

# UWL Car Parking Policy 2024/25

- Responsibility of: Head of Security
- Approved by VCE: 06 Aug 2024
- Next Revision Date: 31 June 2025

## 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 are continuing to actively review ways of reducing carbon emissions from car travel. To help us achieve 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.

We increased our provisions for bicycle parking from 270 in 2023/24 to a capacity for 334 bicycles for this current period. We built a new enclosure for long stay bicycle parking with 32 Sheffield bicycle hoops in the rear car park at Century house. The new long-stay bicycle shed is sheltered, has swipe card secure access and lighting.

2023/24 showed a 36% decline in the number of car parking permits issued. This is a welcome development from the 350% high that we saw in 2022/23; a rise exacerbated in part by the free parking introduced post pandemic to support staff in overcoming the complexities of post-pandemic transport.

However, the numbers of permit holders and consequently staff who drive to work remain at unrealistic level for the limited number of parking spaces available on campus. The 36% drop in annual parking permits ownership in 2023/24 from the previous period, may be an indication that staff are actively exploring alternative options to driving to work and this is commendable and demonstrate we are all contributing towards achieving the net zero commitments.

More needs to be done. UWL staff car parking permit ownership is still far higher than the pre-pandemic levels and the demands for parking spaces on campus is unsustainable

Consequently, to continue to balance the demand for on-site parking with our net zero obligations, there will be a one-off, nonrefundable card payment of £180.00 for a staff car parking permit for the 2024/25 period. This is merely returning the cost of an annual staff car parking permit to the same charged pre pandemic in 2019/2020. The £180.00 will cover onsite car parking for the period 1 August 2024 to 31 July 2025 and equates to £3.46p per week for car parking.

There will be no increase to the unit cost of charging EV vehicles on campus. Drivers of EVs will continue to pay 55p per KWh to charge EV on campus. This compares favourably with the cost of EV charging across the local area.

We are exploring other opportunities to expand our electric vehicle charging infrastructure to meet the anticipated increase in EV vehicle ownership and invariably more demand for EV charging on campus.

All UWL parking permits issued for the 2023/24 period will expire on **Sunday 18 August 2024** and you will need to reapply for a new car or motorbike parking permit valid for the period **19 August 2024 to 31 July 2025**.

From **Thursday 08 August 2024**, staff can register their vehicle and reapply for the new car parking permit for the 2024/25 period. The UWL parking online booking portal <https://www.uwlparkingpermit.com> will open from 12 noon on **Sunday 11 August 2024** for staff with the new 2024/25 car parking permits to book car parking for the week commencing **Monday 19 August**: and at noon every Sunday thereafter.

### **Car parking provision: 1 August 2024 to 31 July 2025:**

#### SMR – The Park

- Standard bays: 24
- Disabled driver bays: 2
- EV bays: 6
- Total bays: 32
- Motorbikes: 6
- Bicycles: 70
- Other uses: UWL Visitors, Contractors, Loading/Unloading.

#### SMR – Warwick and Pillars

- Standard bays: 18
- Disabled driver bays: 2
- EV bays: 4
- Total bays: 24
- Motorbikes: 5
- Bicycles: 0
- Other uses: UWL Visitors and Pillars guests, Contractors, Loading/Unloading.

#### SMR – Service Road

- Standard bays: 1
- Disabled driver bays: 0
- EV bays: 0
- Total bays: 1
- Motorbikes: 0
- Bicycles: 46
- Other uses: UWL Contractors and Loading/Unloading

#### Paragon House

- Standard bays: 55
- Disabled driver bays: 3
- EV bays: 0
- Total bays: 58
- Motorbikes: 2
- Bicycles: 76
- Other uses: UWL Visitors, Contractors, Loading/Unloading.

#### Cavendish House

- Standard bays: 21
- Disabled driver bays: 0
- EV bays: 0
- Total bays: 21
- Motorbikes: use Century

- Bicycles: 34 (8 short stay hoops) and (9 long stay hoops in secure and sheltered bike shed)
- Other uses: UWL Visitors, Contractors, Loading/Unloading

#### Century House

- Standard bays: 21
- Disabled driver bays: 1
- EV bays: 0
- Total bays: 22
- Motorbikes: 6
- Bicycles: 108 (21 short stay hoops and 32 long stay hoops in secure and sheltered bike shed)
- Other uses: UWL Visitors, Contractors, Loading/Unloading

### Summary of the 2024/25 Car Parking Provisions

1. All car parking permits issued for the period 01 August 2023 to 31 July 2024 will be void after the end of grace period of Sunday 18 August 2024. Staff who wish to park on UWL premises should register their vehicles, apply for and pay for the new 2024/25 parking permit. UWL student and staff with disabled blue badge are exempt from car parking fees.
2. Staff can register car and motorbike, apply for a parking permit, make payment and pre-book car parking spaces via the [UWL Parking Permits website](#).
3. Students can register their motorbike, apply and make payment for a motorbike parking permit via the [UWL Parking Permits website](#).
4. There will be a one-off payment of £180 non-refundable fee to register and apply for the yearly staff car parking permit.
5. There will be a £10 administrative charge to apply for the annual staff or student motorbikes parking permit.
6. No parking permit fee or administrative charge will apply to UWL students and staff who are holders of a valid disabled blue badge. Proof of your government issued disabled blue badge in the name shown on your UWL student or staff ID card will be required before booking a parking space. The blue badge should also have a current and valid date.
7. Students and UWL Staff with valid disabled blue badge should pre-book parking a week in advance by emailing facilities helpdesk; [facilitieshelpdesk@uwl.ac.uk](mailto:facilitieshelpdesk@uwl.ac.uk).
8. An email confirming the parking reservation or unavailability of any parking will be sent by the facilities helpdesk for all car park booking requests from disabled blue badge holders. A daily

list of bookings confirmed by the facilities helpdesk will be issued to security to facilitate access into the car parks.

9. Please note all car parking is offered on a first come, first served basis with no guarantees.
10. Apart from students with disabled blue badge, student parking is offered ONLY during the off-peak periods from 5pm to 10pm Monday to Friday and 8am to 6pm at weekends (please see local car park notices for changes to opening hours). No booking is required for student off-peak parking, but you will be required to present your UWL student ID card for verification by security in order to gain access to the car parks.
11. 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 on Saturdays and Sundays for accessible car parks.
12. Below are the respective car parks opening times:
  - a. **SMR site** - 'The Park' and Warwick Road car parks from 7:30am to 10pm Monday – Friday, 8am to 6pm Weekends.
  - b. **Uxbridge Road site** - Cavendish and Century House car parks from 7:30am to 8.30pm Monday - Friday.
  - c. **Brentford site** - Paragon House car park from 7:30am to 10pm Monday - Friday, 8.30am to 4:30pm Saturdays
13. All parking on UWL premises should be prebooked. Staff can book weekly car parking via the online parking portal: [UWL Parking Permits website](#).
14. The online booking system will open at 12 noon every Sunday for staff to book 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 in their initial attempts can revisit the website as many times throughout the week, to check for availability due to cancellations and release of additional numbers of bookable spaces.

E.g., Staff who require car parking for the week commencing Monday 19 August to Friday 23 August 2024, can login to the online booking portal to book car parking no earlier than Sunday 11 August at 12 noon when the online system opens to accept car parking requests for the week commencing 19 August. If unsuccessful in securing booking for the days you require, book what is available and continue to visit the online booking site as many times as necessary to secure parking for the remaining dates.
15. Items 1 to 14 above apply equally to electric vehicles. Additionally, staff who drive EV should specify this when they register their vehicle and apply for a parking permit. This is important because you can only book an EV charging bay if you register your car as an electric vehicle when you apply for the parking permit.
16. Where demand for EV charging bays falls below the current EV charging bay provisions 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.

17. During the 2023/24 period, over 2500 parking bays were booked by staff members who failed to cancel when the reservation was no longer needed, nor did they contact facilities helpdesk or security to advise of cancellation. This 'No Shows' means there are often occasions where the system indicates car parks are fully booked, but there could be several unutilised bays available due to staff 'No Shows'. This is unacceptable and causes dismay to other staff due to the inconvenience and time wasted trying to find alternative car parking or travel plans to work.
18. As a result of these unabating 'No Shows', during this 2024/25 car parking regime, any staff who books car parking but fails to show or cancel, will face an immediate ban from parking on campus for a period of one month or 4 consecutive weeks. Following the three strikes penalties any subsequent 'No Show' and failure to cancel booked parking by the same staff member will result in a complete ban from parking on UWL premises until the end of that parking regime or 31 July of that financial year, whichever is the latest.
19. If you are banned from parking, you cannot claim the concessionary maximum of £7 per day reimbursement for parking expenses which is available ONLY to UWL staff who hold valid parking permit but seek alternative parking locally when onsite parking is unavailable.
20. 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.
21. Visitor and contractors parking is discouraged; however, exceptions will be made for those on very important university business and all requests for visitor and contractors parking will require approval from the head of security, PSD director or endorsement by a member of VCE.
22. 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 managed by UWL.
23. The university reserves the right to make changes to the car parking arrangements or provisions for commercial interests and legal reasons. These may include but are not limited to; an amendment to all or parts of the policy, reduction of the number of parking bays available, cancellations of confirmed bookings or closure of car park(s). The changes may be made with short notice and any such change will be communicated via UWL announcements, emails or other appropriate methods.

### **How to apply for a parking permit and book car parking**

Please visit [our parking permit website](#) to register your car or motorcycle, apply for a parking permit and book car parking. You will be required to make a one-off card payment of £180 for an annual staff parking permit or a £10 admin charge when you register your motorbike.

On receipt of confirmation of car parking permit payment, staff will then qualify to use [our parking permit website](#) to book car parking. When parking permit payment is confirmed, the system will issue an automatically generated unique "car park user number".

You will require your UWL email address, parking permit 'car park user number' and/or card payment reference number, to login to the system and book car parking.

### **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 [our parking permit website](#). Go to step 3.
- 2) Student - Find a free EV bay and go straight to step 4. (Note: off-peak parking access only, except if the holder of a disabled blue badge and have pre-booked).
- 3) Book an EV charging bay via [our parking permit website](#)
- 4) Download the Mer Connect UK App from the App Store or visit the [Mer website](#).
- 5) Register and create a user account with Mer
- 6) Account setup 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 the [Mer website](#).

### **Indemnity and responsibilities for EV charging**

Mer Connect UK is 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 take no liabilities or be responsible for any issues or dispute that arises around EV charge payments or contractual issues 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](tel:02082312099).

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 will be reported to UWL HR, the 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 the online parking portals and materials, including payment processing systems, do 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 and Finance**

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, bookings for staff and student with disabled blue badge, contractors and visitor, 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 permits 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.

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

## **Parking arrangements – SMR and Brentford sites**

### **Staff parking (cars and motorcycles)**

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, W5 5RF - 7:30am to 10pm Monday – Friday, 8am to 6pm Saturdays 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)**

Students 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 site W5 5RF – 5pm to 10pm Monday – Friday, 8am to 6pm Saturdays 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 open on selected weekends).

There is strictly no general student parking in the above car park between 7:30am to 5pm Monday to Friday. This restriction does not apply to students who hold a valid disabled blue badge.

#### **Student parking (motorcycles)**

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 a condition of parking at 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 site W5 5RF – 7:30am to 10pm Monday – Friday, 8am to 6pm Saturdays and Sundays.

#### Brentford site

- Paragon House car parks, TW8 5GB – 7:30am to 10pm Monday to Saturday, 8am to 6pm Sundays.

#### **Students and Staff with disabled blue badge**

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

## SMR Site

- 'The Park' car park, SMR site 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 Saturdays (only when the site is open 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 a 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 the windscreen whilst parked.

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

### **Parking arrangements - Warwick Road car park**

This car park is for use by UWL fleet vehicles, VCE members and nominees, authorised PSD management staff with permits, EV Charging, pre-approved termed contractors, loading and unloading of delivery vehicles and as an overspill car park whenever necessary.

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 car 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 sites.

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

Strictly no heavy-duty vehicles are allowed inside this car park without the full authority of the 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
- Saturdays 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 your details are listed on the reserved/confirmed booking list for the day. Exiting is by automatic operation of the Exit barriers via ground induction loops.

### **Parking arrangements - 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 PSD approved contractors and parking permit holders.

### **Parking arrangements - Uxbridge Road car park (Cavendish and Century House)**

#### **Staff parking (cars and motorcycles)**

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 Saturdays and Sundays.
- Century House 61-63 Uxbridge Rd, Ealing W5 5SA. Open 7:30am to 8:30pm Monday – Friday. Closed on Saturdays and Sundays.

Uxbridge Road car parks operate 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.

Users of the rear car backs are advised to exercise caution when exiting from the Cavendish undercroft. The undercroft supports two-way vehicle traffic as it is shared with the neighbouring commercial property whose staff use it to enter and exit from their car park at the rear of their property. Please 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 to speak to security in an emergency.

### **Student parking (cars)**

Students 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 8.30pm or until building closure. Saturday or Sunday opening is subject to the teaching timetable at the site.

### **Student parking (motorcycles)**

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 in university car parks.

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

### **Parking arrangements - 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 24-hour 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 is subject to change at any time.

UWL staff and students arriving at the Broad Street Mall car park after 8am who intend to spend more than 3 hours on-site, can benefit from a special discounted rate of £7.50 applied to their ticket for the whole day, if and only if you scan the car park ticket at the Validation Machine located at Fountain House 10th 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 responsibility for any fines or penalties issued for parking infringements. The 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 the [Reading Borough Council website](#).

Staff and students who require assistance with car parking at Fountain House, should contact the receptionist or security team at the 10th floor reception on [020 8209 4200](#) or Ext. 4200.

Post and Distribution staff arriving at Fountain House in UWL fleet vehicles are allowed short-stay 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 are for very important University business. All requests for visitor parking will require the Head of Security, PSD director or VCE authorisation before booking by the Facilities Helpdesk. Less than 5% of car parking provision across all UWL campuses is available for visitor parking.

### **Contractor's 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 life safety equipment and critical infrastructure such as, lifts, plants rooms, power and energy, IT systems, access control,

fire and intruder alarm systems may be provided parking, subject to availability. These must be pre-booked with the Facilities Helpdesk and authorised by the Head of Security or PSD Director.

All contractors must report to reception/security on arrival and obtain a 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 contractors' 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 university 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 vehicles from the car park once the materials are off-loaded/loaded.

Any abuse of the 30-minute parking concession for loading and unloading may be viewed as a violation of this policy and result in the loss of future parking concessions and/or disciplinary steps being taken by the university for frequent or flagrant disregard 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 7:30am Monday to Friday or 8am on Saturdays and Sundays.

### **Overnight parking**

Strictly no staff, student, visitor or contractor vehicles should be left overnight on university premises. Staff who wish to use the car parks outside of the published hours or overnight should contact the Facilities Helpdesk to seek authorisation. 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 the 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 the University of West London. The University reserves the right to amend, suspend and cancel all or any parts of this agreement, giving as much notice as reasonably possible.

Students who qualify for the 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 the 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 parks. It is a serious breach of the student code of conduct and staff contract of employment for students or staff to park their vehicles on the driveway of our 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 parking on driveways of the resident's property.

Waiting is not permitted anywhere on these roads and access routes - 'The Park', Paragon house 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 a 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 by a member of the security team.

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

Due to the 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 the rear of Paragon house) and form no part of the University's parking arrangements. These spaces usually with orange-coloured 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 exist on the site. There are parking notices displayed on the site which outline the offences and parking fines for parking violations that breach the contract between the motorist and the landlord. The University will play no part in any disputes for such fines.

Staff and students 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 and whose details are not on the confirmed booking list with security will 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 is responsible for the following:

- seeking a 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 reports of confirmed booking/reserved car parking lists for all car parks and ensure only those on the reserved/confirmed booking lists are allowed access to 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
- escalating 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 an 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 pre-booked with the 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 an online car parking booking portal.

### **Loss and damages**

Staff, students, visitors and contractors who park on UWL premises do so at their own risk. The 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 the University's campus, and all road signs should be obeyed. The University may apply disciplinary proceedings for careless driving or for driving more than 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 a 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 the 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 the withdrawal of the permit and possible disciplinary action being taken.

Anyone who has a confirmed car park booking must ensure they notify the 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 the Facilities Helpdesk when a booked car parking space is not required and is unused, will lead to immediate removal from parking on campus. If you are banned from parking, you cannot claim any expense for parking where this concession applies.

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 the satisfaction of all the car park charges and the 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 kerb 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 ticket in any way. This will result in the cancellation of the parking permit and lead to disciplinary proceedings
- for non-holders of disabled blue badges 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 the Head of Security, Director of PSD or written confirmation by the 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 7:30am Monday to Friday or 8am Saturdays 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 the validity of car park permits and UWL ID cards 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 will result in immediate disbarment from using the University car parks with or without a 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 parks illegally or abandons 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 responsibility 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 exit 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 the 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 via our [privacy and data protection page](#).