trailers, caravans, campers and boats or similar vehicles must not be parked on University of Essex property.
 - j. As owner or person responsible for the vehicle while on University premises you accept responsibility for anyone driving the vehicle and all associated fines and fees.

4. Payment, Refunds & Cancellations

- a. All parking spaces except the reserved parking, disabled spaces and allocated bays are available on a 'Pay on Arrival' basis. Car parking charges operate between 09:30 & 16:30 hours Monday to Friday, except Bank Holidays & Christmas Day. Parking enforcement operates 24/7 every day of the year.
- b. Permit holders that have prepaid for their parking do not need to visit a pay station.

- c. Visitors are required to pay the relevant parking tariff Monday to Friday year round, except weekends and bank holidays.
- d. Payment is required for all spaces in the University Car Parks.
- e. Allocated or Reserved spaces are NOT transferable under any circumstances.
- f. Obtaining a parking permit does not guarantee a parking space except when reserved parking is authorised.
- g. Owners of vehicles may cancel their parking permit at any time by self-service at <https://www1.essex.ac.uk/forms/staff/vehicle-parking-permit-application-for-staff.aspx> or via the Estate Management Helpdesk. The registration fee is **not refundable** or transferable nor is the pre-payment of any parking tariff. Other fees paid are refundable on a 'whole month's cost' basis.
- h. Reserved parking is non-refundable or transferrable, however should employment terminate, payments will cease.
- i. The permit holder is responsible for registering and cancelling their parking registration and payment of all fees and charges relating to their vehicle(s).
- j. Until registered, a vehicle must be parked at the full visitor rate. Registration can be done online or via the Estate Management Helpdesk. 48 hours are required to process vehicle registrations.
- k. Payment for Parking Charge Notices must be made at the Estate Management Helpdesk in room 6.003 or over the phone on 01206 872959 between 9am-4pm Monday to Friday.

5. Appeals

If you wish to dispute liability for a Parking Charge Notice then you must put this in writing to the Transport Manager, Estate Management and Campus Services, Wivenhoe Park, Colchester, Essex CO4 3SQ or by email to travel@essex.ac.uk within 21 days beginning with the day after that on which the notice was given. You must provide your full name and address, the vehicle registration number and the Parking Reference at the top of the warning/notice and your full reasons for contesting liability otherwise your appeal will not be processed.

Appeal decisions should be provided within 28 days. In the event that your appeal is unsuccessful then we will provide you with the appropriate details enabling you to lodge an appeal to the Independent Appeals Service. Details of the appeals procedure can be found at www.theIAS.org.

The [Independent Appeals Service](#) provides an Alternative Dispute Resolution scheme for disputes of this type. We will engage with the IAS Standard Appeals Service providing you comply with our internal appeals procedure as detailed herein and that thereafter you lodge an appeal to the IAS within 21 days of rejection.

If you do appeal and do not hear from us within 28 days then please contact us, do not assume that your appeal has been successful.

6. Complaints

If you wish to complain, you MUST do this directly in the first instance by writing to The Transport Manager, University of Essex, Estate Management and Campus Services, Wivenhoe Park, Colchester, Essex CO4 3SQ or email us at travel@essex.ac.uk. If you wish to appeal further the matter can be referred to the Environment and Transport Manager at the Wivenhoe Park Address. If you are not satisfied with our response then you may refer your complaint to the IPC. Further details can be found at <https://.theIPC.info>.

7. Registered Keeper Details and Data Processing

In the event that payment is not made in full within 28 days of issue of this parking notice, the vehicle's keeper details may be requested from DVLA and a notice may be sent to the registered keeper. We comply with the DVLA requirements on data release and only retain/process information for the purposes for which it was obtained and in accordance with the General Data Protection Act 2018. Where recovery action is necessary, data may be shared for that purpose with third party agencies. You can contact our Data Protection Officer by email dpo@essex.ac.uk. For more information please view our Privacy Notice by visiting www.essex.ac.uk.