

Introduction

1. The aim of this Parking Policy is to set out the approach to managing the limited parking facilities at the University. For detail of the implementation of this Parking Policy please see the Parking Terms and Conditions and the Frequently Asked Questions which give details of how parking management is delivered across the varied University sites.
2. The University has limited on-site parking facilities and is under increasing pressure to ensure that University space is utilized for the benefit of the widest range of students and staff, whilst delivering upon the goals of our institutional Travel Policy, required by law.
3. The Town Centre sites are located in an area well served by public transport from central London and within a few minutes walking distance of several Council operated car parks. Kingston Hill campus and Roehampton Vale campus are served by Transport for London buses as well as the KU inter site bus service and are in close proximity to the A3. Our Tolworth Court sports facility is within walking distance of bus connections on the A3 and served by trains from nearby Tolworth Station. Our halls of residence currently prioritise parking provision for our students.
4. In order to reduce carbon emissions from travel, and reduce local air pollution, it is University policy to reduce private car travel to our sites. To this end, we invest significant sums of money each year to provide a free KU inter site bus service, connecting our teaching and residential sites with Kingston and Surbiton town centres and railway stations.
5. Where parking is available on-site, it operates on a first-come first-served basis, unless temporary local arrangements are in place, endorsed by the Vice Chancellor's Office (VCO).

Liability

6. The University allows Users to access and use the University's parking facilities in accordance with these Terms and Conditions. Failure to comply with these Terms and Conditions may result in the registered keeper of the vehicle receiving a Parking Charge Notice and, for repeat offences, a complaint may be made by Horizon to the University.
7. By applying for an Electronic Permit and/or parking at a Site, Users are agreeing to be bound by these Terms and Conditions.
8. All vehicles are parked at the User's own risk.
9. Please note that save in the event of death or personal injury caused by the University's negligence, the University accepts no liability for any loss or damage suffered by Users or their vehicles whilst on the University's premises.

Blue Badge Holders

STUDENT AND STAFF BLUE BADGE PARKING PERMIT PROCESS

The University provides free accessible parking to all student and staff Blue Badge holders – the Blue Badge must be displayed at all times to avoid a Parking Charge Notice (PCN) **AND** an application form must be filled in to place the vehicle registration on an electronic 'allowed list'.

- Attach a copy of the Blue Badge and photo ID page and fill in the application form here: <https://store.kingston.ac.uk/conferences-and-events/vice-chancellors-office/car-parking-permits>, please select the Student and Full Time option.
- In making an application, students and staff agree to comply with the University Car Parking Policy and Terms and Conditions which can be found here: <https://www.kingston.ac.uk/sustainability/governance/>
- Applications can be made throughout the year and are valid until the expiry date shown on the Blue Badge or until the member of staff leaves the University.
- It remains the responsibility of car park users to update any changes in vehicle details immediately to avoid a PCN. Amend your parking permit registration by visiting the online application pages, allowing 48 hours (two full working days) for any updates to come into effect. <https://store.kingston.ac.uk/conferences-and-events/vice-chancellors-office/car-parking-permits>,
- Parking Charge Notices (PCNs) will be issued for vehicles not on the 'allowed list', even if a Blue Badge is on display. This is to avoid abuse of the system and prioritise use for KU students and staff.

Parking is NOT allowed in unmarked bays, restricted areas designated by signs, yellow lines or red and yellow hatching.

10. All sites provide free accessible parking for students and staff Blue Badge holders. Blue Badge holders must apply for a 'KU accessible parking permit' via the online system which will place their vehicle on the 'allowed list'. A scanned copy of the Blue Badge and photo ID must be provided and an interview may be held to ensure all reasonable adjustments are being provided. Valid Blue Badges must be displayed at all times, failure to do so may result in a Parking Charge Notice.
11. Where students or staff are not Blue Badge holders and require temporary accessible parking, they will be referred to Student Services in the case of students and to Occupational Health via their Line Manager in the case of staff. If the application is approved, then the member of staff or student will be registered for a 'KU accessible parking permit'. These permits will be for a fixed period and can be renewed if necessary.
12. Where accessible bays are suspended to accommodate works or for another reason, alternative accessible parking will be identified.

Car Parking Restrictions

13. Parking restrictions apply between the core hours of 07:30 and 16:30 Monday to Friday (excluding Public and Bank holidays in England and Wales), when the parked vehicle must have a registered valid electronic permit to park. Outside of these times, parking restrictions apply as shown in Table Two below.
14. At all sites there are signs which indicate:

- a. when KU permits are required for parking
 - b. when pay to park is required for parking out of core hours
 - c. when parking enforcement measures apply
 - d. any restrictions which may apply
 - e. any special restrictions which may apply on occasions (functions, emergencies etc.)
 - f. local, alternative timings which may apply on occasions
15. Staff may request spaces be reserved to accommodate an event, for example to erect a gazebo within the car park. All such requests must be made via the [KUSCO CAFM helpdesk](#). Closures will be advertised and signposted as appropriate.

Car Parking Management

16. Parking on all Kingston University sites is managed by Horizon Parking Limited. Horizon Parking Limited have contractual authority to issue and enforce Parking Charge Notices (PCNs) when a vehicle is found to have breached the terms and conditions of parking on University sites. Payment of and appeals against PCNs must be made directly to Horizon Parking Limited, who can be contacted at:

Horizon Parking Limited

Finitor House

2 Hanbury Road

Chelmsford CM1 3AE 01245

392 289

contact@horizonparking.co.uk.

17. All vehicles using Kingston University car parks must have a registered valid electronic parking permit. Vehicles not having a registered valid electronic Electronic Parking Permit will be subject to a Parking Charge Notice. However, having a registered valid electronic Electronic Parking Permit does not guarantee a space in any car park at any time.
18. Cars, motorcycles or scooters must be parked in the appropriate designated areas: those designated for student or staff use as appropriate.

Use of permits

19. A maximum of TWO vehicles can be registered on ONE permit per student/staff, but only one can be in use at any one time.
20. A networked electronic record of 'allowed to park' vehicles will be kept of all registered permits issued, recording the name, status and usual work-location of the vehicle user. It will be up-dated to take account of all changes to the vehicle, parking violations, etc. and will therefore provide a record of all permits currently in force. The use, storage and processing of all data held is in compliance with the requirements of the General Data Protection Regulations (GDPR).
21. Car parking permits relate to vehicle registrations and are therefore not transferable between staff/students. Parking permits will become non-valid if a member of staff/students leave before the end of the academic year.

22. Staff or students who do not adhere to this policy may be subject to disciplinary action and may have their permit registration withdrawn/refused for the remainder of the academic year and subsequent years.

Notifying changes to vehicles

23. Any students or staff with an existing registered Electronic Parking Permit who change their vehicle during the course of the academic year, will need to update their vehicle details to register the new vehicle. It is the individual user's responsibility to notify the university of such changes to avoid being issued with a PCN.

Any students or staff wishing to use a temporary vehicle will have to log the registration of their temporary vehicle via the Electronic Parking Permit portal at campus receptions on a daily basis. It is the individual user's responsibility to notify the university of such changes to avoid being issued with a PCN.

Advanced Reserved External Visitors

24. Staff welcoming external visitors on University business are asked to signpost public transport options to the University using the information available here: <https://staffspace.kingston.ac.uk/dep/sustainability/travel/Pages/Public-Transport.aspx>.

Please note that there is limited availability which must be reserved in advance. Advanced reserved external visitor parking can be booked in advance by KU staff to the appropriate site Reception providing: staff name, external visitor name, date/times required and vehicle registration. If there are no remaining external visitor spaces then www.parkopedia.com may be able to identify local parking. Reception staff will keep a log of rejected requests so that we can monitor demand.

The provision of external visitor parking to facilitate university business is a recognised need and this includes external colleagues and Governors. External visitor parking does not apply to University staff travelling between sites.

Fleet Vehicles

25. Fleet vehicles should be parked in marked 'Fleet Vehicle' parking bays. These are intended for vehicles used to support business functions relating to maintenance, catering, media services and I&TS. Non fleet vehicles parked in 'Fleet Vehicle' parking bays will be subject to a Parking Charge Notice.

Parking Enforcement

26. Vehicles may be subject to parking enforcement measures where a User:
- is in breach of the Parking Terms and Conditions;
 - fails to move their vehicle when requested to do so;
 - parks without a valid Electronic Permit;
 - does not pay the appropriate Charge Outside Core Working Hours at Penrhyn Road, Knights Park, Avionics and River House;
 - is parked in an Accessible Bay without a valid Electronic Permit AND Blue Badge or Temporary Accessible Permit;
 - is parked on double yellow lines;
 - is in a KU fleet bay;

- h. parked over more than one bay or when parked so as to cause an obstruction, including parking on kerbs;
 - i. parked on a marked emergency access, hatched area or in a reserved bay without authority at any time;
 - j. notwithstanding having a registered valid electronic permit, a driver uses a university site, having been banned from that site; or
 - k. is otherwise inappropriately parked.
27. Parking Charge Notices can either be placed on the vehicle and/or sent to the registered keeper of the vehicle at the address held by the DVLA.

Security

28. Should a permit holder drive in a dangerous or reckless manner on site, or whilst incapable as a result of using alcohol or drugs, a KUSCO Security Officer, in addition to any other action which may be necessary, will have the right to remove the registered permit from the 'allowed to park' record. Any such matter will be reported to the University authorities for appropriate action including a ban from using a vehicle on any University site, when appropriate. When advised to do so by a KUSCO Security Officer or by an authorized notice on site, all drivers must follow any directives regarding parking, driving and general vehicular use.
29. Other than when the University provides written permission for a vehicle to be left on a site for an extended period, vehicles not having been registered with a valid Electronic Parking Permit and which are apparently dumped or abandoned, may be dealt with by the University in a manner considered appropriate. In such cases the University reserves the right to recover costs incurred in removing or disposing of the vehicle, from the person registered as the owner.
30. Any accident on site, which happens as a result of the presence of a motor vehicle, whether or not injury occurs, must be reported to a KUSCO Security Officer at the time of the accident or as soon thereafter as possible. Failure to do so may result in the matter being reported to the University authorities and/or Police.
31. Any driver, having been banned from driving on, or visiting a site, in addition to being issued with a Parking Charge Notice, will have the matter reported to the University authorities.
32. It is a breach of University rules to transport, carry or bring prohibited or illegal items, prohibited equipment etc. on to sites in or on a motor vehicle.

Open Days

33. Free parking for Open Day visitors is available at the Penrhyn Road, Kingston Hill and Roehampton Vale campus sites, and a free inter site bus service is provided.

Penrhyn Road Gym Members

34. Members of the University Gym located at the Penrhyn Road campus are able to use the car parks at the Penrhyn Road campus outside core working hours, but will need to pay the applicable charge.

Full Electric Vehicles

35. Full Electric Vehicles are encouraged and are eligible to recharge at the University's charge points (subject to availability). Plug-in full electric cars may be parked for charging in designated EV spaces on site. These spaces are clearly signed and may be used, with a valid permit, by staff at any time and students outside of core hours.
36. Vehicles should be moved once charging has ceased to allow the charging facility to be used by other vehicles. A telephone number is requested for this reason.
37. We regret at this time we are limiting use of the charging facility to full Electric Vehicles only.

Motorcycle or Scooter Electronic Parking

38. Motorcycle and scooter parking is available on the majority of KU sites and may be used by students and staff. Motorcycles and scooters must have a registered Electronic Permit to park in the motorcycle and scooter bays at any time.
39. Motorcycle and scooters that are inappropriately parked, parked in non-marked spaces, or parked outside marked motorcycle bays will be subject to a Parking Charge Notice. Abandoned motorcycles and scooters will be dealt with in the same way as an abandoned car.

Bicycle Parking

40. Bicycle parking is available on the majority of KU sites and may be used by students and staff.
41. Bicycles must use the designated parking facilities, and must not be attached to street furniture, landscaping, trees, or another cycle. Improperly parked bikes causing a hazard will be removed by KUSCO.
42. Inappropriately parked bikes that are removed by KUSCO will be returned to the owner if a request is made within 28 days. If not claimed within 28 days, the bicycle will be donated to a local charity. Note that any bike lock or chain that has had to be removed will not be returned or reimbursed.
43. Abandoned bikes are a nuisance and take up valuable parking facilities. If a bicycle appears to have been abandoned, it will be labelled as such and the owner will have a period of one month to remove it. If the bicycle is not claimed within this time, it will be removed by Security and donated to a local charity.
44. Abandoned bikes are classed as those that have not been moved for three or more weeks, or if they are obviously damaged, for example buckled wheels, flat or missing tyres, missing seat, substantial rust damage, rusted chain, bent or damaged forks.
45. KU staff and students wishing to report an abandoned bike may do so via the [KUSCO CAFM Helpdesk](#).

46. Whilst bike theft is rare, it is an unfortunate reality and bike owners must take care to secure their bike when parked. KU cannot accept responsibility for bicycles damaged or stolen whilst left on site.
47. All instances of bike theft from a KU site must be reported to KUSCO Security within five days, as well as to the local Police.

Offsite parking

48. Please be aware that unauthorised parking on residential property is not acceptable to the University and may lead to action by residents which could include a fine. In these instances, the University is unable to intervene on behalf of student or staff. As members of the local community, we encourage students and staff to behave considerately and respectfully towards our local residents and not to use unauthorised local parking or engage in activity which contravenes the General Regulations of the University.

Further information

49. For further information please refer to the Parking Frequently Asked Questions (FAQs). <https://staffspace.kingston.ac.uk/dep/sustainability/travel/Documents/Introduction%20of%20Car%20Parking%20Permit%20Charges%20from%20September%202018%20-%20final%20webpage%20version.pdf>
50. If there are any remaining queries, please direct these to your local Campus or site Reception. Please ensure you read the Frequently Asked Questions first.

General Data Protection Regulations

51. Kingston University recognises the value of the personal data that we process and the need to collect, use and dispose of it appropriately and securely. The University endeavours to comply with the principles set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and aims to inform, as transparently as possible, enquirers, applicants, students, staff, alumni and members of the public about the purposes for which their personal data may be processed. Please see the University's [Data Protection Policy](#) for further information.

Policy Variation

52. This policy may be varied at any time, but normally with not less than one month's notice.

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