1 Management of University of Bristol car parks

2 General conditions for the use of University of Bristol car parks

3 Specific conditions for University of Bristol car parking categories
   3.1 Staff
   3.2 Disabled Staff
   3.3 Disabled Students
   3.4 Departments
   3.5 Contractors
   3.6 Visitors

4 Enforcement and Charges

5 Persistent and/or Serious Breaches

6 Useful contacts

Appendix 1 List of university car parks covered by these terms and conditions
1 – Management of University of Bristol car parks

1.1 – Management

The following management structure applies to the University car parking policy:

- The Strategic Transport Group (STG) oversees the Car Parking Policy.
- The Sustainability Manager (Transport) is responsible for the implementation of the policy.
- Security Services are responsible for the day-to-day operational management of the University of Bristol’s car parks, the permit application process and for the enforcement of these terms and conditions.

These terms and conditions apply to all University owned car parks in the Precinct and satellite sites managed centrally by Security Services. Please see Appendix 1 for a full list of car parks covered by the car parking policy and these term and conditions. Parking is allocated for the following categories of users:

- Departmental.
- Disabled (staff and students).
- Visitor.
- General (staff and contractor).

These terms and conditions only apply if you wish to park in University car parks listed in Appendix 1 between 6am and 5pm, Monday to Friday, on those days when the University is open. Please see [http://www.bristol.ac.uk/university/dates/](http://www.bristol.ac.uk/university/dates/).

The University reserves the right to close any University car parking spaces and/or car parks on a temporary or permanent basis without notice.

2 – General conditions for the use of University of Bristol car parks

2.1 – Vehicle requirements

Unless specifically stated, for the purpose of these conditions, ‘vehicle’ means:

- Any vehicle which under the Vehicle Excise and Registration Act 1994 is required to display a registration number and hold road tax when used upon the public highway.
- Powered Two Wheelers (PTW) are exempt but must not obstruct pavements or park in designated, signed parking bays not assigned to them.

Vehicles are only to be used for commuting or business purposes. Even when permitted to park, no vehicle parked in a University car park can be used for living or sleeping. All vehicles must hold valid road tax, MOT and insurance and be appropriately serviced. Vehicles used for business purposes must hold valid business related insurance.

The following categories of vehicles are prohibited from parking in University car parks:

- Any vehicle exceeding the dimensions of a University parking space or vehicles of overall length greater than 5 metres.
- Caravans.
- Minibuses, unless owned by a University department and given specific permission by Security Services.
- Trailers, unless owned by a University department and given specific permission by Security Services.

Bespoke vehicles, defined as vehicles that have been subject to specific adaptation or customisation to fulfill a department’s requirements and therefore cannot be hired elsewhere, may be granted permission to park in University car parks subject to receiving explicit permission by Security Services to do so.

2.2 – Permits

The University car parking permit year is from 1st August to 31st July and each permit year contains three permit periods:

- 1st August to 30th November.
- 1st December to 31st March.
- 1st April to 31st July.

- A parking permit is proof of eligibility to park within University car parks as specified on the permit.
- All permit categories can be applied for throughout the year, however there are specific application and award periods for permit categories. Applications received outside of the specific application window will not be assessed until the next award period commences.
- In each parking permit year, the main allocation award period will take place no earlier than Easter and no later than the end of June. The first interim allocation award period of the same permit year will take place in November, with the second interim allocation being carried out in March. Please see [http://www.bristol.ac.uk/media-library/sites/transportplan/documents/Parking_permit_year_illustration_2016.pdf](http://www.bristol.ac.uk/media-library/sites/transportplan/documents/Parking_permit_year_illustration_2016.pdf) for an illustration showing the application and award periods.
- It is the responsibility of all permit applicants to ensure that Human Resources has correct and up-to-date
information relating to their University records, such as work address information prior to the submission of their application form.

- Permit application forms must be completed in full, providing all appropriate supporting documentation/evidence.
- It is the responsibility of the applicant to meet the application deadlines. The University reserves the right not to assess a car parking permit application if it is received outside one of the permit award periods.
- All information provided to Security Services on application forms and supporting documentation must be true and accurate. Falsification of information may be treated as a disciplinary matter and may result in withdrawal of the permit/right to park.
- There is no right of appeal against a decision not to issue a University parking permit. Unsuccessful applicants are able to resubmit an application, which will be reviewed during the next appropriate award period.
- All users of a University car park covered by these terms and conditions must prominently and visibly display a valid permit on the inside of their vehicle’s front windscreen.
- It is the responsibility of all permit holders to ensure that correct and up-to-date information relating to their permit, including vehicle details, is registered with Security Services.
- In the event that a parking permit is lost, a replacement permit will be issued at a cost of £15.00 for all staff, students and departmental permits and £50.00 for contractor permits.
- Permits must be returned to Security Services if the permit holder disposes of the registered vehicle(s), ceases working for the University or no longer requires a permit.
- Non-permit holders are forbidden to park in a University car park unless prior arrangements have been made with Security Services, which may result in the issuing of a temporary permit and specific instructions on where to park.

2.4 – Prohibited activities

- Cleaning and general maintaining of vehicles is not permitted within the University’s car parks.
- With the exception of Departmental vehicles, the long term storage of vehicles is not permitted within a University car park unless the relevant permit and coupons are displayed and permission has been sought from Security Services. Security Services will deal with any abandoned vehicles as appropriate.
- Parking anywhere other than in a clearly marked parking space for which the driver has a valid permit is prohibited.

This includes:

- Parking on yellow lines, hatched areas, pavements, curbs, grassed areas and areas marked “emergency services.
- Parking which blocks the entry or exit of car parks or parking spaces.
- Tailgating into car parks with controlled access (swipe card or key) is prohibited. Should a user wish to gain access to these car parks a prior request to Security Services must be made.

Failure to comply may result in sanctions, as detailed in Section 4.

2.5 – Loading and Unloading of Goods

- Loading bays are only to be used for the purpose of loading or unloading goods. A 15-minute grace period is assigned to each loading bay. Any vehicle found to be using the loading bay for extended periods of time will be issued with the appropriate penalty (see Section 4).
- Where a loading bay is not present, a vehicle may park in any General parking space for the purpose of loading or unloading goods for up to 15 minutes, so long as it does not cause any obstruction. If 15 minutes are exceeded, enforcement activity will commence.
2.6 – Powered Two Wheelers (PTW) - Motorcycles, mopeds & Scooters

- PTWs are not allowed to park in University car parks unless parked in a designated, signed PTW parking area.
- PTWs do not need to display a permit to park in a designated, signed PTW parking area.
- Any PTW parked in a University car parking space that requires the use of a permit will be treated as unauthorised under Section 4.

3 – Specific conditions for University of Bristol car parking categories

3.1 – Staff

Staff are only permitted to park in General car parking spaces if they hold and display a current parking permit and coupon. For disabled staff permit holders, see Section 3.2. Restrictions apply.

Eligibility

Only salaried members of staff may be issued with a University parking permit.

Two or more members of staff whose General parking permit applications are successful may be issued with a formal car sharing permit if requested and subject to providing a valid Liftshare BUDi team ID number.

Permit

In order to park, all staff must prominently and visibly display a valid permit on the inside of their vehicle's front windscreen. Only the person stated on the permit application form and awarded a parking permit may drive and park their permitted vehicle in a University General car park.

Coupon

Car parking permit holders must display a valid coupon, together with their permit.

A valid coupon is defined as a coupon with the same permit number as the permit displayed in the vehicle; the current date and month are scratched off sequentially starting from the top of the coupon.

It is strongly recommended that the coupon is hung from the rear view mirror, as it is the responsibility of the permit holder to ensure their coupon is clearly visible at all times.

It is prohibited to alter, tamper, duplicate or forge, in any way, either a parking permit or coupon. It is also prohibited to transfer a permit or coupon to another vehicle, which is not owned or registered by the permit holder.

With the exception of formal car sharing team members who receive the 30 days' free parking, all other staff are required to purchase coupons from the Payroll team on-line, by telephone or in person. Please allow up to 10 working days for receipt of coupons if purchased on-line or by telephone. For details of current staff parking charges refer to www.bristol.ac.uk/transportplan/parking/charges/.

Any free coupons issued to a formal car sharing team must be used by the end of the permit year in which they are issued. They cannot be carried over and used in subsequent permit years.

In exceptional circumstances refunds may be made on coupons, although not ones that have been partially used or free coupons issued to formal car sharing teams.

Parking Restrictions

Staff including those members of a formal car share team, may only park in General parking spaces. Staff are not permitted to park in Disabled, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.
3.2 – Disabled Staff

Disabled staff are only permitted to park in University designated Disabled parking spaces if they hold and display a current parking permit. For other staff, see Section 3.1. Restrictions apply.

Eligibility
Only salaried members of University staff, or in exceptional circumstances, individuals closely connected with the University, may have a University disabled parking permit.

Permit
In order to park, all disabled staff must prominently and visibly display a valid permit on the inside of their vehicle’s front windscreen.

Staff issued with a Disabled parking permit do not need to purchase or display a parking coupon.

Parking Restrictions
Disabled staff permit holders may only park in their assigned University designated Disabled parking space. Disabled staff permit holders are not permitted to park in General, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

A disabled member of staff will be issued with a roving permit where there is a demonstrable need for them to use their vehicle on departmental business and park in a University car park covered by this policy. A roving permit allows the permit holder to park in any General parking space. When not conducting departmental business, the disabled parking permit holder must park their vehicle in the disabled parking space allocated to them.

If the assigned designated space is not available then the permit holder is to contact Security Services for advice.

Application Requirements
Disability staff parking permit applications will be assessed by the Occupational Health Service (OHS). Only applicants recommended by OHS will be issued with a disabled parking permit. The recommendation made by OHS is final and applicants do not have the right to appeal but are able to resubmit a new application if there has been a change in their circumstances.

3.3 – Disabled Students

Only Students with a disability are permitted to park in the University car parks if they hold and display a valid parking permit. Restrictions apply. No other students are permitted to park in the University car parks.

Eligibility
Only students with a disability may have a University disabled parking permit.

Permit
In order to park, all disabled students must prominently and visibly display a valid permit on the inside of their vehicle’s front windscreen.

Students issued with a Disabled parking permit do not need to purchase or display a parking coupon.

Parking Restrictions
Disabled students may only park in their assigned University designated Disabled parking space. Disabled student permit holders are not permitted to park in General, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

If the assigned designated space is not available then the permit holder is to contact Security Services for advice.

Application Requirements
Disabled student parking permit applications will be assessed by the Occupational Health Service (OHS). Only applicants recommended by OHS will be issued with a disabled parking permit. The recommendation made by OHS is final and applicants do not have the right to appeal but are able to resubmit a new application if there has been a change in their circumstances.

3.4 – Departments

Departmental vehicle/permit holders are only permitted to park in University car parks if they hold and display a current parking permit. Restrictions apply.

Eligibility
Only University Departments that are judged to require the use of a designated departmental parking space or spaces may have a Departmental parking permit or permits. For the purposes of the parking policy, departmental parking is broadly defined as including departments, divisions, faculties, business units or individual teams of the University.
Permit
In order to park, all vehicles used on departmental business must prominently and visibly display a valid Departmental permit or valid roving Departmental permit on the inside of their vehicle’s front windshield.

Visitors parking in spaces allocated for departmental use will be required to display a Departmental permit and will have to arrange for their space through the appropriate department rather than the visitor car parking booking system.

Coupon
Departmental permit holders pay for use of their designated space through their department and therefore do not need to purchase and display a coupon.

Parking Restrictions
Departmental permit holders may only park in their assigned University designated departmental parking space or spaces.

Only the individuals named on the departmental application form can use their departmental users permit in their designated departmental space.

Departmental permit holders are not permitted to park in General, Disabled or Visitor spaces unless they receive specific permission in advance from Security Services, or hold the appropriate permit and display the relevant coupon.

Only vehicles owned/leased by their department are eligible for a roving permit. A roving permit enables holders to park in General parking spaces when carrying out departmental business.

Departmental vehicles must be parked in their allocated space when not in use or overnight.

Application Requirements
Departmental parking permit applications will be assessed by a departmental parking review panel. Only applicants approved by the panel will be issued with a Departmental parking permit. The decision made by the panel is final and applicants do not have the right to appeal but are able to resubmit a new application with updated documentation/evidence.

It is a requirement that any departmental vehicle, departmentally owned or otherwise, that has been issued with a Departmental parking permit will be used on University business on a frequent basis as per the usage criteria. It is incumbent on a University department that any of its staff issued with a departmental parking permit are shown and understand these terms and conditions.

The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving even very occasionally on University business must be covered for ‘business use’. It is the responsibility of that person to ensure that their personal insurance policy covers them for such activities. Follow link for further guidance: http://www.bris.ac.uk/secretary/insurance/motor-insurance/#drivingyourown

3.5 – Contractors
Contractor vehicles are only permitted to park in the University General car parks if they hold and display a valid parking permit and coupon. Restrictions apply.

Eligibility
A contractor is a visitor who has been contracted by the University to provide a service and required their vehicle to carry out their duties.

Permit
In order to park, all contractors must prominently and visibly display a valid permit on the inside of their vehicle’s front windshield.

The contractor must obtain a parking permit from Security Services in advance of seeking to park on-site. Up to two permits will be issued per contracted company following authorisation from a sponsoring University department. Permits will be allocated for the University permit year or the anticipated length of the contract, whichever is the shorter. Any contractor issued with a contract with a duration that is longer than the University permit year will be required to reapply at the appropriate time. Please see http://www.bristol.ac.uk/transportplan/parking/applying/ for application window dates.

Coupon
Contractor permit holders are required to purchase and display coupons when parked in a University General car park. Coupons may be purchased by using the University of Bristol Online Shop or visiting Security Services in person. Only those coupons ordered through the University of Bristol Online Shop will be issued with a VAT receipt. All parking coupons must be collected from Security Services. For details of current contractor parking charges refer to http://www.bristol.ac.uk/transportplan/parking/charges/.

Contractor parking permit holders must display a valid coupon, purchased in advance of seeking to park, together with their permit.

A valid coupon is defined as a coupon with the same permit number as the permit displayed in the vehicle; the current date and month are scratched off sequentially starting from the top of the coupon.

It is strongly recommended that the coupon is hung from the rear view mirror, as it is the responsibility of the permit holder to ensure their coupon is clearly visible at all times.

It is prohibited to alter, tamper, duplicate or forge, in any way, either a parking permit or coupon. It is also prohibited...
to transfer a permit or coupon to another vehicle, which is not owned or registered by the permit holder.

In exceptional circumstances refunds may be made on coupons, although not ones that have been partially used.

**Parking Restrictions**

Contractors may only park in General car parking spaces. Contractors are not permitted to park in Disabled, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

---

### 3.6 – Visitors

Visitors are only permitted to park in Visitor parking spaces if they hold and display a valid parking permit. Restrictions apply.

**Eligibility**

A visitor is:

- Anyone who wishes to visit the University who is not a member of staff.
- A University member of staff not based in buildings associated with the car parks covered in Appendix 1.

**Permit**

In order to park, all visitors must prominently and visibly display a valid permit on the inside of their vehicle’s front windscreen.

A visitor to the University must arrange for the department they are visiting to pre-book their visitor space prior to arrival.

**Coupon**

Visitors to the University do not need to purchase or display coupons. The department pre-pays the visitor parking charges, therefore there is no charge to the visitor.

**Parking Restrictions**

Visitors may only park in signed visitor parking spaces and are not permitted to park in Disabled, Departmental or General car parking spaces.

Visitors may park in the pre-booked visitor spaces located at The Hawthorns only, or in departmental parking spaces, if approved by the Departmental Parking Review Panel. Visitors parked in departmental parking spaces are required to display a Departmental permit appropriate to use of the specific parking space. Use of departmental parking spaces by permitted visitors must be arranged through the hosting department.

Visitor spaces at the Hawthorns are exclusively for the use of visitors and must be pre-booked by the department hosting the visitor. These are allocated on a first come, first served, basis. If there is no provision at the time of booking, visitors should be made aware that they will not be able to park at the University and will have to use alternative non-University parking facilities.

Visitors who hold Blue Badges can use University visitor parking spaces located at The Hawthorns or use the rights they are given on public highways. They are not allowed to use disabled spaces in any of the University’s car parks unless granted specific permission by Security Services.

---

### 4 – Enforcement

- All permit holders are required to conform to the terms and conditions outlined in this document for use of the University car parks.
- Car parks are routinely enforced by Security Services staff. Although these individuals will always give as much help and guidance as they can, they have been advised that they must act when they see a vehicle parked in breach of these conditions.
- Where feasible, vehicles should be reversed into the parking spaces so the permit and coupon are clearly visible.
- Anyone witnessing inappropriate or inconsiderate parking should inform Security Services, contact details on page 8.
- For vehicles found to be in breach of these terms and conditions, the University’s enforcement policy is to issue the following:
  - Warning notice.
  - Civil Parking Notice (CPN).
- The table on the next page sets out the type and quantity of enforcement charges for every vehicle in breach of the terms and conditions in order of severity.
4.1 – Warning notices

• These are issued following a breach of the terms and conditions and there is no financial penalty.

• There is no appeal against a warning notice but if there is a dispute about the factual basis of a warning, any letter noting such issues will be filed.

• Warning notices are normally issued on a first offence, except in the case of an anonymous vehicle (see table above in Section 4).

• Warnings relating to breaches of the terms and conditions are only taken into account for enforcement purposes within the permit year in which they are issued.

4.2 – Civil Parking Notice (CPN)

• These are issued following any previous offences for every vehicle or as a first offence in the case of an anonymous vehicle.

• The CPN has been set at £60, increasing to £100 if not paid within 14 days.

• It is the responsibility of the driver of the offending vehicle to pay any outstanding CPNs in the first instance. However the Protection of Freedoms Act 2012 (POFA 2012) gives landowners such as the University, or those contracted to act on their behalf, the right to pursue the registered keeper of the vehicle in certain circumstances.

• In order to recover unpaid CPNs, the University reserves the right to take legal action against the driver or the registered keeper of the vehicle. If the driver is unknown or a CPN is ignored by the driver, the details of the registered vehicle keeper will be obtained from the Driver and Vehicle Licensing Agency (DVLA) and the University will write to the vehicle keeper inviting the keeper to either pay the unpaid CPN or, if the registered keeper was not the driver at the time of the contravention, provide the details of the driver. If the keeper does not pay the unpaid CPN, supply the driver’s details or appeal the CPN, then under POFA 2012 the University has the right to pursue payment for the CPN from the registered keeper of the vehicle.

• To assist in the management of parking on University property, the issue of CPNs will be operated under the direction of Security Services.

• The University reserves the right to issue CPNs to any vehicle parked in breach of these terms and conditions.

• A CPN notice may only be removed by the driver of the offending vehicle.

4.2.1 – Appeals

All drivers and registered keepers have the right to appeal a CPN. Appeals must be made within 28 days from the date of the CPN to the driver or the CPN sent by post to the registered keeper.

All correspondence relating to the issue of a CPN, including the right to appeal, should be directed to the Car Parking Partnership whose contact details are provided in Section 4.2.2.

4.2.2 Method of Payment

The University makes use of an external contractor, Car Parking Partnership, to process any CPNs issued.

All drivers of an offending vehicle who have been issued a CPN can pay as follows:

By Website - www.carparkingpartnership.co.uk.

By Phone - Credit/debit card payments can be made by calling 0330 900 7777.

Cheques & Postal Orders - should be made payable to CAR PARKING PARTNERSHIP and sent to Car Parking Partnership, PO Box 635, Chorley PR6 6NJ.

If a receipt is required a stamped addressed envelope should be enclosed. Cash should not be sent through the post.
5 – Persistent and/or Serious Breaches

5.1 – Persistent breach by a student or member of staff holding a Disabled, General, Formal Car Sharing, or Departmental parking permit assigned to a staff member using their own private vehicle on departmental business

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

<table>
<thead>
<tr>
<th>Offence within permit year</th>
<th>Action</th>
<th>Additional action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Warning notice</td>
<td>None</td>
</tr>
<tr>
<td>Second</td>
<td>CPN</td>
<td>None</td>
</tr>
<tr>
<td>Third</td>
<td>CPN</td>
<td>Warning letter sent to the department stating that if another CPN is issued within the permit year on the same vehicle, it will result in the permit assigned to the vehicle being revoked. Letter includes the offer of the department having a discussion with Security Services to evaluate why these terms and conditions are being breached.</td>
</tr>
<tr>
<td>Fourth</td>
<td>CPN</td>
<td>PERMIT REVOKED. The permit will be revoked for the remainder of the current parking permit year. The department must return the permit to Security Services. If a parking space is solely assigned for use by the offending vehicle, a refund of the annual parking space charge will be given and prorated according to the number of months remaining of the current permit year. The parking space itself may be reassigned by Security Services depending on operational requirements.</td>
</tr>
</tbody>
</table>

The above escalation process:
- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.

5.2 – Persistent breach involving a vehicle owned or leased by a University department

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

<table>
<thead>
<tr>
<th>Offence within permit year</th>
<th>Action</th>
<th>Additional action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Warning notice</td>
<td>None</td>
</tr>
<tr>
<td>Second</td>
<td>CPN</td>
<td>None</td>
</tr>
<tr>
<td>Third</td>
<td>CPN</td>
<td>Warning letter sent to the department stating that if another CPN is issued within the permit year on the same vehicle, it will result in the permit assigned to the vehicle being revoked. Letter includes the offer of the department having a discussion with Security Services to evaluate why these terms and conditions are being breached.</td>
</tr>
<tr>
<td>Fourth</td>
<td>CPN</td>
<td>PERMIT REVOKED. The permit will be revoked for the remainder of the current parking permit year. The department must return the permit to Security Services. If a parking space is solely assigned for use by the offending vehicle, a refund of the annual parking space charge will be given and prorated according to the number of months remaining of the current permit year. The parking space itself may be reassigned by Security Services depending on operational requirements.</td>
</tr>
</tbody>
</table>

The above escalation process:
- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.
5.3 – Persistent breach by a contractor

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

<table>
<thead>
<tr>
<th>Offence within permit year</th>
<th>Action</th>
<th>Additional action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Warning notice</td>
<td>None</td>
</tr>
<tr>
<td>Second</td>
<td>CPN</td>
<td>None</td>
</tr>
<tr>
<td>Third</td>
<td>CPN</td>
<td>Warning letter sent to the offender stating that if another CPN is issued within the permit year, it will result in the offender’s permit being revoked</td>
</tr>
<tr>
<td>Fourth</td>
<td>CPN</td>
<td>PERMIT REVOKED. All permits issued to the contracting company revoked for the remainder of the current parking permit year. The contracting company must return their permit(s) and any unused coupons to Security Services. A refund will be given on any full unused coupons.</td>
</tr>
</tbody>
</table>

The above escalation process:

- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.

5.4 – Persistent breach by an anonymous vehicle

- An anonymous vehicle is one that the University has no record of issuing an appropriate parking permit to or is parked in a visitor parking space without the appropriate booking. An anonymous vehicle breaching these terms and conditions will result in the following enforcement action.

<table>
<thead>
<tr>
<th>Stage / offence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>CPN</td>
</tr>
<tr>
<td>Second</td>
<td>CPN + warning letter to the registered keeper of the vehicle indicating that legal action will be instigated if the vehicle is found to be in breach of these terms and conditions</td>
</tr>
<tr>
<td>Third</td>
<td>CPN + legal action may be initiated</td>
</tr>
</tbody>
</table>

If a permit has been revoked due to a persistent breach, or a serious breach as set out in section 5.5, and the motorist continues to park in a University car park covered by these terms and conditions, their vehicle will be treated as anonymous and may result in legal action being taken.

5.5 – Serious breach

- A serious breach of these terms and conditions (including altering, tampering, duplicating or forging permits or coupons) may result in action being taken under the scheme including:
  - Revocation of an existing parking permit.
  - Rejection of any future application for a parking permit.
  - Withdrawal of permission to access all University car parking facilities, now and in the future.
- A serious and/or persistent breach of these terms and conditions may also constitute misconduct under the University regulations relating to staff or student discipline and will be dealt with accordingly.
6 – Useful contacts

For general car parking queries, contact:

Security Services (Car Parking)
Estate Office
Royal Fort Lodge
Clifton
Bristol
BS8 1UH

Telephone: 0117 33 11190
Email: car-parking@bristol.ac.uk

Web: http://www.bristol.ac.uk/securityservices/

To report any incident involving a theft or damage to a vehicle or injury to a person, contact:

Security Services
Estate Office
Royal Fort Lodge
Clifton
Bristol
BS8 1UH

Telephone:
- 24 hour EMERGENCY ONLY please call 0117 331 1223 (internal 112233). All calls to this number will be recorded for security purposes.
- If you require an ambulance ring 999 first and then inform Security Services.
- For NON EMERGENCY security issues please call 0117 928 7848 (internal 87848). All calls to this number will be recorded for security purposes.

Email: security-office@bristol.ac.uk
Web: http://www.bristol.ac.uk/securityservices/
## Appendix 1: List of university car parks covered by these terms and conditions

Correct at date of publication but subject to change.

<table>
<thead>
<tr>
<th>No.</th>
<th>CAR PARK ADDRESS</th>
<th>No.</th>
<th>CAR PARK ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 - 9 Old Park Hill, BS2 8BB</td>
<td>31</td>
<td>27 Belgrave Road, BS8 2AA</td>
</tr>
<tr>
<td>2</td>
<td>1 Priory Road, BS8 1TX</td>
<td>32</td>
<td>8 - 10 Berkeley Square, BS8 1HH 22</td>
</tr>
<tr>
<td>3</td>
<td>2 Priory Road, BS8 1TX</td>
<td>33</td>
<td>35 Berkeley Square, BS8 1JA</td>
</tr>
<tr>
<td>4</td>
<td>3 Priory Road, BS8 1TX</td>
<td>34</td>
<td>Arts &amp; Social Science Library, St Michaels Park, BS8 1TJ</td>
</tr>
<tr>
<td>5</td>
<td>4 Priory Road, BS8 1TY</td>
<td>35</td>
<td>Barley House, Oakfield Grove, BS8 2BN</td>
</tr>
<tr>
<td>6</td>
<td>5 Priory Road, BS8 1TZ</td>
<td>36</td>
<td>Canynge Hall, BS8 2PR</td>
</tr>
<tr>
<td>7</td>
<td>6 Priory Road, BS8 1TZ</td>
<td>37</td>
<td>Chemistry Front, BS8 1TS</td>
</tr>
<tr>
<td>8</td>
<td>7 Priory Road, BS8 1TZ</td>
<td>38</td>
<td>Chemistry Rear, BS8 1TS</td>
</tr>
<tr>
<td>9</td>
<td>8 Priory Road, BS8 1TZ</td>
<td>39</td>
<td>Drama, Cantocks Close, BS8 1TS</td>
</tr>
<tr>
<td>10</td>
<td>10 Priory Road, BS8 1TU</td>
<td>40</td>
<td>Elton Road, BS8 1SJ</td>
</tr>
<tr>
<td>11</td>
<td>11 Priory Road, BS8 1TU</td>
<td>41</td>
<td>Hampton House/ 71 Cotham Hill, BS6 6JS</td>
</tr>
<tr>
<td>12</td>
<td>12a Priory Road, BS8 1TU</td>
<td>42</td>
<td>Hawthorns, BS8 1UQ</td>
</tr>
<tr>
<td>13</td>
<td>Alfred Marshall Building, Priory Road, BS8 1TU</td>
<td>43</td>
<td>Howard House, BS8 1FB</td>
</tr>
<tr>
<td>14</td>
<td>Mary Paley Building, Priory Road, BS8 1TU</td>
<td>44</td>
<td>Lunsford House, BS8 1UP</td>
</tr>
<tr>
<td>15</td>
<td>1 Woodland Road, BS8 1AU</td>
<td>45</td>
<td>Merchant Venturers Building, BS8 1UB</td>
</tr>
<tr>
<td>16</td>
<td>3 - 5 Woodland Road, BS8 1TB</td>
<td>46</td>
<td>Nano, Tyndall Avenue, BS8 1TL</td>
</tr>
<tr>
<td>17</td>
<td>9 Woodland Road, BS8 1TB</td>
<td>47</td>
<td>Oakfield House, Oakfield Grove, BS8 2BN</td>
</tr>
<tr>
<td>18</td>
<td>10 Woodland Road, BS8 1UQ</td>
<td>48</td>
<td>Old Park Hill Gravel Car Park, BS2 8BB</td>
</tr>
<tr>
<td>19</td>
<td>11 Woodland Road, BS8 1TB</td>
<td>49</td>
<td>Oldbury House, Osborne Villas, BS2 8BP</td>
</tr>
<tr>
<td>20</td>
<td>12 Woodland Road, BS8 1UQ</td>
<td>50</td>
<td>Park Row, BS8 1UP</td>
</tr>
<tr>
<td>21</td>
<td>13 Woodland Road, BS8 1TB</td>
<td>51</td>
<td>Rear Computer Centre, BS8 1TJ</td>
</tr>
<tr>
<td>22</td>
<td>15 Woodland Road, BS8 1TE</td>
<td>52</td>
<td>Rear Sports Centre, BS8 1TP</td>
</tr>
<tr>
<td>23</td>
<td>17 Woodland Road, BS8 1TE</td>
<td>53</td>
<td>Richmond Building, Queens Road, BS8 1LN</td>
</tr>
<tr>
<td>24</td>
<td>19 Woodland Road, BS8 1TE</td>
<td>54</td>
<td>Royal Fort Lodge, BS8 1UH</td>
</tr>
<tr>
<td>25</td>
<td>21 Woodland Road, BS8 1TE</td>
<td>55</td>
<td>Southwell Street, BS2 8EJ</td>
</tr>
<tr>
<td>26</td>
<td>43 Woodland Road, BS8 1UU</td>
<td>56</td>
<td>Synthetic Chemistry, Cantocks Close, BS8 1TS</td>
</tr>
<tr>
<td>27</td>
<td>Lower Woodland Road, BS8 1US</td>
<td>57</td>
<td>University Road Lower, BS8 1SS</td>
</tr>
<tr>
<td>28</td>
<td>19 Tyndall’s Park Road, BS8 1PQ</td>
<td>58</td>
<td>University Walk, BS8 1TR</td>
</tr>
<tr>
<td>29</td>
<td>30/32 Tyndall’s Park Road, BS8 1PY</td>
<td>59</td>
<td>Victoria Rooms, BS8 1SA</td>
</tr>
<tr>
<td>30</td>
<td>34 Tyndall’s Park Road, BS8 1PY</td>
<td>60</td>
<td>Winkworth House, BS1 5UU</td>
</tr>
</tbody>
</table>