

PARKING CHARGE NOTICE

Swansea University operate a Car Parking Management Scheme which is administered by Total Parking Solutions in order to control unauthorised vehicular access and inappropriate parking. Providing such control is essential to ensure that the campus functions safely and efficiently and helps to provide improved access and availability for permit holders.

The scheme is administered by **Total Parking Solutions**.

A charge notice will be issued for non compliance of the parking regulations and conditions of issue as follows:

- Not parking in a marked bay or wholly within a marked bay
- Parking in a car share bay without the relevant permit or not in accordance with the conditions of use. Each car share syndicate will be allocated a numbered bay. Vehicles in the car share **MUST** only use their allocated numbered bay. If the bay is not occupied after 11am Mon – Fri the bay becomes free for use by other permit holders.
- More than one vehicle registered to a car share group or permit is found in any of the University Car Parks (including Recreation Ground, Sports Centre)
- A permit is displayed in a vehicle not registered to the permit holder
- The permit is not valid for the day the vehicle is parked
- Not displaying a valid permit, or a Pay & Display Ticket
- Overstaying permitted time in a Short Stay Car Park or Loading Bay/Space
- Expiry of Temporary Notice
- Parking in unauthorised areas including but not limited to:
 - a. Yellowed lined roads
 - b. Hatched areas
 - c. Reserved parking areas (temporary or permanent)
 - d. No parking zones
 - e. Disabled bays (unless displaying a valid badge)
 - f. Lawns, verges or landscaped areas
 - g. Pavements or footpaths
 - h. Visitors Car Park (No.1) / Sports Centre and Wales National Pool pay and display, Visitors Car Park and SSSI car park at the Bay Campus.
 - i. Any other area which is likely to cause a danger, obstruction or nuisance to others



Failure to comply with the parking terms of use results in a fixed penalty charge notice being issued at £60 (reduced to £30 if paid within 14 days).

If the vehicle is not removed within 24 hours of the issue of the charge notice then a further notice may be issued and subsequently for each 24 hours. Vehicles left for more than 7 days will be issued with a 7 day notice of removal after which time the vehicle may be disposed of at the owner's expense.

Total Parking Solutions may obtain the name and address of the registered keeper from the DVLA.

Instructions for Payment

Payment for this Parking Charge Notice must be received within 28 days of the date of issue. The reduced amount will only be accepted if received within 14 days from the date of issue.

Pay Online

Logon at www.tpstickets.co.uk. Payments can be made by credit/debit card.

24 Hour Telephone Payment/Enquiry Line

Call 0845 257 3120. Payments can be made by credit/debit card.

Appeals

Representations objecting to the issue of the Parking Charge Notice must be made within 28 days from the date of the Parking Charge Notice. Appeals should be made direct to Total Parking Solutions – they will respond to the appeal, involving the University's Estates and Facilities Management Directorate where required.

To appeal against your Parking Charge Notice please visit www.tpstickets.co.uk/appeals, or email pcn@totalparking.co.uk. You can also write to the following address:

Total Parking solutions Ltd
Parking Enforcement Department
PO BOX 7135
Kettering
NN16 6BP

Payments may be made by cheque or postal order to the address above. Please ensure that you write the ticket number and your address on the reverse of the cheque or postal order. Please do not attempt to pay Estates and Facilities staff, as they are not authorised to accept payment.