



# UNIVERSITY OF WEST LONDON

## CAR PARKING POLICY

(01 August 2023 to 31 July 2024)

Responsibility of	Head of Security
Approved by VCE	04/07/2023
Next Revision Date	June 2024

## Introduction

Like many urban based universities, our sites are constrained with limited scope to provide parking for all staff, students and visitors who wish to drive.

The university's priorities are to operate a safe, equitable and efficient policy for parking at specific sites.

In 2020, the university declared a Climate Emergency and committed to becoming a net zero carbon institution by 2030. We will be actively reviewing ways of reducing carbon emissions from car travel. To help us deliver this target, we highly encourage all staff to prioritise active travel such as walking and cycling, as well as utilising public transport when commuting to work.

Since September 2020, the university introduced free car parking to support staff returning to work following the lifting of covid lockdown. Whilst this support has helped many staff overcome the complexities of post pandemic public transport. It has also increased the number of UWL car parking permit holders who drive to work by 350% over this period.

Consequently, to balance the demand for on site parking with our net zero obligations, there will be a one-off card payment of £100.00 for a staff car parking permit for the 2023/24 financial year. This will cover onsite car parking for the period 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024. This equates to £1.92p per week for car parking.

Furthermore, drivers of EV will pay 55p per kWh to charge EV on campus. This compares favourably with cost for EV charging across the local area.

We have improved our electric vehicle charging infrastructure to meet the current demand for EV charging on campus and hope to continue with this trend as demand increases.

All UWL car parking permits issued for the 2022/23 will be void after 31 July 2023 and staff who wish to continue to drive to work and utilise available car parking, should reapply for a new car parking permit valid for the period 01 August 2023 to 31 July 2024.

### A. Car Parking Provision 01 August 2023 to 31 July 2024

Location	Standard Bays	Disabled Driver Bays	EV Bays	Total Bays	Motorbikes	Bicycles	Other Uses
SMR - The Park	24	2	6	32	6	70	Loading/Unloading Refuse Containers
SMR – Warwick	24	2	4	30	5	0	Loading/Unloading includes Pillars CP
SMR - Service	1	0	0	1	0	46	Loading/Unloading
<b>SMR Total</b>	<b>49</b>	<b>4</b>	<b>10</b>	<b>63</b>	<b>11</b>	<b>116</b>	

Paragon House	57	3	0	60	2	76	Loading/Unloading Refuse Containers
Cavendish House *	20	0	0	20	Use Century	30	Loading/Unloading Refuse Containers
Century House*	21	2	0	23	6	48	Loading/Unloading Refuse Containers
<b>Total</b>	<b>147</b>	<b>9</b>	<b>10</b>	<b>166</b>	<b>19</b>	<b>270</b>	

\*Note: Plan to build at rear of Century house for Long Stay – access controlled and secured sheltered 59 semi vertical cycle spaces by December 2023.

## Summary

1. Parking is for holders of the 2023/24 UWL staff car or motorbike parking permits and available via our online car parking permit application and booking system.
2. All parking is offered on a first come, first served basis and having a parking permit does not guarantee parking.
3. Parking is free to UWL students with valid disabled blue badge
4. A UWL issued parking permit is required for all staff vehicles (and motorbike permit for students)
5. There will be a £100 fee to register and apply for a staff car parking permit.
6. There will be a £10 administrative charge to register staff and student motorbikes and be issued with a motorbike permit.
7. Staff can register vehicle, apply for a parking permit and pre-book car parking spaces via the online portal [www.uwlparkingpermit.com](http://www.uwlparkingpermit.com)
8. Students can register their motorbike and apply for motorbike parking permit via the online portal [www.uwlparkingpermit.com](http://www.uwlparkingpermit.com).
9. Online booking system will open at 12 noon every Sunday for staff to book their car parking for selected days in the subsequent week. Bookings can be made for one week period only when the system opens. However, staff who are unsuccessful with their initial attempts can revisit the website as many times throughout the week, to check for availability due to cancellations and release of additional number of bookable spaces.
10. E.g., Staff requires car parking for week commencing Monday 31<sup>st</sup> July to Friday 4<sup>th</sup> August 2023. Can attempt to book their car parking no earlier than Sunday 23<sup>rd</sup> July at 12noon when the online system opens to accept car parking requests for the succeeding week Tuesday 1<sup>st</sup> Aug to 6<sup>th</sup> August. (pls. note Monday 31<sup>st</sup> July last day of the 2022/23 parking permit period).

- If unsuccessful to get bookings for all 5x days required, from Monday to Friday, or if booking was successful for 3 out of the 5 days required, to secure booking for the remaining 2 days, the staff can continue to visit the online booking site as many times as they wish to between 23rd July until the date or dates the parking is required for expires.
11. Students with valid disabled blue badge should pre-book parking in advance by emailing facilities helpdesk; [falicitieshelpdesk@uwl.ac.uk](mailto:falicitieshelpdesk@uwl.ac.uk) for PEAK TIME parking. Please note all car parking is offered on a first come, first park basis with no guarantees.
  12. No parking permit fee or administrative charge will apply to students who are holders of a valid disabled blue badge. Proof of your valid government issued disabled blue badge in your registered student name will be required before booking a parking space.
  13. Free student car parking at SMR, Paragon House and Uxbridge Road site is available ONLY during the OFF-PEAK periods from 5pm to 10pm Monday to Friday and 8am to 6pm at weekends (or at closing times advertised at each car parks).
  14. Peak time parking is defined as the period 7.30am to 5pm Monday to Friday. Off-peak parking is 5pm to 10pm Monday to Friday and 8am to 6pm Saturday and Sundays for accessible car parks.
  15. UWL staff and students with disabled blue badge with confirmed bookings can access the following car parks at peak and off-peak times, if displaying a valid parking permit:
    - SMR Site** - 'The Park' and Warwick Road car parks from 7.30am to 10pm Monday – Friday, 8am to 6pm Weekends.
    - Uxbridge Road Site** - Cavendish and Century House car parks from 7.30am to 8.30pm Monday - Friday.
    - Brentford Site** - Paragon House car park from 7.30am to 10pm Monday - Friday, 8.30am to 4.30pm Saturdays
  16. All of the above applies equally to staff and students drive or wish to register Electric Vehicles (EV) for onsite parking. Additionally, owners of EV should specify this when they register their vehicle and apply for a parking permit (for qualifying groups). This is important because you can only Book an EV charging bay if you registered your car as Electric vehicle when you apply for the parking permit.
  17. Where demand for EV charging bays falls below the current EV charger provision on site, we may allow some EV charging bays to be made available on the car parking booking platform to staff with non-EV cars.
  18. Visitor parking is discouraged, exception will be made for those on very important university business and all requests for visitor parking will require Head of Security, PSD director or VCE endorsement before a space is booked by the facilities helpdesk.

19. Please be a responsible car park user and show consideration to other colleagues who require car parking on campus by immediately cancelling your booking online or notifying Facilities Helpdesk if you no longer require a confirmed car park booking.

20. Those who park vehicles on campus will be deemed to have accepted this policy as the terms and conditions which apply if you choose to park on UWL premises or on any off-campus car parks approved and managed by UWL.

The university reserves the right to make changes to the car parking arrangements for business reasons, which may include amendments to all or parts of the policy, cancellations of confirmed bookings or closure of car park(s). The changes may be with short notice and any such change will be communicated via UWL announcements or other appropriate methods.

### **How to Apply for a Parking Permit and Book Car Parking**

Please visit here: <https://www.uwlparkingpermit.com/> to register your car or motorcycle, apply for a parking permits and book car parking.

You will be required to make a one-off card payment of £100 for annual staff parking permit or £10 admin charge when you register your motorbike.

On receipt of confirmation of car parking permit payment, staff will then qualify to use the online parking portal [www.uwlparkingpermit.com](http://www.uwlparkingpermit.com) to book car parking. When parking permit payment is confirmed, the system will issue you an automatically generated unique “car park user number”

You will require your parking permit ‘car park user number’ and/or card payment reference number, in other to make your booking.

### **How to Charge Your EV on Site Using The Mer App: Mer Connect**

1. Staff - Register your vehicle online and apply for a UWL staff parking permit at: [www.uwlparkingpermit.com](http://www.uwlparkingpermit.com). Go to step 3
2. If student, find a free EV bay and go straight to step 4. (Note: off peak parking access only, except if holder of disabled blue badge and have pre-booked).
3. Book an EV charging bay at [www.uwlparkingpermit.com](http://www.uwlparkingpermit.com)
4. Download the MER Connect UK App from the App store or visit: [uk.mer.eco](http://uk.mer.eco)
5. Register and create a user account with MER
6. Account set up completed
7. Simply follow the instructions on the charger at your booked EV charging bay
8. To learn more about how the Mer App works visit: [uk.mer.eco/how-it-works](http://uk.mer.eco/how-it-works)

### **Indemnity and Responsibilities for EV Charging**

Mer Connect UK are operating independently to facilitate the supply of electricity and payment receipts for EV charging. Therefore, the EV charge payment transaction is between the user and Mer Connect UK. Any transaction to supply/purchase EV charging on site will be no different to a user undertaking such transaction with a publicly accessible EV charge point.

Consequently, all users of EV charge points Installed on UWL car parks are reminded to check and read the terms and conditions for users of the Mer Connect UK App and be satisfied before completing registration to use the app for EV charging.

Mer UK Ltd is the vendor that also supplied the EV charge sockets for the university. They are contracted to service and maintain the EV charge sockets and manage the purchase of EV charge.

The University will bear no liabilities or be responsible or for any issues or dispute that arises around EV charge payments and/or contract between users of EV chargers on site and Mer Connect UK or any other operators appointed to manage the same service.

Registered users of the Mer Connect UK App should direct all enquiries relating to electric charging transactions by contacting the customer service number in front of each EV chargers.

All faults to EV charging equipment and general enquiries relating to EV charging on UWL premises can also be directed to [facilitieshelpdesk@uwl.ac.uk](mailto:facilitieshelpdesk@uwl.ac.uk) or by telephone on 020 8231 2099.

Users of EV charging bays or chargers will bear the full cost of any damage to EV charger units. Any malicious use or damage by a user with be reported to UWL HR, office of the University secretary or direct employers for recovery of repair/replacement costs or disciplinary sanctions whichever may apply.

### **Organisational Responsibilities**

Director of Property Services

Shall have delegated responsibility for implementation of this policy and ensuring the health and safety of employees, students, visitors and contractors who visit the car parks, as well as minimising the impact on the surrounding community.

Heads of Schools and CSD Directors

Shall be responsible for ensuring that this policy is adhered to within their schools / departments

Security

The University Head of Security shall have full responsibility for the policy and management of the car parks, supported by the campus security team, facilities helpdesk, finance and IT departments. The head of security will work in conjunction with UWL IT, finance and legal services department to ensure any firm or suppliers involved in the designing and development of online portals and materials, including payment processing abide by relevant UWL policies and procedures including regulatory compliance.

Staff, students and others who use our car parks are required to co-operate with the University security teams to achieve the aims and objectives of this car parking policy.

Facilities Helpdesk, Finance and IT

The facilities helpdesk will operate in parallel with the online parking platform to manage the registration of cars/motorbikes, application and issuing of car/motorbike parking permits and visitor bookings, general car park booking queries, cancellations and all other general matters relating to car parking on UWL premises.

UWL Finance is responsible for bank/card processing and collection of all parking permit and EV charging payments. The facilities helpdesk will issue parking permits to staff only on receipt of confirmation of debit/credit card payment by Finance.

IT department will provide advice and guidance on information security and data processing.

## **Parking Arrangements**

### **SMR and Brentford Campus**

Staff Parking (Cars and Motorbikes)

UWL Staff with parking permits and disabled blue badge holders can access the following car parks at the times stated:

SMR site

- **'The Park'** car park, SMR Campus W5 5RF - 7.30am to 10pm Monday – Friday, 8am to 6pm Saturday and Sundays.

Brentford site

- Paragon House car parks, TW8 5GB - 7am to 10pm Monday to Friday, 8am to 4.30pm Saturdays. Closed on Sundays.

To access the car park on arrival at the automatic barriers, use the intercom to provide your name to security. Security will grant access if the details are listed on the reserved/confirmed booking list for the day. Exiting from the car park is by automatic operation of the Exit barriers via ground induction loops or as directed by a member of the security team.

Student Parking (Cars)

Student can access the following car parks ONLY during the off-peak times stated below. The only exception to this is students with disabled blue badge who can park at both peak and off-peak times.

Student parking is free of charge and no permit is required. UWL issued ID card will be required by security as proof of identity and qualification for parking.

SMR Site

- **'The Park'** car park, SMR Campus W5 5RF – 5pm to 10pm Monday – Friday, 8am to 6pm Saturday and Sundays.

Brentford site

- Paragon House car parks, TW8 5GB – 5pm to 10pm Monday to Friday, 8.30am to 4.30pm Saturday (only when the site is opened on selected weekends).

There is strictly no general student parking at the above car park between 7.30am to 5pm Monday to Friday. This restriction does not apply to students who hold valid disabled blue badge.

Student Parking (Motorbikes)

Motorbikes must be parked in the allocated area only or as directed by security. All motorbikes must be registered and a motorbike parking permit obtained as condition of parking on university car parks.

A £10 annual admin charge will be paid to register and obtain a permit for one registered motorcycle per student only.

SMR Site

- **'The Park'** car park, SMR Campus W5 5RF – 7.30am to 10pm Monday – Friday, 8am to 6pm Saturday and Sundays.

Brentford site

- Paragon House car parks, TW8 5GB – 5pm to 10pm Monday to Friday, 8.30am to 4.30pm Saturday (only when the site is opened on selected weekends).

Students and Staff with disabled blue badge

No parking charges will apply for student holders of government issued disabled blue badge. UWL student and staff with valid disabled blue badge can access the following car park at the times stated.

SMR Site

- **'The Park'** car park, SMR Campus W5 5RF - 7.30am to 10pm Monday – Friday, 8am to 6pm Saturday and Sundays.

Brentford site

- Paragon House car parks, TW8 5GB – 5pm to 10pm Monday to Friday, 8.30am to 4.30pm Saturday (only when the site is opened on selected weekends).



There is no guaranteed availability of disabled parking bays, as all parking is offered on a first come first served basis.

Students and Staff with valid disabled blue badge may use standard parking bays if no disabled bay is available.

Disabled badges MUST be made available for validity inspection on request by security staff. This must also be displayed on the vehicle dashboard and in full view from windscreen whilst parked.

Students may be required to present their UWL student ID card to security for verification before access is granted through the entrance barriers.

### **Warwick Road Car Park**

This car park bays are permanently allocated for use by VCE members and nominees, authorised PSD management staff, UWL fleet vehicles, pre-approved termed contractors, loading and unloading by delivery vehicles and as an over spill car park on certain occasion.

There are 4 EV charging bays for pre booked staff vehicles with EV parking permits.

No delivery vehicle or deliveries shall be permitted or received via Warwick ar park before 8am Monday to Sunday, unless by special arrangement and authorisation by the head of security or director of PSD. All suppliers of goods, contractors and sub-contractors should be advised of the restrictions that apply as part of their delivery schedule, including NOT to park in surrounding residential streets, especially those in the immediate vicinity of the university campuses.

Should a delivery or contractor vehicle arrive before the car park gates open, they must find alternative location or public car parks to wait.

Strictly no heavy-duty vehicles allowed inside this car park without the full authority of Property Services Director or Head of Security.

Parking times and other restrictions may be amended at any time by the University.

#### **Gates open / close:**

Monday to Friday 7.30am to 10.30pm  
Saturday and Sundays 8am to 6.30pm

To access the car park on arrival at the automatic barriers, use your staff ID card to operate the automatic barriers, if you are an approved user of this car park, your ID card will have the access rights assigned, Alternatively, you can use the intercom to provide your name to security. Security will grant access if the details are listed on the reserved/confirmed booking list. Exiting is by automatic operation of the Exit barriers via ground induction loops

**Pillars Restaurant Car Park**

Access to this car park is for pre-booked customers of Pillars restaurant and priority accorded to those with disabled blue badge. In certain circumstances, this car park may also serve as overspill parking for contractors and approved parking permit holders.

**Uxbridge Road Car Park (Cavendish and Century House)****Parking Arrangements –****Staff Parking (Cars and Motorbikes)**

UWL Staff with parking permits and disabled blue badge holders can access the car parks at the times stated below:

- Cavendish House 57-59 Uxbridge Rd, Ealing W5 5SA. Open 7.30am to 8.30pm Monday – Friday. Closed on Saturday and Sunday.
- Century House 61-63 Uxbridge Rd, Ealing W5 5SA. Open 7.30am to 8.30pm Monday – Friday. Closed on Saturday and Sunday.

Uxbridge Road car parks operates a one-way entry and exit system to the larger car parks at the rear of Century and Cavendish house. Access to both Cavendish and Century car parks will be via the automatic car park barriers at the front entrance of Century House tunnel and exiting is by use of your UWL ID card to operate the automatic barrier at the rear of the Cavendish House undercroft leading out unto Uxbridge Road.

The Cavendish undercroft, however, supports a two-way vehicle traffic as it is a route shared with the neighbouring commercial property who it to enter and exit from their car park at the rear of their property. Users of UWL Uxbridge road car parks MUST lookout for other oncoming vehicles when exiting from the Cavendish undercroft. Waste collection trucks and larger delivery vehicles to UWL will also use the Cavendish house undercroft for entry and exit to Cavendish or Century rear car parks.

There are intercoms by the barriers with links to Century House security desk to remotely operate the barriers for entry/exit or ask for support.

**Student Parking (Cars)**

Student can access the Uxbridge Road car parks ONLY during off peak times stated below. Student parking is free and no permit is required. UWL issued ID card may be required by security as proof of Identity and qualification for parking.

- Cavendish and Century House car parks, W5 5SA: Monday – Friday 5pm to 8pm or until building closure. Saturday or Sunday opening is subject to teaching timetable at the site.

**Student Parking (Motorbikes)**

There are motorcycle parking areas at the front of Century House. Motorbikes should be parked in the allocated area only or as directed by security. All motorbikes must be registered with the facilities helpdesk and application and possession of a motorbike parking permit is required to ride and park motorbikes on university car parks.

A £10 annual admin charge will be levied to register and obtain a permit for one student motorcycle only.

**Fountain House (Reading Campus)****Staff and Student Parking**

There is no provision for staff or student parking at Fountain House, Reading.

The adjacent Broad Street Mall (RG1 7QE) has multi-storey car park and is open to the public. This car park is owned and managed independently of the University, by a private firm and currently offers 24hours car parking at £14. Other charges apply for hourly parking.

Broad St Mall car park also offers an 'Early Bird Rate' for those who enter the car park between 6am – 8am and leave before 23:59hrs the same day. The Early Bird rate is £7 for the day. If you enter the car park after 8am you will be charged at the standard hourly rate. This is a public tariff and subject to change at any time.

Please note for UWL staff and student arriving at the Broad Street mall car park after 8am and intend to spend more than 3 hours on site, a special discounted rate of £7.50 can be applied to the ticket for the whole day, if and only if you scan the car park ticket at the Validation Machine located at Fountain House 10<sup>th</sup> floor reception desk.

Staff and students are advised to check on all restrictions that apply to these public car parks as UWL will take no responsibilities for any fines or penalties issued as information and guidance provided in this policy is correct at the point of going to print and we will endeavour to publish updates when there are key developments or new information.

Other, local car parks are available with advertised rates.

For further details visit: <https://www.reading.gov.uk/article/12612/Broad-Street-Mall-car-park>

Staff and students who require further assistance on car parking arrangement at Fountain House, should contact the receptionist or security at the 10<sup>th</sup> floor reception on 020 8209 4200 or Ext. 4200

Post and Distribution staff arriving at Fountain House in UWL fleet vehicles are allowed short term parking by Broad Street Mall security at the basement car park in Fountain House.

**Visitor Car Parking**

Visitors should not be offered car parking unless it is essential and requested prior to the visit. Visitors should be encouraged to travel by public transport where possible unless the visit and requests is for very important university business. All requests for visitor parking will require Head of Security, PSD director or VCE endorsement before a space is booked by the Facilities Helpdesk. Less than 5% of car parking provision across all UWL campuses is available for visitor parking.

**Contractors' Parking**

All contractors and sub-contractors to the University should make their own parking arrangements outside the university. In exceptional cases and business critical emergencies, university termed contractors who carry out regular maintenance on Lifts, Plants and other Equipment, Access Control, Fire and Intruder Alarm Systems, may be provided parking at SMR, Paragon house or Uxbridge road car parks, subject to availability. These must be pre-booked with Facilities Helpdesk and authorised by the or the head of security or PSD director.

All contractors must report to reception/security on arrival and obtain date and time stamped parking permit which should be displayed on the vehicle.

Where parking is for the purpose of unloading/loading goods, tools and equipment, vehicles must be removed and taken to alternative parking areas (off UWL premises) after the unloading or loading activity.

All contractor's vehicles must be removed from the car park before the car park gates are closed.

Car park opening times / restrictions / charges may be amended at any time by the University.

**Loading and Unloading**

Students returning or collecting loaned equipment from the MRC and staff who wish to off-load, or load goods or other materials may be allowed 30 minutes of parking ONLY. Please cooperate with the security team to enable them to support you in this regard. You may be asked to produce your UWL student/staff ID card.

Staff and students using the drop-off point must remove their vehicle from the car park once the materials are off-loaded/loaded

Any abuse of the 30 minutes parking concession for loading and unloading may be viewed as a violation of this policy and result in loss of future parking concessions and/or disciplinary steps being taken by the university for frequent or flagrant disregards of the parking policy.

No loading or unloading of heavy-duty vehicles in The Park car park is allowed without the prior approval of the Director of Property Services or Head of Security and no

deliveries to sites permitted before 07.30hrs Monday to Friday or 08:00hrs on Saturdays and Sundays.

### **Overnight Parking**

Staff wishing to use the car parks outside of the published hours or overnight should contact the Facilities Helpdesk. Strictly no student, visitor or contractor vehicles should be left overnight on university premises. Any vehicle left overnight without prior approval of the head of security, PSD director/deputy or member of VCE, will be deemed to have parked in violation of this policy and subject to warning, ban, reported to relevant law enforcement agencies or other disciplinary measures.

### **Parking Controls and Restrictions**

All parking on university premises is provided as a concession only. It does not form part of any terms and conditions of employment or contractual conditions to work or study at or within University of West London. The university reserves the rights to amend, suspend and cancel all or any parts of this agreement, giving as much notice as reasonably possible.

Students who qualify for use of a disabled space should ensure that they park firstly in a designated disabled bay. All other car park users should refrain from parking in designated disabled bays. Disabled bays can be found at the bays closest to building main entrances and are clearly marked.

The University reserves the right to suspend all access to car parking spaces from time to time, to accommodate an organised event/activity.

When the university car parks are full, it is strongly recommended that alternative personal arrangements are made to park in other local or publicly accessible car park. It is serious breach of the student code of conduct and staff contract of employments for student or staff to park their vehicles on the driveway of our local residents/neighbours without reasonable consent or written contract. Such violations would be viewed as unreasonable behaviour which brings UWL to disrepute and may be subject to disciplinary procedures being instituted.

When the car park is full vehicles are not permitted to queue by the entrance gates, obstruct traffic on the adjoining road, obstruct access to driveways or park on driveways of resident's property.

Waiting is not permitted anywhere on these roads and access routes - 'The Park', Paragon service/access road to NHG buildings, Cavendish and Century House undercroft/tunnels. These restrictions are important, so as not to cause obstruction to other road or car park users as well as avoid disruptions and nuisance to local neighbours.

We have a responsibility to the local community to minimise any disruption to their lives and enjoyment of the surrounding area.

Unauthorised parking is not permitted on a bay with reserved sign or coned off, shuttle bus stop, loading bays or other unauthorised location at any UWL site or as advised by security staff.

You must not park a non-EV in an EV charging bay unless authorised to do so a member of the security team.

All private vehicles must be removed from the car parks by the car park published closing times and certainly before the car park gates are closed

Due to current binding agreement between the University, Ealing Council and the local residents, security will not open the car park gates at SMR campus after they are closed at the published closing times. Gates may be opened after the closing time for Emergency Services only or with UWL VC, Snr DVC or DVC approval.

**At Paragon House car park, some car parking spaces are designated for the use of Notting Hill Genesis (NHG – apartment/accommodation blocks at rear of Paragon house) and form no part of the University’s parking arrangements. These spaces usually with orange-colored notices are marked “for NHG authorised visitors ONLY”. Parking enforcement agents appointed by the landlords at NHG, manage these bays, the access/service road and other marked prohibited parking areas.**

These agents will issue Parking Contravention Notices (PCN) with fines to anyone (staff, students and visitors) found violating the parking regulations that exists on the site. There are parking notices displayed on the site which outlines the offences and parking fines for parking violations that breach contract between the motorist and the landlord. The university will play no part in any disputes for such fines.

Staff and student should note that the access/service road, entrance road to the campus, and other hatched emergency access and double yellow marked areas within the Paragon car park, are on land owned by the private company (NHG) and nobody is allowed to park there. Parking on the double yellow access road is unsafe and a source of concern for the London Fire Brigade (LFB), as vehicles block the access road and emergency access gates to neighbouring properties.

There are additional parking bays along the left side of the Paragon building as you approach Paragon House from Boston manor road. These are secured with protective bollards and chained locks and be released on demand to UWL staff with valid parking permits or pre-booked approved visitor parking.

Any staff arriving without a valid car parking permit on display on the registered vehicle dashboard may be refused access to car parks.

### **Operational Procedures**

The UWL head of security is responsible for the car park policy and management of the car parks. The security team supports the head of security and are responsible for the following:

- seeking resolution to day-to-day car parking issues at all sites and in surrounding roads where UWL staff, students, visitors and contractors are alleged to be causing a nuisance
- ensuring that drivers park in the correct place
- traffic management and orderly entry to and exit from the car parks
- providing advice and assistance to staff, students, visitors and contractors on parking arrangements
- providing daily report of confirmed booking /reserved car parking lists for all car parks and ensure only those on the reserved/confirmed booking lists are allowed access into the car parks.
- ensuring those who have registered for a parking permit with facilities helpdesk and others on the approved list for reserved parking, display relevant car parking permit as evidence of having paid the applicable parking fees
- monitor and report those who violate the University's parking rules
- ensuring visible signage is in place, advising all vehicle owners (whether authorised or otherwise) who chose to utilise the University's car park facilities, that they do so at own risk and the University takes no liability for any damage to vehicles or theft from vehicles whilst parked on university premises.
- notifying new staff and students of the procedures to register car and motorcycle details with facilities
- escalate any breach of the car parking policy to the Director of Property Services as appropriate.

### **Method of Operation**

Parking must be within the marked parking bays and within permitted times. There are however additional restrictions to certain car parks for visitors, contractors and students, (See appropriate local times and restrictions that apply).

Other designated areas are:

- The main car park at Paragon House, SMR and the Uxbridge Road site car parks are accessible via physical barrier operated by swipe ID card readers for staff with valid parking permits and students with valid disabled badges or via entry phone intercom remote systems.
- Access to the main car park for all other authorised students/contractors/visitors and delivery vehicles is via Intercom system at the barriers, remotely operated from the security/reception desk, during permitted and/or building operational hours.
- Marked access routes must be kept free always.
- Disabled parking bays must only be used by disabled badge holders, unless authorised by the car park management.

- Reserved parking bays may only be used by specific staff who are authorised to park in these spaces.
- Reserved visitors' bays may only be used by authorised named users. All visitors parking must be prebooked with facilities helpdesk via email to [FacilitiesHelpdesk@uwl.ac.uk](mailto:FacilitiesHelpdesk@uwl.ac.uk) or telephone on ext.2099.
- Motorbikes should be parked on designated motorcycle bays or as directed by security staff.

Parking concessions may be withdrawn from any person persistently violating UWL's parking regulations.

The university reserves the right to use or alter the technology that it deems appropriate to manage parking as well as vehicle access and exit from its car parks. This may include but not limited to the use of ANPR (Automatic Number Plate Recognition), manned/unmanned access control barriers with or without magnetic/chip/electronic swipe access card operation and online car parking booking portal.

### **Loss and Damages**

Staff, students, visitors and contractors who park on UWL premises do so at their own risk. University of West London will not accept liability for loss, damage or theft to or within a vehicle.

### **Driving on the Campus**

The laws which apply to public roads also apply to the roads and access routes on university's campus and all road signs should be obeyed. The university may apply disciplinary proceedings for careless driving or for driving in excess of the 5-mph speed limit on its premises.

All motor vehicles must be covered by relevant motor insurance, have a current MOT where appropriate and current Vehicle Excise Licence.

Cars must only be driven on the roads and in the car parks, never on footpaths, or paved or grassed areas. Offenders may be disciplined and/or charged for any costs incurred in investigations and restitution for damage caused.

Trailers, caravans, campers and boats must not be parked on campus.

Cars should not be left on campus overnight without permission.

Cars apparently abandoned on campus for more than forty-eight hours may be removed and the owner charged for any costs incurred.

### **Health and Safety**

All UWL car park users agree to abide by the terms and conditions outlined within this policy and in conjunction with University of West London's Health and Safety Policy.



## **Parking Regulations and Violations**

These regulations apply to all staff, students, visitors and contractors to all university car parks.

Any holder of a parking permit who contravenes these regulations may have their right of access to the car park or permit withdrawn at the discretion of the Head of Security.

All users of motor vehicles must comply with the Highway Code.

All users must abide by traffic signs and notices in all university car parks and follow any instructions given by Security staff.

All information provided on applications for a parking permit, reserved parking and disabled badge must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the permit and possible disciplinary action being taken.

Anyone who has a confirmed car park booking must ensure they notify facilities helpdesk in good time if the space is no longer required on all or any of the confirmed date(s). Persistent failure to notify Facilities Helpdesk when a booked car parking space is not required and unused, may lead to warnings from the Head of Security and possible ban or temporary suspension from parking on campus and claiming any expense for parking where this concession apply.

Permit holders must immediately inform Facilities Helpdesk of any changes to their motor vehicle details (for example following the purchase of a new car). A replacement permit with the new vehicle details will be issued subject to satisfaction of all the car park charges and return of the old permit issued. There will only be one permit issued to a staff member and for one vehicle only.

Pedestrians and cyclists must keep to the designated routes within the car park and use walkways/pathways, dropped kerbs and hatched or marked pedestrian crossings.

It is prohibited,

- to alter, tamper, duplicate, forge or transfer to another person or vehicle, a parking permit / parking charge ticket in any way. This will result in the cancellation of parking permit and lead to disciplinary proceedings.
- for non-holder of disabled blue badge to park in a marked disabled driver's bay
- to park in a reserved space if you are not the named individual for that space
- to cause an obstruction

- to park a non-electric vehicle in an EV charging bay without the approval of Head of security, Director of PSD or written confirmation by facilities helpdesk.
- to park on yellow lines (also identified on some paving and car park edges) and on cross-hatched areas
- to double park unless express approval has been granted for special circumstances.
- to park in a location in which a notice prohibits any parking, for example outside emergency exits, plant rooms or delivery zones
- to park in an area marked as temporary or permanently allocated for use by visitors or in connection with maintenance or construction work
- to park outside of a designated parking space, for example on grassed verges or on pavements or in a way that obstructs access to the car park or a parking bay
- to tailgate another vehicle when entering / exiting access-controlled car park barriers
- to play loud music when entering in or around car parks or slam car doors loudly, so as to disturb building users / neighbours.
- To engage in antisocial behaviour, unauthorised filming/videoing or illegal activities within the car park
- to leave motor vehicle running engines running unduly or unnecessary revving of cars and motorbikes engines without care and concern for pollution and noise.
- to park outside the entrance gates in Warwick Road or The Park car parks before 7.30hrs Monday to Friday or 08:00hrs Saturday and Sundays, waiting to gain entry to the two parking areas.
- To drive or attempt to drive a vehicle out of the car park during a fire alarm activation when the site or specific buildings are evacuating or invacuating, and pedestrians are making their way to/from an assembly point.

Security may stop staff and student vehicles at entrance gates/barriers into university car parks to check validity of car park permits and UWL ID card for identification and enforcement of parking restrictions.

Security will report violators of the car parking policy to the university head of security, who in seeking to address the matter, will contact the staff or student or the head of department/school of the staff/student. This could entail a request to recover any lost revenue for the total period their vehicle was parked without display of a valid paid permit or to advise of disbarment from the car park.

Car parking on university premises is a concession and not a part of any contract of employment or express rights within a student's contract. Consequently, frequent and/or flagrant failure to comply with this policy could result to immediate disbarment from using the university car parks with or without disciplinary process.

Students who contravene the parking regulations will be reported to the office of the university Secretary for breaching the student code of conduct and may lead to disciplinary proceedings.

Any contravention of these regulations by a member of staff or a student could be deemed as a failure to comply with UWL policy and reasonable management instructions and may lead to disciplinary steps being taken by the university and/or withdrawal of parking in UWL car parks.

Anybody who park illegally or abandon their vehicles on university car parks may be reported to car park enforcement agencies, the police or council environmental waste office, for the vehicle to be removed from site.

The university will take no responsibilities or be held liable for any loss, theft from, destruction and/or damage to the vehicle whilst it is parked on its premises.

## Privacy Notice

All data is held and processed in line with the University's Data Protection Policy.

### Car Parking Registration and Permit Application

- We will collect and retain your personal data when you apply for University car parking permit or request parking and register your vehicle details at our online car parking portals or with our Facilities Helpdesk/Security for authorised parking purposes.
- We will collect your name, company name (if applicable) telephone number, and vehicle details including registration number and staff/student ID card number. You will be required to provide your bank card details when you apply and make payments for car parking permit (via Independent and secure online card payment processing platform – currently SagePay system).
- We will use the personal data you provide to process your request to book car parking spaces and to communicate your successful or unsuccessful outcome via electronic or other approved form of communication.
- We use the data you provide to ensure efficient and effective car park management, Health and Safety compliance (orderly entry to and exiting from the car parks and buildings), investigate/report violation of the car parking policy or institute disciplinary action and inventory management.
- We will advise of applicable fees and issue the appropriate parking permits using information you provide us.
- Your data will be retained as set out in the University's Records Retention Schedule. Please read more on data protection, privacy notice and data retention here: [Privacy and data protection | University of West London \(uwl.ac.uk\)](https://www.uwl.ac.uk/privacy-and-data-protection)