



AVERY HILL CAMPUS CAR PARK TERMS & CONDITIONS

Adopted June 2011

Revised September 2013

Definitions:

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

“Campus” means the premises at Avery Hill Campus owned or occupied by the University.

“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

3.1 To park on the Campus during the Controlled Times Motorists must purchase a pay & display ticket or if entitled, obtain a permit. Tickets and permits are detailed in the Avery Hill Campus Parking Tariff.

3.2 Staff based at the Campus wishing to park may obtain an Avery Hill Campus staff permit from the Transport Office as an alternative to a pay & display ticket. Greenwich and Medway Campus staff permits are also valid at Avery Hill Campus.

3.3 Students living in the Student Village on Southwood Site are entitled to an annual permit from the Accommodation Office to park on Southwood Site only. It is not valid elsewhere on Campus.

3.4 Students and staff who hold a valid Blue Badge are entitled to a University Disabled Persons Permit from the Facilities Management Office which provides free parking for the duration of the Blue Badge at any of the University campuses. The Blue Badge in itself does not provide entitlement to free parking.

3.5 Other Motorists not stated in 3.2 to 3.4 above do not qualify for a permit unless pre-authorised by the university as a visitor or contractor.

3.6 Pay & display tickets are available from any of the Campus pay & display machines and must be purchased for all periods of stay on the Campus during the Controlled Times. Payment may alternatively be made by phone with a credit or debit card as detailed in the Avery Hill Campus Parking Tariff, in which case it is registered electronically and no ticket is issued.

3.7 Whilst parked on Campus during the Controlled Times Motorists, must display their pay & display ticket or permit in their vehicle windscreen with its details clearly visible for inspection, unless payment is made by phone as above. It is the responsibility of the permit holder to ensure the permit is valid.

3.8 A pay & display ticket or permit may only be used in relation to the vehicle for which it was issued. If the vehicle is changed a new ticket or permit must be obtained. If driving another vehicle on a temporary basis the Transport Office must be notified in advance.

3.9 Possession of a permit does not guarantee the availability of a parking space nor does it provide any priority over other Motorists.

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. Free parking is available if a Disabled Persons Permit is obtained under clause 3.4. Otherwise a pay & display ticket must be purchased during the Controlled Times.

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. Maximum time periods of bays designated for short stays must be respected.

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

4.6 Users of fully electric vehicles 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 on Southwood Site 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 and display a permit:

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 Any vehicle parked outside of the Controlled Times

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

6.4 Any other activity in breach of a university regulation

7. Tariff

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

8. Parking Enforcement

8.1 Where one of the following parking infringements occurs a Parking Charge Notice (PCN) may be issued to the Motorist:

[24] Not parked within the markings of a bay or space
[40] Parked in a disabled space without clearly displaying a valid disabled persons badge
[81] Parked in a restricted area of a car park
[82] Parked after the expiry of time in a pay & display car park
[83] Parked without clearly displaying a valid ticket / permit
[86] Parked beyond the bay markings
[94] Parked without displaying a valid ticket/permit
[AO] Other

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 will be displayed at the main car park entrance. 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 in order to gather evidence of parking contraventions.

8.4 Where a PCN is issued the charge is £60, reduced to £30 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 may/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 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. Failure to pay PCN debts is considered a serious breach of these terms and conditions.

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 thereby withdrawing their right to park on Campus.

8.10 Other Motorists or registered keepers, not being members of the university, and who hold a permit may have this cancelled and 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 placed automatically 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