

## RESIDENTIAL & HOSPITALITY SERVICES

### Residential Car Parking Terms & Conditions

Information supplied during the permit application process will be kept on record for one year, even if a permit has not been issued. This information will be used to help manage parking in the area.

### PERMITS

Following feedback from 2018/19 RHS now offers permits throughout the year with discounts applied at termly intervals; the table below shows how these discounts are reflected in the permit cost. The table also shows the permit dates for 2019/20:

		Start	Exp.	%
<b>Staff, Departmental, Business Vehicle and Contractor Permits</b>	Annual	23/09/2019	20/09/2020	100.00
	Spring/Summer	27/01/2020	20/09/2020	60.00
	Summer	18/04/2020	20/09/2020	20.00
<b>Student Permits</b>	Annual	23/09/2019	12/07/2020	100.00
	Spring/Summer	27/01/2020	12/07/2020	60.00
	Summer	18/04/2020	12/07/2020	20.00
	Summer Top-Up	13/07/2020	20/09/2020	20.00

#### The Application Process:

- Applications are processed by an external contractor
- You will be required to provide proof of eligibility - Students must provide either a copy of their accommodation contract or an invoice for their accommodation; Staff will be required to upload a copy of their UCard. Further evidence will be required for those submitting an application for a Blue Badge permit or when citing medical reasons as part of the application.
- Once a permit offer is made, the applicant MUST log in to the online portal and accept the permit; otherwise the permit will remain inactive and you may be subject to a PCN.

Open Parking can be contacted for queries during the application process at [uob-residences-permits@imperial.co.uk](mailto:uob-residences-permits@imperial.co.uk) all other enquiries should be directed to [residences-carparking@bristol.ac.uk](mailto:residences-carparking@bristol.ac.uk)

#### It is the responsibility of all permit holders to ensure that:

- All information provided on application forms and supporting documentation is to be true and accurate. Falsification of information will result in withdrawal of the permit/right to park.
- The vehicle has a valid MOT, tax and insurance. Failure to do so will result in the permit being revoked.
- 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 at the next available opportunity.

- Permits must be cancelled if the permit holder disposes of the registered vehicle(s), ceases studying/working at the University or no longer requires a permit. The cancellation process can be found in the RHS Car Parking Policy. It is prohibited to alter, tamper, duplicate or forge, in any way a parking permit.

## ENFORCEMENT AND PENALTIES

All permit holders are required to conform to the terms and conditions outlined in this document for use of the Residential Campus Car Parks. Parking in the following manner is a breach of the terms and conditions of parking and may incur a Parking Charge Notice. These include but are not limited to:

- parking anywhere other than a clearly marked parking space for which the driver has a valid permit,
- parking on yellow lines, hatched areas, pavements, grass areas or areas marked for emergency services,
- parking which blocks the entry or exit or prohibits the access of any other vehicle or pedestrian,
- failure to display a valid permit clearly, so that details can be clearly seen, will invoke a warning. It is the responsibility of the permit holder to ensure that their permit is clearly visible at all times. Repetition of the offence will result in a Final Warning notice followed by revocation of permit and/or followed by disciplinary measures,
- residential parking permits can be withdrawn at the discretion of the Divisional Director in other cases of misuse with no further right of appeal.

Enforcement is undertaken in accordance with the Accredited Trade Association (IPC) Code of Practice and managed in partnership with Open Parking.

Any non-compliance as detailed in these Terms and Conditions may result in a Parking Charge Notice (PCN) being issued by University of Bristol authorised Open Parking staff. The parking enforcement team will regularly monitor all car parks. 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. For vehicles found to be in breach of these terms and conditions, the enforcement policy is to issue a Parking Charge Notice.

**The charge in 19/20 will be £100 (reduced to £60.00 for early payment)**

Open Parking is the company contracted by the University to pursue and progress recovery of any Parking Charge Notices. These are the responsibility of the vehicle user and any communication in respect of PCNs must be addressed to Open Parking as indicated on the notice.

If you feel that the PCN may have been unfairly issued, you may appeal the notice by filling in the relevant details on the [Open Parking website](#). The above rules and notes will be used to reach a decision, and Open Parking may consult with the University. If following the appeal process you are unhappy with the decision taken you may refer to the [Independent Appeals Service](#) for parking on private land.

It is the responsibility of all permit holders to ensure that accurate and up-to-date details of their vehicles are registered with the Residential and Hospitality Services car parking team who can be contacted by email at [residences.carparking@bristol.ac.uk](mailto:residences.carparking@bristol.ac.uk).

Residential parking permits can be withdrawn at the discretion of the Divisional Director in other cases of misuse with no further right of appeal.

## ACCEPTABLE BEHAVIOUR

The University of Bristol Residences employ both University staff and third-party contractors in the management of their parking facilities. Residential and Hospitality Services will not tolerate unacceptable behaviour towards any member of staff or those of our third-party contractors in the fulfilment of their duties.

Any incidents of Unacceptable Behaviour will be dealt with formally through the University of Bristol **Acceptable Behaviour Policy** for members of staff and the **Student Disciplinary Procedure** or **Student Disciplinary Procedure for University Allocated Residences for students**. Unacceptable behaviour by members of the public or visitors to University of Bristol Residences may be referred to Avon and Somerset Police.

Acceptable Behaviour Policy: [bristol.ac.uk/equalityanddiversity/acceptablebehaviour/acceptablebehaviour.pdf](https://bristol.ac.uk/equalityanddiversity/acceptablebehaviour/acceptablebehaviour.pdf)

Student Disciplinary Procedure: [bristol.ac.uk/media-library/sites/secretary/documents/student-rules-andregs/student-disciplinary-regulations.pdf](https://bristol.ac.uk/media-library/sites/secretary/documents/student-rules-andregs/student-disciplinary-regulations.pdf)

Student Disciplinary Procedure for University Allocated Residences:  
[bristol.ac.uk/accommodation/media/docs/policies-procedures/student-disciplinary.pdf](https://bristol.ac.uk/accommodation/media/docs/policies-procedures/student-disciplinary.pdf)

**In the event of a serious breach of these terms and conditions or multiple breaches occurring at the same time, parking rights may be withdrawn with immediate effect.**