



## PARKING PERMITS

### Conditions of Issue

1. Parking permits are valid between:
  - 1<sup>st</sup> June until 31<sup>st</sup> May for staff
  - 30<sup>th</sup> September until 30<sup>th</sup> September for students
2. All permits are issued subject to the applicant agreeing to comply with the car parking regulations and conditions of issue of the University and may be withdrawn by the Director of Estates and Facilities Management in certain circumstances.
3. All vehicles should be taxed, MOT'd and have a valid insurance policy in respect of their use before any permit will be issued. A check process is in place via [www.gov.uk/check-vehicle-tax](http://www.gov.uk/check-vehicle-tax).
4. Permit holders must inform Estates Car Parking [Estates-CarParking@swansea.ac.uk](mailto:Estates-CarParking@swansea.ac.uk) of any change in vehicle details so that the information can be loaded onto the ANPR camera database. Failure to do this will result in the automatic issue of a Parking Charge Notice when the vehicle is brought onto any of our campuses.
5. Permits should be prominently displayed on the windscreen to enable University Security staff to see the permit easily and so raise the barrier with minimum delay.
6. In order to encourage the use of low emissions vehicles, providing ALL permit registered vehicles qualify staff will be entitled to a 30% discount.  
Qualifying Criteria: All Vehicle(s) CO<sub>2</sub> emissions must be under 120g/km.
7. Overnight permits for students will be issued subject to an admin fee of £10. This grants access to Singleton and Bay Campus between the hours of 1600 – 0800 hrs Mon to Thursday and over the weekend from 1600 hrs Friday to 0800hrs Monday. Out of hour permits are enforced across both Bay and Singleton Campus.

#### **Possession of a permit does not guarantee a parking space.**

8. Users of the University car parks are required to comply with the directions of University Security. Security has strict instructions to prohibit entry of any car without a parking permit, even though the driver is known to be an authorised user.
9. Road signs and markings shall have the meaning assigned to them by virtue of the Road Traffic Acts and must be complied with.
10. Failure to comply with the regulations and conditions of issue shall render the owner/driver liable to receive a charge notice.
11. Any unauthorised vehicle parked on University property, or any authorised vehicle parked in an unauthorised place, shall have a charge notice placed on it.



12. 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
- 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
- More than one vehicle registered to a car share group or permit is found in any of the University Car Parks (including Recreation Ground, Pub on the Pond, Sports Centre)
- 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 a 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 or landscaped areas
  - g. Pavements or footpaths
  - h. Grass verges
  - i. Visitors Car Park –Car Park 1 / Sports Centre and Wales National Pool pay and display, Visitors car park and SSSI car park at the Bay Campus.
  - j. Any other area which is likely to cause a danger or nuisance to others

**NOTE parking for permit holders ‘may’ be permitted in restricted areas subject to approval and the express permission of security, providing no danger or obstruction is caused. Vehicles parked with permission will have an exemption permit issued by security showing vehicle index and the date and times of the permission. This must be prominently displayed next to the staff permit.**

13. Owners of vehicles that receive a charge notice will be liable to pay the charge directly to the Car Parking Management Company. Details of charges and payment options are on the charge notice. Vehicles left with a charge notice for 24 hours will be reissued with a further notice for each 24 hours until the vehicle is removed. Vehicles left for more than 7 days will be issued with a 7 days’ notice of removal after which time the vehicle will be disposed of at the owner’s expense.

14. Charge notices for vehicles parking without permits will automatically be generated by the ANPR camera system where the vehicle has not paid to park. Sufficient time is allowed by the system for drop offs and pick-ups.

15. Repeated offences may be referred to the Director of Estates and Facilities Management and the permit revoked.

16. Failure to comply with permanent or temporary road signs or traffic directions given by Security will result in the matter being referred to the Director of Estates and Facilities Management and the permit may be revoked.



17. Applications for permits 2020/2021 will be rejected where the applicant has outstanding parking charge notice fees until those fees are settled with the Car Parking Company.
18. Swansea University and its servants and agents, accept no liability for the loss of or damage to motor vehicles and/or their contents, or for personal injury, loss or damage sustained by the driver and/or passengers in or about any such vehicles within University grounds, unless it is proved to be caused by the negligence, wilful act or default of the University, its servants or agents.
19. Any change of vehicle will also require the permit holder to amend their vehicle details on the intranet.
20. Motorcycles do not require Parking Permits to park on campus but MUST NOT be parked in a car-parking bay. There are numerous locations on the Bay and Singleton campus where motorcycles can be parked.
21. A £5.00 admin charge will apply in the event that you need to replace a lost or damaged permit.
22. Failure to comply with permanent or temporary road signs or traffic directions given by Security will result in the matter being referred to the Director of Estates and Facilities and the permit may be revoked. This also applies where the standard of driving falls well below the standard expected of a competent and careful driver, including speeding or being careless / driving dangerously in pedestrianised areas on the Singleton/Bay campus.
23. **NOTE: Car Parking Permits are issued only to applicants who accept these conditions.**