Parking Enforcement Notice System

The University reserves the right to enforce any contravention of the parking regulations.

The regulations are available on the University website, on the reverse of the permit holder’s agreements, the Registrar’s notice board; which is adjacent to the Blues Restaurant entrance. These regulations may be subject to change during the year. Changes will be advertised. The system will operate as follows:

(i) 1st offence – warning notice posted on vehicle advising of nature of offence and that any future breach of the rules within the academic year will be escalated as (ii) and (iii) below;

(ii) 2nd offence – warning notice posted, Parking Enforcement Notice issued with a charge of £50 payable within 28 days, reduced to £25 if paid within 14 days and foregoing any right to appeal;

(iii) 3rd offence and subsequent offences – warning notice posted, wheel clamp applied and Parking Enforcement Notice issued with a charge of £50, reduced to £25 for early payment, as (ii) above.

(iv) Persistent registered vehicles/offenders may have the right to park withdrawn.

(v) Breaches considered sufficiently serious to merit the immediate issue of a Parking Enforcement Notice as per (ii) above include parking in an area reserved for emergency vehicles, parking on double yellow lines or in cross hatched area and parking so as to cause obstruction or inconvenience to others. There are three further serious breaches that will result in immediate clamping, as per (iii) above. These are:

   a. parking in a disabled bay without displaying a valid disabled badge
   b. unauthorised parking in a loading bay
   c. parking under podia without authorisation.

Appeals Procedure

1. Any appeal against the issue of a Parking Enforcement Notice issues by the University must be made in writing to the University’s enforcement partner First Parking website (www.paymyparking.net) or by post to the address on the reverse of the ticket within 28 days of the contravention. All appeals must go through First Parking.

2. Payment of charges is to be made to the First Parking only, or as otherwise directed by a Court of Law

3. Should the charge not be paid within the times/dates stated the First Parking will send a notice to the registered keeper of the vehicle.

4. The First Parking reserve the right to sue for a greater sum where the company deems it appropriate to recover costs.

5. Where an appeal is made, the date it is received by First Parking will determine the charge which will be frozen until the appeal is heard.

6. First Parking will advise directly to the keeper of the vehicle the outcome of the Appeal.

7. Should the petitioner wish to challenge the First Parking’s decision then and appeal should be made to POPLA (Parking on Private Land Appeals) in writing or via the website: www.popla.org.uk