

# Regulations for the Management of Traffic at the University of Kent for Staff, Students and other Persons

## INTRODUCTION

The University has a responsibility to manage traffic and travel to, from and around our campuses in an environmentally responsible manner thereby improving the quality of life for the University and the wider community.

These Regulations support the Transport & Movement Strategy and Health and Safety policies to ensure traffic is managed effectively to the benefit of those who study, work or visit the University.

The University is a member of the British Parking Association and operates its motor vehicle parking enforcement as a member of the Approved Operator Scheme. Further information on transport and parking can be obtained from the Transport Team at [www.kent.ac.uk/transport](http://www.kent.ac.uk/transport)

The implementation and management of these Regulations, on behalf of the University and Vice-Chancellor, is the responsibility of the Director of Commercial Services & Estates, with operational management delegated to the Head of Traffic Management & Travel, Head of Security and members of the Parking Panel.

The University will give details of how to appeal to the “Independent Appeals Service”, if a challenge to a Parking Charge Notice (PCN) is rejected. All other complaints and representations should be brought forward by means of the [Transport Team complaints process](#). Where it is not possible to resolve the situation in this way the case will be referred to the Director of Commercial Services & Estates for a final decision.

## DEFINITIONS

The term “University” means University of Kent.

Unless specifically stated otherwise, the term ‘Vehicle’ means all vehicle types including motor vehicles (including powered 2 wheeled motor vehicle), powered transporters, bicycles, skateboards, roller blades/ skates or any other form of device that is used for movement around the campus other than as a pedestrian.

The term ‘Driver’ refers to all persons who operate any vehicle on University land.

The term ‘Motor Vehicle’ is as set out in the Road Traffic Act 1988 is “any mechanically propelled vehicle intended or adapted for use on roads”

The term “Powered Transporters” is a term used to cover a variety of novel and emerging personal transport devices that are powered by a motor, including e-scooters.

The term “Permit to Move” is a term that refers to a permit that allows a person who has registered the Powered Transporter for use to move around and park on campus and has been issued by the Transport Team.

The term “Permit to Park” is a term that refers to a permit that allows all Vehicles, except bicycles, skateboards and roller skates/blades, to park in areas designated for the classification of the vehicle type and in accordance with the permit type issued.

## SECTIONS

1. General Criteria for Usage of Vehicles on Campus
2. Permits
3. Permits to Park
4. Sanctions for Non-Compliance with the Regulations
5. Parking Charge Notice

### General Criteria for Usage of Vehicles on Campus

#### 1.1 A Vehicle may only be brought to the University if:

- a) it has the insurance cover required for its use by law, in respect of a Vehicle used on public roads. Such insurance must remain valid for as long as the Vehicle is used at the University, or the Driver remains at the University;
- b) it is properly maintained in a roadworthy condition as per the Road Vehicles (construction use) Regulations 1986
- c) it is capable of being parked in ONE parking space only;
- d) it is used appropriately without causing or aid, bet, council or procure a criminal act and/or antisocial behaviour<sup>1</sup> and or harm or potential harm to the driver, other persons or University property

#### 1.2 No person may use a Vehicle on the University campus unless:

- a) they hold the correct driving licence for the Vehicle concerned
- b) insurance, including cover for liability to third parties, is held for the Vehicle concerned and is valid for the Driver and nature of use of the Vehicle,
- c) any speed restrictions in force on the University campus are observed;
- d) the Vehicle is parked only in areas designated for parking for the Vehicle type and in accordance with the signage within the area
- e) the Vehicle is driven only on the roads and like surfaces provided for such purpose;
- f) owners park at their own risk and accept that the University is not liable for any loss or damage.
- g) the Driver complies with all notices and instructions

#### 1.3 Vehicles must be properly parked within authorised parking bays only, unless prior permission has been given by the Head of Security or Head of Traffic Management & Travel. Parking is strictly forbidden:

- a) in a location where a notice clearly prohibiting parking is displayed;
- b) on yellow lines or hatched areas;

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<sup>1</sup> As per section 59 of the Police Reform Act 2002

- c) on grassed areas, foot and cycle paths;
- d) on fire roads;
- e) in accessible bays, unless the Driver has a permit for such usage (section 3 refers);
- f) in reserved bays, unless the Driver has permission from the Head of Traffic Management & Travel for such usage
- g) in an area temporarily cordoned by Campus Security or by contractors where an agreement with the Transport Team has been approved
- h) if there is no valid University permit to park for the Vehicle (section 2 refers);
- i) for more than 72 consecutive hours anywhere on campus, unless the driver has a permit that permits them to do so.
- j) within any University owned or leased building.

1.4 A student or member of staff may not bring a caravan, motorhome or large vehicle (such as a bus or lorry) onto University land, unless using University Road to drive through to/from Giles Lane, making deliveries to the University or as approved by the Head of Security or Head of Traffic Management & Travel.

1.5 A Vehicle may not be used for sleeping accommodation overnight, unless approved by the Head of Security or Head of Traffic Management & Travel

1.6 The parking areas on the Medway and Canterbury Campuses are the private property of, or leased by, the University of Kent. In order to park a Vehicle on campus the permission of the University of Kent is required. The University reserves the right to withdraw this permission or a permit to park at any time.

1.7 Dedicated loading bays are provided for all Drivers with an allowance for a brief period of parking for loading and unloading purposes (for example, for deliveries or dropping off conference delegates) as per the signage within these areas, or with advanced permission from the Transport Team or Campus Security where a longer period of time than that stated on the signage is required or is required outside of the official marked loading bay areas.

1.8 The University reserves the right to, in part or totally, close car parks, roads, paths or cycleway on a temporary or permanent basis as required without prior notice.

1.9 Campus Security staff, or personnel nominated by Campus Security, are authorised to direct traffic on University property, regulate car parks, exercise control over car parking and ensure compliance with these Regulations.

1.10 Staff and students must not park on public or private roads adjacent to the University except where this is allowed under the Road Traffic Acts or in circumstances where the normal statutory requirements may be temporarily set aside (e.g. in the case of an emergency).

1.11 Monday to Friday 8am to 5pm all staff, students and permit to park holders must not park in Central or Sports Centre Visitor Pay and Display car parks, unless the permit permits them to do so

1.12 Reserved bays may be provided if a member of staff or student has an exceptional circumstance, which has been approved by the Parking Panel or Head of Traffic Management & Travel.

1.13 All persons must follow any additional terms and conditions that support schemes to assist reduction in single car occupancy use, such as car sharing or using shuttle service. Where a person fails to comply the facility to use the scheme may be withdrawn or sanctions may be incurred.

Section 4 refers

1.14 The University may vary the number of parking spaces available at any given time and reserves the right to change the position or remove any bay if it is required for the purpose of facilitating University business, as determined by the Head of Traffic Management & Travel.

1.15 Any misuse of barrier access may result in sanctions being served Section 4 refers

1.16 The University will not tolerate inappropriate behaviour by or against a student, University employee or others visiting, working or studying at the University. Failure to behave respectfully towards groups or individuals, including but not limited to the use foul or abusive language, or violence whether actual or threatened, may result in sanctions being served (Section 4 refers).

## 2.0 Permits

2.1 All Vehicles, except bicycles, skateboards and roller skates/blades, must obtain a permit to park

2.2 A Motor Vehicle or Powered Transporter may not be parked on campus during the working day (0800-1700hours Monday - Friday) unless it has been accepted to have a

- virtual permit issued by the Transport Team or
- a valid permit displayed (in the front windscreen or on handle bars) issued by the Transport Team or
- a Pay and Display ticket for a Motor Vehicle used by visitors only at Canterbury campus.

2.3 If the University permits the use of Powered Transporters on its land, a Permit to Move or other formal agreement must be obtained from Head of Traffic Management & Travel or Head of Security to permit such use. If the Powered Transporter is used by another person they must also register for a permit for the Powered Transporter.

2.4 Powered Transporters are not permitted to be used unless a 'permit to move' has been provided or a contract agreed for it to be used on University land.

2.5 If a paper permit is lost an administration charge will be made for a duplicate copy.

2.6 No permit which has been issued shall remain valid when the permit-holder is no longer employed, contracted or a registered student or visitor at the University or when a sanction has been issued that has denied or revoked such permit.. Paper permits must be returned to the Transport Team. Where a permit will remain valid for more than 72 hours after the person has left the University, a further charge for the permit may be applied and/or the permit revoked as the permit remains university property.

2.7 Permits are not transferable.

2.8 No alterations should be made to a paper permit. As such this will render the permit invalid. If any paper permit copies are found, the person responsible will be subject to the relevant disciplinary procedures and/or legal proceedings.

2.9 Any changes to the permit or Vehicle, such as change of address or registration details, should be notified to the Transport Team immediately and amendments made accordingly within 3 days of the change concerned.

2.10 Charges may be applied for all University permits

2.11 All persons applying for a permit must complete the correct application with true and correct information and agree to any necessary declaration.<sup>2</sup> Failure to complete the form fully will negate the application.

2.12 Individuals wishing to cancel their permits should do so by using the relevant permit cancellation process. Once a permit is cancelled the Transport Team will calculate any monies owed and charge or pay accordingly.

2.13 The University reserves the right to decline to issue a permit to any person on a temporary or permanent basis or restrict the number of permits issued across the University.

### 3.0 Permits to Park

3.1 For Motor Vehicles, Permits to Park are issued by the Transport Team to the person who has registered the Vehicle to park on campus. If the Vehicle is used by another person they must also register for a permit to park for the Vehicle.

3.2 Such permits remain the property of the University and may be cancelled or suspended at the discretion of the Director of Commercial Services & Estates. Failure to comply with the provision of a relevant and valid permit may result in a Parking Charge Notice being issued or the removal of the Vehicle as set out in Section 4 below.

3.3 It is the responsibility of the applicant to ensure that a relevant and authorised permit is visibly displayed or a virtual permit has been activated for the Vehicle that is parked.

3.4 If an individual's primary purpose for attending the University is as a registered student but is also employed by the University, and/or by a contractor and/or any other business working on campus; for the purposes of issuing a Motor Vehicle's permit to park the individual will be recognised as a student.

3.5 All staff and student holders of the Government Blue Badge must obtain a permit to park and display their Blue Badge<sup>3</sup>. All visitors must display their Blue Badge. Section 3.17 to 3.21 below refers.

3.6 Possession of a University permit to park means that the University has permitted the holder to look for a parking bay to park in a marked bay in accordance with the permit issued. It does not guarantee a parking bay will be available.

3.7 Permits to park must be used within the allocated zone or car park, parking area for which it is valid.

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<sup>2</sup> All parking applications fall under the Data Protection Act 2018 & is reflected in the [Transport Privacy policy](#)

<sup>3</sup> The Blue Badge is referring to the UK [Government scheme](#) for people who have a disability needing them to park closer

### Student Motor Vehicle Permit to Park

3.8 A Motor Vehicle permit to park entitles a student to register one Vehicle.

3.9 A Motor Vehicle permit to park entitles a student to use Blue Zone car parks only at the campus that they are registered to, unless the student has obtained exemption from this regulation from the Parking Panel or Head of Traffic Management & Travel.

3.10 No student resident on the Canterbury Campus, Medway Liberty Quays accommodation or living within the local exclusion zones are permitted to park a Motor Vehicle at the University, unless the student has obtained exemption from this

### Staff Motor Vehicle Permit to Park

3.11 A Motor Vehicle permit to park entitles a member of staff to register up to 5 Vehicles provided that only one Vehicle is parked at either the Canterbury or Medway campus at any one time.

### Visitor Motor Vehicle Permit to Park

3.12 Business Visitor Permits are available for visitors who are visiting the campus that will assist the University directly to operate effectively as an academic institution or where it has been agreed by the Head of Traffic Management & Travel.

3.13 A Business Visitor Permit must be applied for by the member of staff who is inviting/ or giving permission for the person to visit the campus. In the case of emergency works, members of the Transport Team and Campus Security can issue at their discretion.

3.14 All business visitors including contractors and sub-contractors will be issued a permit to park in accordance with the requirements of managing traffic on campus for the day they are visiting.

3.15 Associate Permit to Park is available for a visitor who is recognised as:

- a Retired staff or Emeritus Professors and Readers
- a Honorary members of academic or research staff.
- a Tenant who has an agreement that entitles them to do so
- a person who is not a member of staff or student but has an annual membership with a commercial department
- any other person here on business for the University) that requires parking more than 4 times per month or 24 times per year or has been accepted by the Head of Traffic Management & Travel.

3.16 All other visitors to the Canterbury Campus must park in the Pay & Display car parks. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the Vehicle, unless a virtual permit has been issued.

### Drivers with mobility restrictions

3.17 Only Blue Badge holders (Government Blue Badge Scheme) or University Health Access permit holders are permitted to park in designated accessible parking bays in addition to all car parks regular bays.

3.18 All staff and students with a Government Blue Badge must apply for the appropriate University Permit to Park.

3.19 Person(s) who have a medical reason to apply for a permit that ordinarily they would not be permitted to are required to follow the Health Access permit to park process.

3.20 A charge will be made to members of the University community who are issued with a Health Access permit to park

3.21 Drivers with a Government Blue Badge or Health Access permit are required to comply with all other provisions in relation to parking.

#### 4.0 Sanctions for non-compliance with the Regulations

4.1 All staff, student or other person(s) who are in breach of these Regulations may be subject to a Parking Charge Notice and/or sanctions as approved on behalf of the University Council.

4.2 A member of staff or student who is found to contravene the terms and conditions associated with any transport or travel scheme operated by the University will be subject to sanctions listed in these regulations

4.3 The University reserves the right to issue a Parking Charge Notice to any person responsible for a Motor Vehicle parked in breach of these regulations.

4.4 Campus Security are authorised to issue a Parking Charge Notice if a Motor Vehicle is found to contravene these regulations.

4.5 Campus Security and the Transport Team are authorised to issue verbal and/or written warnings if the Driver or Vehicle is found to contravene these regulations. Where antisocial behaviour is or has occurred Campus Security may temporarily remove a bicycle, Powered Transporter, skateboard or rollerblades/skates or the like to ensure the safety of persons and University property.

4.6 The University reserves the right to report and ask the local authority to dispose of any Motor Vehicle abandoned on University premises.

4.7 The University reserves the right to remove any bicycle, wheeled or Powered Transporter parked in non-designated areas or has reasonable concerns it has been abandoned or causing a health and safety issue. The University can dispose of or place into the University's recycle hire scheme if not claimed within 3 months of the date of its removal. The University is not liable for any unintentional damage caused during removal or any destruction caused to locks when removal of a Vehicle has had to take place.

4.8 The University reserves the right to relocate a Vehicle when causing an obstruction, if the Driver and/or registered keeper is unable to move the Vehicle when requested or if the University is unable to contact them.

4.9 The Director of Commercial Services & Estates has authority to cancel a permit issued in respect of a Vehicle which fails to meet the requirements of these Regulations, or which is used in a manner which is in breach of them. The Director also has authority to remove or to deal with as they deem appropriate, any vehicle which is found in the University in breach of these Regulations.

4.10 Staff, Student or other person who do not pay a Parking Charge Notice may have their details forwarded to a debt recovery agent who may pursue the outstanding balance. Additional costs may be incurred if debt recovery charges are applied.

4.11 Where persistent or flagrant breaches of these regulations may incur the University may:

- a) deny a Permit to Park and/or
- b) deny a Permit to Move
- c) deny use of a Vehicle, on University private land and/or
- d) carry further proceedings under the appropriate disciplinary regulations and/or
- e) charge for associated charges if the University has to pay for someone's actions and/or
- f) withdrawal of permission to access all or part of University land and/or its buildings and/or its facilities.
- g) Refer to Police or Local Authority

4.12 A new permit may not be issued to a member of staff or a student if there are any parking charges still outstanding/unpaid.

4.13 The University will operate motor vehicle parking enforcement in accordance with the British Parking Association Code of Practice under the Protection of Freedom Act.

4.14 Registered Keeper's Details may be requested from DVLA if a Parking Charge Notice is not paid.<sup>4</sup>

## 5.0 Parking Charge Notice

5.1 The University is a member of the British Parking Association (BPA) and operates its parking enforcement for Motor Vehicles under the BPA Approved Operator Scheme (AOS) in accordance with the BPA Code of Practice.

5.2 Where a driver receives a Charge Notice but disputes the reasons stated on why it was issued, the driver can locate the procedure to appeal on both the notice issued and on the Transport webpages.

5.3 Applications to appeal against a Charge Notice must be made in writing only and include supporting documents in accordance to the instructions on the Parking Charge Notice issued and/or any letters sent relating to this Charge Notice.

5.4 Where an appeal is received the case will be reviewed using the University's appeal decision process and a response will be made in writing with the decision made.

5.5 If an appeal against a Parking Charge Notice is rejected, the University will provide details of how to make an appeal to the Independent Appeals Service<sup>5</sup>).

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<sup>4</sup> Data obtained from the DVLA will only be requested to assist the parking control and enforcement activity for land controlled by the University of Kent, under the Approved Operator Scheme

<sup>5</sup> The independent appeals service reviews appeals against parking charges issued by AOS members. The BPA is responsible for developing and implementing IAS, and the start of keeper liability depends on IAS's implementation.



