# Campus Car Parking Policy 2023 / 24

This document sets out the policy Car Parking at the University Campuses that balances five year Green Travel Plan and the wider campus masterplan

**Organisation(s):** FX Plus

Falmouth University

University of Exeter

Students Union

**Applies to:** staff and students

**Required Consultees:** FX Plus, Falmouth University, University of Exeter, Students Union

**Approved by:** Senior Executive Team – FX Plus

**Date approved:** June 2023

**Review date:** May 2024

# Campus Car Parking Policy 2023 / 24

1. Purpose
   1. In accordance with Government Policy, Falmouth, UoE, SU and FX Plus are committed to reducing our reliance on the private car in connection with our operations. To assist this, a green travel plan has been developed which aims to reduce reliance on the car through a number of mechanisms and initiatives aimed at reducing the impact that travel and transport has on the environment.
   2. Our 2030 Sustainable Travel Plan is currently under consultation and is being developed as part of the wider campus masterplan. We are aiming to launch this new plan in the 2023/2024 academic year. If you have any questions or queries, please email [sustainability@fxplus.ac.uk](mailto:sustainability@fxplus.ac.uk).
   3. All students and staff are strongly encouraged to consider their personal and corporate contribution to the reduction of personal car use and car parking demand. Without a universal commitment to the objectives of our 2030 Sustainable Travel plan, the opportunity for further growth and development at the Campus could be put at risk.
2. Scope
   1. This Campus Car Parking Policy applies to all employees (including those engaged in short-term or temporary contracts, directly or indirectly) and students of Falmouth University (Falmouth), the University of Exeter (UoE), Student Union (SU) and Falmouth Exeter Plus (FX Plus) as well as all visitors and external individuals and organisations who use the Campus car parks. This policy comes into force on Thursday 01st September 2023 and is continuously operational with a chargeable tariff Monday to Friday 08:00 until 18:00, all year round (except for bank holidays).
3. Related information
   1. Insert a link to, or explain where to find related procedures, guidance and forms, or an intranet/web page where related information can be accessed. It is recommended that you create a supporting intranet page containing and/or signposting to all related information.
4. Key Definitions

FX Plus Falmouth Exeter Plus

UoE University of Exeter

Falmouth Falmouth University

SU Student Union

EFV Environmentally Friendly Vehicle

PCN Parking Charge Notice

DVLA Driver and Vehicle License Agency

ANPR Automatic Number Plate Recognition

1. Car Parking Management System
   1. Penryn Campus operates an Automated Number Plate Recognition (ANPR) system.
   2. Our aim is to make the parking permit application process as simple, efficient through the **online application and payment portal** accessed via the intranet.
   3. FX Plus manages (on behalf of University of Exeter & Falmouth University) car parking on campus. Vehicles which contravene this Car Parking Policy will be penalised (see **section 10.0**).
   4. There are Disabled parking bays located across the campuses and are clearly marked in the Car Parks.
   5. **Penryn Campus parking arrangements** – At Penryn, the main barrier for car park entry is located on the Spine Road by the Welcome Building between the Exchange and the Launchpad. Three lanes
      * ‘in’ (Closest to the Information Building)
      * ‘out’ (Closest to Launchpad)
      * ‘flex’ (in the centre)

The ‘flex’ barrier is bi-directional and will switch according to traffic flow at key times during operational hours. It also accommodates larger vehicles for deliveries requirements and motor bikes etc.

* + 1. The barriers will rise for all vehicles automatically and all vehicle registration numbers will be recorded by the system.
    2. Both Universities actively discourage student residents of Glasney Village from bringing cars to Cornwall because of the wide range of subsidised regular public transport on offer (Ticket bundles for local buses are available on the First Bus website <https://www.firstbus.co.uk/cornwall> or via the First Bus app). Students with a Blue Badge who live in Glasney Village may qualify for a permit. Please refer to **Section 3.0 and 4.0** for more information.
    3. Reserved car parking is located in Car Park B, alongside the Welcome Building. Please ensure that you have given the required 48 hours’ notice for Visitor Day passes and that you can provide the vehicle registration number. Five days notice is required for an event code. More information can be found in **Section 7.0 and 8.0**.
    4. Loading/Unloading: Drop off zones at Penryn Campus are located near to most buildings. They are for loading/unloading purposes only and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN) (see **section 10.0**).
  1. **Falmouth Campus parking arrangements** – Parking Space is limited so please park responsibly both on and off Campus and consider residents.
     1. If you are granted a permit for this Campus, please email [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk) to make arrangements to have access added to your ID card. This is necessary for access to the Car Parks.
     2. Visitor Parking is by prior arrangement only with 48 hours notice for Visitor Day passes and when vehicle registration number is provided. Five days notice is required for an event code. More information can be found in **Section 7.0 and 8.0**.
     3. All parking for Loading/Unloading purposes only and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN) (see **section 10.0**).

1. General Information
   1. Permit applications are required to be submitted annually online. The 2023/24 permit year commences on the 1st September 2023. The granting of a permit is made shortly after application and issued strictly in accordance with the approved eligibility criteria (see **Section 3.0**). Manual applications will be accepted where personnel do not have access to a computer. The online portal application process is available throughout August. All permits will require a processing period.
   2. Applicants must pay to exit the car park until their permit has been processed. Staff and students are therefore advised to submit their application as early as possible.
   3. Proof of term time residence address is required for students and agency staff and it would be the applicant’s responsibility to provide this. This must be dated within 6 months of the application date.
   4. The granting of a permit does not guarantee that a parking space will be available on all occasions.
   5. The granting of a permit for the current year does not imply automatic qualification for future applications.
   6. Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our data hosting service. All information is hosted securely at the Peer1 data centre in Portsmouth and is used solely for car park management purposes. If you wish to opt out of the new ANPR parking system, please email carparking@fxplus.ac.uk. We regret that we cannot offer permits in these instances:

Permit Holders/Pre-Booked Passes: Vehicle registration and name is retained in the system until the expiry date plus 31 days;

General Users: Vehicle registration is retained in the system for 31 days.

* 1. Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our barrier and ANPR systems. All information for these services is held securely at the Newpark data centre within the UK specifically for car park management purposes. If you wish to opt out of the ANPR parking system, please email [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk) . We regret that we cannot offer permits in these instances.
  2. Barrier system data retentions are permit Holders/Pre-Booked Passes: Vehicle registration and name is retained in the system Until the expiry date plus 31 days; General Users: Vehicle registration is retained in the system for 31 days.
  3. There is a 20 mph speed limit on campus, reducing to 10 mph near the Glasney Halls of Residence.
  4. Inconsiderate parking causes problems in the local community; staff and students are politely requested to park compliantly on campus, or utilise the public transport provided. Bringing the campus into disrepute by inconsiderate parking will be referred to the institutions for further investigation. (See **section 10.0**)
  5. **Penryn Campus –** If an EV parking permit is granted then there are twelve electric vehicle chargers available to staff and students, located in car park A at Penryn Campus. The chargers are supplied by ‘pod-point’ and access to chargers is managed via the pod-point app. Information on how to charge can be found on the pod-point themselves and [here.](https://cdn-www.pod-point.com/Network-infographic-V5.png?mtime=20211206115352&focal=none) Pricing in pence/kWh for vehicle charging will be set as a pass through of the price paid for the main supply to campus. This will be updated each September.
     1. The charger types are 7kw-type 2 socket. To make sure that the charging points are only used for active charging, a penalty charge of £10 will be applied if people charge for more than 8 hours.
     2. The spaces for EV vehicles are not to be used for non-EV vehicles.

1. Parking Permit Eligibility Criteria
   1. Applicants will be considered with reference to the following criteria, and the issue of permits will be made in this order of preference.
      1. Students and staff with a disability and are blue badge holders. Blue badge holders that have a Nil/Disabled duty tax disc are exempt from paying the permit tariff. (**Section 5.0**) otherwise standard permit tariff applies (see **Section 4.0**)
      2. Staff and students living more than five miles from the Penryn Campus
      3. Students and staff with a temporary disablement will be given consideration and should apply under the ‘**Special Circumstances’** permit type but permit issue and parking will be subject to availability and supporting evidence. Standard Permit Tariff applies (see **Section 4.0**).
      4. Staff and students less than 5 miles from campus may be eligible for a car parking permit if
         1. They are more than one mile from a bus stop;
         2. They live within one mile of a bus stop but have to change bus to travel to the campus.
      5. Staff and students using an environmentally friendly vehicle\*\* who live within 5 miles (but not residents of Student Halls) can apply for a car parking permit.
      6. Staff living within a five mile radius of the campus may be eligible for a car parking permit if using alternative transport impacts childcare, working hours (i.e. shifts outside the hours that public transport operate) and other carers responsibilities. These applications are to be made through the parking portal under ‘**special circumstances’.**
      7. Motorcycles, scooters & mopeds.
         1. There is no eligibility criteria met for motorcycles, scooters and mopeds, however users will need to complete the application process and park in designated motorcycle parking areas. There will be an administration charge. Please refer to (**section 4.0**).
   2. Applications may be made online for a parking permit under ‘**special circumstances’**. Those without access to a computer should speak to HR/Line Manager if they are a member of staff or the Accessibility team if they are a student for guidance. These applications will be decided by senior representatives of FX Plus and each institution.
   3. All permits are subject to availability.
   4. Parking Permits issued for Exeter Campuses are valid at Penryn.
   5. A vehicle is classed as an environmentally friendly vehicle where it emits 100g of carbon (or less) per kilometre travelled.

\*\* The EFV classification is based on DVLA guidance. An environmentally friendly vehicle permit will be charged at 50% of the relevant permit rate, where the present eligibility criteria is met.

1. Parking Permit Tariff
   1. Staff and Students are able to apply for a Parking Permit from 1st August 2023 if they are eligible. The Eligibility criteria and pricing structure is below:

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| **Annual permit 2023/24** | |
| Blue Badge Holders | Free with tax exemption notice from the DVLA, otherwise chargeable in line with standard parking permit tariff |
| Student  (more than 5 miles from Penryn Campus) | £97.25 pa |
| Staff earning less than £10,000 pa | £97.25 pa |
| Staff earning £10,001 - £20,000 pa | £158.00 pa |
| Staff earning £20,001 - £40,000 pa | £218.00 pa |
| Staff earning £40,000 - £50,000 pa | £335.00 pa |
| Staff earning over £50,000pa | £ 425.50 pa |
| Environmentally Friendly Vehicle (EFV) | 50% of the relevant permit rate of applicant |
| Motorcycles and mopeds | £11.50 pa in dedicated solo motorcycle bays only (motorcycles can be added as a 2nd vehicle if someone holds a vehicle permit) |

* 1. Salary/postcode checks will be carried out by HR/University to ensure accuracy.
  2. Payment options for your parking permit are available on the Car Parking Portal.
  3. Pro rata prices will be taken from the 1st of the month; part months will incur a full month charge.
  4. Refunds will be based on the number of full months left of the permit, i.e., if an individual rescinds their permit on 15 March 2024, they would be entitled to a refund of 6 months pro rata.
  5. Part time employees should select the salary banding which reflects their part time gross salary as permits cannot be purchased specifically on a pro-rata basis.
  6. For the purpose of your earnings, this will include salary payments and any allowances you may receive. If you are entering into a salary deduction arrangement it is the level of pay you receive before the salary deduction.

1. Disability Parking
   1. An application is required through the standard procedure but allocation to blue badge holders is automatic. Charges usually apply and will be in-line with the overall permit tariff for 2023/24. Blue badge holders that have a tax exemption notice from the DVLA are exempt from paying the permit tariff.
   2. Blue badge holders are permitted to park within the disabled bays, but also in any designated parking bay within the main car parks (with the exception of reserved parking areas) – blue badges must be displayed at all times. Abuse of disabled parking spaces by unauthorised users is not tolerated and penalties will apply.
2. External Fitness Centre Users
   1. Fitness Centre external users (external is defined as any member who is not a student or member of staff of Falmouth, UoE, FXU or FX Plus) are allowed to park for up to 2 hours within the main car parks. All gym members must visit a pay station before returning to their vehicle to validate their exit in case of a discrepancy between arrival times. A fee will only be levied if the vehicle has been in the car park for over 2 hours. Fitness Centre staff must have validated the permit prior to exit.
   2. External gym members who remain on campus beyond this 2 hour period will be charged on exit for their stay.
3. Business Users Day Permits (BUDs)

11.1 The BUD enables any member of staff on essential business to purchase a one-day permit (covering you to come and go as necessary) to park in the main car parks (**at Penryn Campus**). It can accommodate both planned and unplanned business needs.

11.2 The first time you purchase a BUD you will need to email parkingreservations@fxplus.ac.uk (with at least 48 hours’ notice) so you can be registered on the ANPR system.

Please provide the following details in this email: Name, Department, Institution, Date and Time first required, Vehicle Registration, Cost Centre, name of principal Budget Holder and finally, please state which campus you require your BUD for.

Your request must be approved by your Institution prior to the BUD request.

11.3 Once you’ve registered all your details there will be no need to do anything else for subsequent trips - unless you have a change of vehicle.

11.4 The principal budget holder will then be given a regular statement of usage to ensure maximum transparency in this process. Your department will be invoiced monthly for your BUD use.

11.5 To cancel or amend your BUD, please email [parkingreservations@fxplus.ac.uk](mailto:parkingreservations@fxplus.ac.uk)

1. Visitor Parking
   1. Reserved parking bays can be booked by giving the name and vehicle registration details of the visitor plus the date and time of booking required, by emailing [parkingreservations@fxplus.ac.uk](mailto:parkingreservations@fxplus.ac.uk) Please ensure that you have given the required 48 hours’ notice for Visitor Day passes and that you can provide the vehicle registration number. Spaces are subject to availability and are limited to 10 spaces per booking per day between the hours of 08:30 and 17:30.
   2. A department must cover the cost of their visitors’ stay; visitor permits can be purchased. Permits can only be sold in sets of 6 and 12 at the cost of £25.20 or £50.40. A purchase order must be raised and emailed to parkingreservations@fxplus.ac.uk where the permits will be added to a database ready to be used as required (they do not expire). Department’s will be charged retrospectively for this service by invoice.
   3. If parking in one of the main car parks you will need to visit a pay station prior to exiting the campus, enter your vehicle registration number and pay the appropriate tariff. Anyone without reserved parking will park in the main car parks beyond the barriers.
   4. No guarantee for visitor parking can be made for reservations with less than 48 hours notice.
2. Hourly charges (Main Car Park)
   1. All non-permit holders will be required to visit a pay station when ready to leave the campus prior to returning to their vehicle and enter their vehicle registration number; the pay station will then display the tariff due based on the amount of time since entry through the barrier. Pay stations accept credit or Debit cards only.
   2. The parking tariffs are set below:

**Monday – Friday (between 08:00 and18.00)**

Up to 1 hour – Free

1. – 2 hours - £2.00 3+ - £1.00 per hour

**Monday to Friday** Between 5pm and 9am - Free

**Weekends** Friday 5pm – Monday 9am - Free

1. Unauthorised Parking
   1. Vehicles will be issued a Parking Charge Notice (PCN) if they contravene the following policies:
      1. Vehicles not parked in designated parking spaces will receive a PCN.
      2. Vehicles straddling parking space demarcation lines will receive a PCN.
      3. Any vehicle which is parked obstructing operations, service or emergency access will receive a PCN.
      4. Vehicles that exceed the 30 minute loading/unloading period in allocated loading/unloading bays will receive a PCN.
      5. Abuse of disabled parking spaces will not be tolerated. Only vehicles displaying a Blue Badge or valid Temporary Disablement paper permit may be parked in a disabled bay. Failure to display the relevant permit will result in a PCN.
      6. Motorcycles, scooters, and mopeds (driving licence categories P, A and B1) must park within the designated motorcycle parking areas and not in a car parking bay. Failure to do so will result in a PCN.
      7. If your car breaks down on campus please notify the Safety and Support Team so that they can provide assistance as you may otherwise receive a PCN.
      8. Fleet vehicles owned by UoE, Falmouth and FX Plus must adhere to all parking regulations. Failure to do so will result in a PCN
   2. Parking charges will be applied for breaching the above policies at £100 for a fixed penalty, or £60 if paid within 14 days (increasing to £100 thereafter). Failure to pay the amount due within 28 days of receiving the PCN will result in a debt recovery agency taking action to recover the monies owed and may lead to a ban on entering the Penryn campus car parks
   3. It is usual practice for a vehicle to be issued with one warning for the first breach of parking policy. Thereafter, the vehicle will receive PCNs for further infringements, regardless of the nature of the original warning. There are circumstances where a warning will not be issued and vehicles will receive a PCN without one warning, these breaches include: Parking on double yellow lines, parking in a dangerous manner, vehicles causing an obstruction and any instances of deliberate fraud including tailgating through barriers and use of fake permits.
   4. Any vehicle receiving Multiple Parking Charge Notices (PCN’s) may result in direct contact with line management or Student Support Services
   5. County Court Judgements (CCJ’s): Failure to pay a PCN can result in a County Court Judgement(s). Further information regarding CCJ's can be accessed via the following link:https://www.moneyadviceservice.org.uk/en/articles/dealing-with-county-court-judgements-ccjs
   6. Unauthorised exits from campus (i.e., tail gaiting) is prohibited and will result in a retrospective charging or PCN. Multiple incidents may result in direct contact with line management or Student Support Services.
   7. All vehicles parked on campus must be road-worthy, e.g., taxed, insured and where applicable, hold a current MOT certificate.
   8. All vehicles must be fitted with the correct and unobstructed number plate.
   9. Any vehicle left unattended for more than 30 days will be considered abandoned. After this 30 day period, ownership of the vehicle will be forfeited and will result in FX Plus contacting Cornwall Council to facilitate its removal.
   10. Hazardous or discourteous driving on campus may lead to a ban from bringing your vehicle onto campus, without compensation.
   11. With the exception of campus registered vehicles, parking is only available for vehicles of driving licence categories, P, A and B (except by specific authorisation) and excludes motor homes, campervans, vehicles with living accommodation and vehicles with boats/trailers.
   12. Overnight sleeping in vehicles is prohibited.
   13. Cleaning or general maintenance of vehicles on campus is prohibited.
   14. Discourtesy to staff will not be tolerated by FX Plus and could result in direct contact with line management or Student Services.
2. Equality Impact Assessment

The impact assessment process is currently being reviewed. This section will be updated following conclusion of the review.

1. Contact for Further Information
   1. All queries in relation to this policy or parking should be directed to [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk)