Rules governing the registration, driving and parking of vehicles within University grounds

1. **General**
   a. ‘Vehicles’ in these rules mean all wheeled vehicles and bicycles, but excluding wheelchairs and trolleys.
   b. Vehicles shall only be used on the roads and car parks indicated on the campus map which is displayed on the Registrar and Secretary’s notice board and on the website.
   c. Vehicles shall be driven at a speed not exceeding the indicated limit. When no such indicated limit exists, drivers must observe a 20mph limit.
   d. Drivers must obey all traffic signs, signals, and markings erected and authorised by the University.
   e. Keepers/Drivers of motor vehicles parked or used within the boundaries of the University must hold a valid full EU Driving Licence and be properly taxed and insured against third party risks.
   f. The University accepts no responsibility for any vehicle, damage to the vehicle or its contents, while parked on University property.
   g. These rules apply to the driving and parking of vehicles on all land owned and administered by the University.
   h. All staff and students who wish to bring their motor vehicles onto the Colchester Campus, and who are so entitled, must register them with the University and pay the appropriate registration fee and other authorised parking charges or pay the full visitor rate for the required parking duration.
   i. Replacement or a change of vehicle, (e.g. courtesy cars) should be reported to the Estate Management Help Desk on the first day of use. If a courtesy car is to be used for more than a week, or a new vehicle used regularly then a Change of Vehicle form must be completed online.
   j. Staff electing the Occasional User option may register one vehicle, all other staff options allow a maximum of two vehicles to be registered.
   k. Only minor light repairs and adjustments may be carried out in the car parks as to enable vehicles to be driven away.
   l. No person shall occupy a caravan, motor home, or similar vehicle whilst on University of Essex property.
   m. No animals or small children must be left in vehicles parked at the University, if found the matter will be reported to the relevant authority.

2. **Restrictions**
   a. Staff or Students resident in campus accommodation including the Meadows or Quays are prohibited from registering a vehicle to park on University grounds. Exceptions are:
      i.Students in receipt of a Sports Bursary or HSS students in placements that are required by their course to work unsociable hours and cannot attend their placement by public transport.
      ii. Residents Life Associate Deans.
      iii. Staff or students referred to Estate Management by Occupational Health or Student Support.

3. **Enforcement of Rules and Regulations**
   a. Vehicles parked in breach of these regulations may be issued with a Parking Notice. All charges are levied via the Estate Management Section. Processing of the Parking Notice is the responsibility of the University, enquiries and appeals must be directed to The Parking Team, c/o The Estate Management Helpdesk. Room 6.003, Wivenhoe Park, Colchester, Essex CO4 3SQ, Tel: 01206 872959.
   b. Vehicles left standing in the University for six weeks or more, if not claimed within two weeks of a disposal notice being affixed, shall be deemed to have been abandoned and may be disposed of by the University.
   c. Registered vehicle owners who are issued 3 Parking Notices will be brought to the attention of either the Proctor or the Registrar and Secretary who may withdraw any parking privileges or take action as deemed appropriate; this may involve fining students or disciplinary action for staff or by denying access by vehicle to campus.
   d. Non-Registered vehicles that are issued 3 Parking Notices will be brought to the attention of the appropriate authority, as the vehicle may be banned from parking on campus or the student/staff, contractor or visitor member be prohibited from future car parking registration.
   e. Motor vehicles shall not be parked outside those areas designated for parking unless specifically advised otherwise by an authorised person. Where car parking is marked with white lines, car must be parked within the spaces indicated. No vehicle may be parked in areas designated as carriageways, for deliveries, for disabled drivers, hatched areas or areas reserved by the University for other purposes.
   f. Parking on the University’s roadways or grassed areas is not permitted except where such areas are defined by fencing and unlocked for such purposes.

4. **Payment, Refunds and Cancellation of Registration and Parking fee**
   a. All parking spaces except the reserved parking, disabled spaces, sports centre, Wivenhoe House, Constable building and Multi Decked Car Park (MDCP) area are available on a ‘pay and go’ basis between 09:30 and 16:30 hours Monday to Friday, except Bank Holidays and Christmas Day.
   b. Vehicles without a pre-paid registration must make a payment where required at a pay station to authorise their parking stay. (Pay and Go is not valid in the multi decked car park.)
   c. Staff and visitors parking in the MDCP are able to pay on return at either of the pay stations machines situated in the ground floor stairwell. Registered vehicles using the MDCP are able to cumulate five (5) working days fees before their balance must be cleared; this excludes all pre-paid parking permit holders.
   d. All visitors must park in the MDCP.
   e. These parking rules operate during the whole of the year, on a 24 hour basis.
   f. Visitors are required to pay the relevant parking tariff Monday to Friday year round, except weekends and bank holidays.
   g. Payment is required for all spaces in the University car parks except spaces occupied by registered contractors.
   h. Designated spaces are NOT transferable under any circumstances.
i. The fees for barrier controlled spaces are inclusive of VAT.

j. Membership of the registration scheme does not guarantee a parking space except when reserved parking is authorised.

k. Non-compliance with these rules may result in the levying of an additional charge, cancellation of the registration of the vehicle, removal of the vehicle, the issue of a Parking Notice or disciplinary procedure.

l. Owners of vehicles may cancel the registration of their vehicle at any time. The registration fee for the main car parks is not refundable or transferable nor is the pre-payment of the Pay & Display charge for the year. Other fees paid are refundable on a ‘whole month’s cost’ basis.

m. Reserved parking fees are neither non-refundable nor transferrable, however should employment terminate payments will cease.

n. Until registered a new vehicle must be parked at the full visitor pay and display rate, this can be done online or at the Estate Management Helpdesk. Please note that it can take up to two working days to process vehicle registration applications.

5. Authorised Parking Areas

a. North Towers
   i. General Parking (registered vehicles only),
   ii. Disabled Bays (please display your blue badge),
   iii. Nursery Parking (drop off and pick up only).

b. Valley Car Park
   i. General Parking (registered vehicles only),
   ii. Disabled Bays (please display your blue badge),
   iii. Visitor Parking (allocated bays nearest the Ivor Crewe Lecture Hall),
   iv. Designated Student Only Parking.

c. Student/Bus and Coach Car Park A
   i. Authorised coach and mini bus parking only
   ii. Student Only Parking (when 5c(i) is not in operation)

d. Car Park B and Sport Centre
   i. Sport Centre designated parking bays - Sports Centre permit holders only,
   ii. Car Park B surface (not undercover) is general parking for staff and students,
   iii. Disabled Bays (please display your blue badge).

e. Visitor and Staff Car Park, Multi Deck Car Park (MDCP) in Car Park B,
   i. Registered staff and visitor parking,
   ii. 6 Electric charging points, parking fee is payable.

f. Under Podia
   i. Registered University Vehicles in authorised bays only.
   ii. Contractor parking bays - Contractor requiring parking must book their vehicles with the Estate Management Helpdesk (01206 872959); if a space is not available then the contractor will be required to park in the Capon Road Car Park.
   iii. Mobility restricted spaces are for registered vehicles of who have been referred by Occupations Health, Student Support or medical expert.

g. Wivenhoe House and Constable Building
   i. Guests, Residents and Visitors to Wivenhoe House,
   ii. No staff or student parking,
   iii. Designated Tenant Visitor Parking only.

h. Motorcycles
   i. Those riding a motorcycle on campus must be registered and parked only in the areas designated for the purpose and may not be parked in areas reserved for bicycles or cars.
   ii. Motorcyclists must not access campus via Capon Road as this is not suitable for motorcyclists as access is controlled by automatic number plate recognition and is only available to authorised vehicles, emergency services and buses.
   iii. Motorcyclist must not use footpaths to avoid barriers situated on Boundary Road and Capon Road.
   iv. Motorcycles must be parked only in the areas designated for the purpose only.

Note: These Regulations may be subject to change during the year. Changes will be advertised. Further information is available on the University’s transport web pages.

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