



MEDWAY CAMPUS CAR PARK TERMS & CONDITIONS

Definitions:

“Appointed Agent” means any parking management company as the agent appointed by the University to manage parking.

“Campus” means the premises at the Universities at Medway owned or occupied by the University of Greenwich and includes the Medway halls of residence.

“Controlled Times” means the times during which the parking tariff operates.

“Motorist” means the person in charge of the vehicle at the time of parking.

“Notice to Keeper” means letter sent by Royal Mail to the vehicle registered keeper from the Appointed Agent specifying a parking contravention and the process for settling the charge.

“University” means the University of Greenwich.

1. Scope

1.1 By parking on the Campus the Motorist agrees to these terms and conditions and is bound by them.

1.2 These terms and conditions form part of the University’s regulations which are available online at: www.gre.ac.uk/current-students/regs.

2. Use of Vehicles

2.1 Vehicles must be driven with care and consideration and in accordance with road signage.

2.2 Motorists must obey any instructions given by personnel responsible for managing the car parks.

2.3 Vehicles must be taxed and insured for the highway and maintained in a roadworthy condition.

2.4 Any damage caused to another vehicle or property whilst on the Campus must be reported to its owner and the University.

3. Entitlement to Park

Main Campus (excluding halls)

3.1 To park on the Campus during Controlled Times Motorists must obtain a valid permit. A pay and display ticket or phone payment, on its own is not a valid permit (see car park Tariff Boards for ticket details, or for a complete list of all payment options view the Medway Campus Parking Tariff online).

3.2 Members of the University based at the Campus and other staff employed at the Campus wishing to park must obtain a Medway Campus Staff or Student Permit, or a Disabled Persons Permit. Avery Hill and Greenwich Campus staff permits and Disabled Persons Permits issued at these campuses are also valid at Medway Campus. Other Motorists do not qualify for a permit unless they are authorised as a visitor or contractor under clause 3.3.

3.3 Visitors, excluding staff from other campuses that hold an annual permit, must obtain a Visitor Permit in advance by completing the online request form. Visitor Permits arranged in advance are issued and registered electronically without need for display in the vehicle. Visitors without a reservation maybe entitled to a Visitor Permit to pay and display and this must be obtained from the Security Gatehouse on arrival and displayed in the vehicle. Visiting contractors must obtain a temporary permit on arrival from the Security Gatehouse and display it in their vehicle. There is no requirement to request this in advance.

3.4 Other than visitors and contractors named in 3.3 above there is no requirement for vehicles to display a permit and no physical permits are issued. This is subject to the permit holder ensuring the permit is registered online electronically and remains valid for the vehicle in use.

Office of Facilities Management

3.5 Pay-on-the-Day Permit holders and visitors with Pay and Display Permits must also purchase a ticket from a pay and display machine validated for the vehicle in use for all periods of their stay during Controlled Times. Or pay by phone with a debit or credit card (see car park Tariff Boards for details), in which case payment is registered against their vehicle electronically and no ticket is issued.

3.6 Pay and display tickets and payments made by phone are only valid if purchased for vehicles in possession of a valid permit.

3.7 A permit, pay and display ticket / phone payment may only be used in relation to the vehicle for which it was issued / validated. If the vehicle is changed a new permit or ticket must be obtained. If a different vehicle is being used on a temporary basis this must be notified to the Appointed Agent (see car park Tariff Boards for details).

3.8 Possession of a permit does not guarantee the availability of a space on Campus.

Halls of Residence

3.9 Students living at the University Medway halls of residence or in Liberty Quays are not entitled to a permit to park on Campus unless they hold a University Disabled Persons Permit. Students living in the halls require a permit to park in the halls' car park. This permit is not valid elsewhere on the Campus.

3.10 Visitors including works contractors must obtain a Medway Halls Visitor Permit from the halls reception. Permits will not normally be issued to resident students' visitors.

3.11 Clauses 3.4, 3.7 and 3.8 above also apply in respect of permits issued to park in the halls car park.

4. Use of Car Parks

4.1 Vehicles must park inside parking bays and must be parked wholly within the bay markings. Parking on double yellow lines, hatched areas and any other area not marked as a parking bay is not permitted unless otherwise authorised by the University

4.2 Parking bays reserved for disabled people may only be used by Motorists who hold a valid Blue Badge. Blue Badges must be clearly displayed on the vehicle dash. The possession of a Blue Badge does not permit parking outside marked parking bays. The Blue Badge in itself does not provide entitlement to free parking. Free parking is available if a Disabled Persons Permit is obtained under clause 3.2.

4.3 The University reserves the right to suspend parking bays from use.

4.4 Motorists must not park in bays where use is suspended, marked as reserved, or designated for specific users unless they are authorised to do so.

4.5 Motorists who drive with excessive speed or in an otherwise dangerous manner may have their permit to park withdrawn.

4.6 Users of electric vehicles and plug-in hybrids may be able to use facilities for recharging where provided by prior agreement with the Campus Facilities Management Office. A fee is payable to reimburse the cost of electricity used.

4.7 Motorcycles and scooters must be parked in the designated motorcycle parking areas and are not permitted to be parked elsewhere.

4.8 Permission to park overnight other than in the halls of residence car park must be obtained in advance from the Security Gatehouse or Facilities Management Office.

4.9 Bicycles must be parked in designated cycle parking areas. Bicycles are not permitted inside buildings unless they can be folded. The University reserves the right to remove any bicycle left causing an obstruction or presenting a hazard.

5. Exemptions

The following vehicles are exempt from the requirement to obtain a permit:

Office of Facilities Management

5.1 Vehicles belonging to/on-hire/loan to the University or its Appointed Agents.

5.2 Emergency services' vehicles

5.3 Goods vehicles delivering to and collecting from the University

5.4 Motorcycles, scooters and bicycles

5.5 Coaches, minibuses, and other commercial passenger carrying vehicles whilst on hire to the University

5.6 Vehicles belonging to staff and students of the University outside of the Controlled Times with permission from Security to park.

6. Prohibited Activities

The following activities are prohibited in the car parks:

6.1 Causing an obstruction to other traffic or pedestrians

6.2 Causing undue vehicle noise

6.3 Dropping litter

7. Tariff

Parking on the Campus is subject to the parking charges applicable at the time detailed on signage and / or published in the Medway Campus Parking Tariff.

8. Parking Enforcement

8.1 Where an infringement occurs to one or more of these terms and conditions a Parking Charge Notice (PCN) may be issued to the Motorist by application to the offending vehicle.

8.2 The University's Appointed Agent is responsible for the imposition and collection of PCNs. The PCN fee is owed to the University and the Appointed Agent acts on the University's behalf in respect of administration and fee collection. Details of the Appointed Agent are displayed on car park signage. The University reserves the right to change the Appointed Agent from time to time.

8.3 The University or its Appointed Agent may use photographic equipment including ANPR (Automatic Number Plate Recognition) in order to gather evidence of parking contraventions.

8.4 Where a PCN is issued the charge is £60.00, reduced to £30.00 if payment is received in full within 14 days of the PCN issue date.

8.5 If a PCN remains unpaid after 28 days the vehicle registered keeper details will be requested from the DVLA and a Notice to Keeper will be sent to the registered keeper's address. If the registered keeper fails to identify the driver responsible when the PCN was incurred within 28 days of the issue of a Notice to Keeper and the charge remains unpaid, then the registered keeper will become liable for the unpaid charges under the Protection of Freedoms Act 2012. Additional costs may be incurred for late payment including any costs for debt recovery and/or court enforcement.

8.6 Motorists have the right to appeal PCNs within 28 calendar days of the Notice to Keeper issue date. For further information please refer to Section 9. Further information regarding the appeals process is detailed on the reverse of the Parking Charge Notice.

8.7 A PCN may be cancelled even when it has been issued correctly provided the Motorist can demonstrate he/she has made a reasonable attempt to comply with these terms and conditions. A fee must be paid by the Motorist to cover the administration cost incurred by the University relating to issue of the PCN.

8.8 Where a registered keeper has outstanding PCN debts and is a member of the University, the University reserves the right to request that the debt is paid directly to the University.

Office of Facilities Management

8.9 Where members of the University commit repeated and or serious breaches of these terms and conditions they may be liable to formal University disciplinary proceedings being brought against them and or their permit may be cancelled and or their right to park on Campus withdrawn.

8.10 Other Motorists or registered keepers not being members of the university and who hold a permit may have this cancelled and or their right to park on Campus withdrawn if they commit repeated and or serious breaches of the terms and conditions.

8.11 Where a vehicle has been left causing an obstruction the University or its Appointed Agent reserves the right to move the vehicle by use of a suitable device.

8.12 The University reserves the right to stop any vehicle entering the Campus and withdraw any permit from use if it feels it has reasonable cause to do so.

8.13 The car parks are operated in accordance with the British Parking Association Code of Practice for Enforcement of Parking on Private Land.

9. Appeals

The appeals process is detailed on the rear of the PCN. Appeals against a PCN must be submitted in writing to the Appointed Agent in accordance with the instructions on the rear of the PCN. Appeals made directly to the University will not be dealt with unless first having been brought to the attention of the Appointed Agent. Appeals must be made within 28 calendar days of the Notice to Keeper issue date. Once an appeal is received the PCN will be automatically placed on hold until the appeal is reviewed and a decision is made. Should the appeal be unsuccessful an appeal can be made to the Parking on Private Land Appeal service (POPLA) which is an independent body, details will be provided as necessary with any appeal rejection letter.

10. Abandoned Vehicles

The University and its Appointed Agent reserves the right to remove from Campus any vehicle, (including motorcycles, scooters and bicycles) it assumes to be abandoned. Reasonable attempts will be made to contact the owner and there will be at least 28 days notice prior to the vehicle's removal and disposal.

11. University Liability

All vehicles are brought onto the Campus at the owner/driver's risk. The University and its Appointed Agent will not be held liable in respect of loss, theft, and / or damage caused to any vehicle or its contents whilst on the Campus.

12. Complaints

Complaints in the first instance must be made in writing to:

Transport & Green Travel Manager,
University of Greenwich,
Facilities Management Office,
Avery Hill Campus
Avery Hill Road, Eltham,
London, SE9 2UG.

13. Changes to Conditions

The University has the right to withdraw, suspend, or amend, all, or any part of these terms and conditions, with or without notice, if it feels it has reasonable cause to do so.

Ends