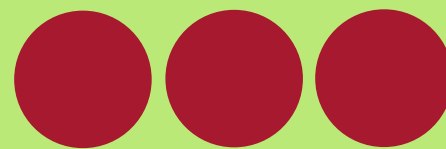




Sloane Robinson Building
Temple Quarter Enterprise Campus

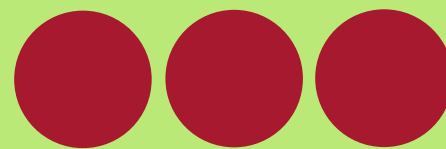
Parking Terms and Conditions

Version	Date	Section(s)	Summary of Changes
1.0	10/09/2026	All	Initial version
1.1	28/09/2026	7	Minor wording changes



Contents

1.	Terms and Conditions	3
2.	Management of Spaces	3
3.	Vehicle Requirements	3
4.	Permits	4
5.	Security and Safety	4
6.	Prohibited Activities	4
7.	Parking Categories.....	5
	Commuting.....	5
	Disabled Staff, Students and BIZ Partners .	5
	Visitors.....	5
	Powered Two Wheelers (PTWs)- Motorcycles, Mopeds & E-Scooters	6
8.	Enforcement	7
	Parking Charges	7
	Appeals	7
	Method of Payment.....	8
9.	Persistent and/or Serious Breaches ..	8
	Serious Breach.....	9
10.	Useful Contacts	9



1. Terms and Conditions

The following terms and conditions apply at all times to all parking spaces and areas accessible by vehicles at the Sloane Robinson Building (SRB), Temple Quarter Enterprise Campus. Further University parking terms and conditions are provided within the Clifton Campus Parking Terms and Conditions.

These terms and conditions are subject to change. Any changes will be documented in the version control on Page 1.

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

2. Management of Spaces

The management of these spaces will adhere to the following structure;

- The University's Campus Division oversees the Car Parking Policy and is responsible for the implementation of the policy.
- First Parking is responsible for the overall parking enforcement of the site.
- The TQ Service Delivery Team / Welcome Zone is responsible for the on-site day-to-day management of the parking spaces and drop-off zone, with support from Security Service where necessary. This will also include management of the ZatKiosk tablet to enable extensions of time for the drop-off zone.
- Security Service can issue parking charges using a handheld device provided

by First Parking.

3. Vehicle Requirements

Unless specifically stated, for these conditions, vehicle' means;

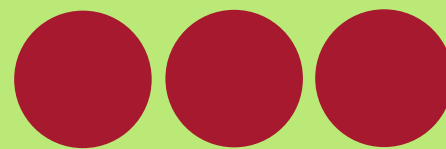
- Any vehicle which under the Vehicle Excise and Registration Act 1994 is required to display a registration number and hold road tax when used upon the public highway.
- Powered Two Wheelers (PTWs) are exempt and must only park in the designated spaces. PTWs must not obstruct pavements or park in designated,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

Vehicles are only to be used for commuting or business purposes. Even when permitted to park, no vehicle is to 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.

Any driver parking on University premises must hold a current Driving Licence for the class of vehicle they are driving, and they must be driving in accordance with the conditions stipulated on the licence. Any driver with a notifiable medical condition as stipulated by DVLA must have informed DVLA accordingly and received authority to drive.

The following categories of vehicles are prohibited from using University parking:

- Any vehicle exceeding the dimensions of a University parking space or vehicles of overall length greater than 5 metres.



- Caravans.
- Trailers
- Minibuses, unless owned by a University department and given specific permission by the management structure.

Bespoke vehicles, defined as vehicles that have been subject to specific adaptation or customisation to fulfil 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 from the management structure.

4. Permits

No parking permits issued by the University or any other party are valid at the Sloane Robinson Building, Temple Quarter Enterprise Campus, unless otherwise stipulated and provided by the management structure.

Access to parking must be obtained via advance booking using Hubstar, or upon receipt of explicit permission from the management structure.

5. Security and Safety

Drivers are reminded to securely lock vehicles when parking and not to leave any possessions on display.

Vehicles are parked at the owner's risk, and the University cannot accept liability for loss or damage.

Users are requested to drive carefully, giving priority to pedestrians and cyclists.

The Police and Security Services should be notified of any incidents involving theft or damage to a vehicle or injury to a person in a University car park, along with details of the user's insurance provider as appropriate. Contact details on Page 9.

6. Prohibited Activities

No vehicle may be parked without a valid booking. No vehicle may be parked continuously for consecutive days at the Sloane Robinson Building. Security Services will manage any abandoned vehicles as appropriate.

Parking anywhere other than in a clearly marked parking space is prohibited. This includes:

- Parking on yellow lines, hatched areas, pavements, kerbs, grassed areas and areas marked "emergency services".
- Parking which blocks the entry or exit of 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.

Charging electric vehicles is prohibited, except for University-owned fleet vehicles..

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



7. Parking Categories

Commuting

Staff, students and visitors who are not valid Blue Badge holders are unable to park at SRB. They will be required to use an alternative method of travel such as public transport, walking or cycling.

Disabled Staff, Students and BIZ Partners

Eligibility

Staff, students and BIZ partners with a valid Blue Badge, issued by their Local Authority, are permitted to park at SRB using a private vehicle. Eight parking spaces are available for Blue Badge holders, which are marked in yellow, with hatching surrounding each space.

The Blue Badge must be clearly displayed when parking at SRB.

The drop-off zone can additionally be utilised for access, including those without Blue Badges. The drop-off zone is limited to 10 minutes. Extensions can be authorised via the ZatKiosk tablet at the Welcome Zone for those requiring additional time due to reduced mobility or other accessibility requirements.

Permits

Those eligible do not need to hold a Clifton Campus parking permit to park at SRB.

A parking permit is still required if additionally parking at the Clifton Campus.

Access Requirements

Booking must be made for the desired parking period in advance of travel via the Hubstar system. Parking is permissible only for the booked period.

Upon arrival, a U-Card must be presented at the barrier to gain access to the parking spaces. Alternatively, remote access can be granted via intercom.

Drivers may only park in their pre-booked, numbered space at SRB. Blue Badge holder spaces at SRB are numbered but not allocated long-term to any individual.

If the pre-booked parking space is not available, please contact the TQ Service Delivery Team / Welcome Zone for advice.

Blue Badge holders are not permitted to park in the fleet parking spaces, and fleet vehicles are not permitted to park in Blue Badge holder spaces.

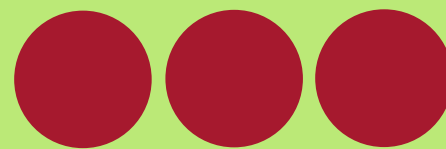
Visitors

Visitors with valid Blue Badges are eligible to park at SRB. Blue Badges must be clearly displayed upon parking.

A booking must be made by the visitor's University sponsor or host in advance using the Hubstar system.

Visitors without U-Cards will be required to utilise the intercom system to access the parking spaces, due to the barrier being in operation.

Visitors can additionally utilise the drop-off zone at SRB, subject to the 10-minute time



limit. Extensions can be authorised via the ZatKiosk tablet at the Welcome Zone for those requiring additional time due to reduced mobility or other accessibility requirements.

University-Owned Fleet and Contractor Vehicles

Eligibility and Permits

University-owned fleet vehicles and authorised contractor vehicles may use designated University parking facilities at SRB, subject to the requirements set out.

Private vehicles using Clifton Campus departmental permits are not eligible to park at SRB.

Eligible University-owned fleet vehicles must be on the University's registered vehicle list. Contractors working on behalf of the University must liaise with the TQ Service Delivery Team and NG Bailey to be registered and obtain authorisation for site access and parking.

Parking and Access

Fleet and contractor vehicles may use the following facilities at SRB, subject to the relevant permissions:

- Two fleet parking spaces are available to pre-book via the Hubstar system (for University staff). Contractors without Hubstar access will need to book via the TQ Service Delivery Team and/or NG Bailey. Access is controlled by a barrier requiring a U-Card or use of intercom for remote access. Fleet and contractor

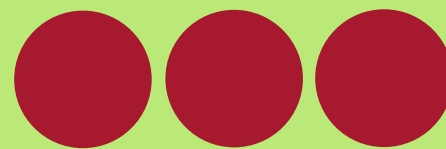
vehicles may not park in Blue Badge holder spaces or PTW spaces.

- The SRB drop-off zone may be used for up to 10 minutes for servicing and deliveries. Extensions may be authorised in exceptional circumstances via the ZatKiosk tablet at the Welcome Zone.
- A service yard is available for loading and unloading large quantities of goods. Prior authorisation from the TQ Service Delivery Team and/or NG Bailey is required, with the vehicle registration provided in advance.
- Two non-bookable parking spaces are located north of the eastern entrance to Bristol Temple Meads, north-west of SRB. Access to these spaces is heavily restricted due to the Hostile Vehicle Mitigation in place. Use of these spaces is limited but may be used as overflow parking where necessary. However, subject to prior agreement with the TQ Service Delivery Team and/or NG Bailey.

Powered Two Wheelers (PTWs)- Motorcycles, Mopeds & E-Scooters

PTWs are not permitted to use University parking spaces and will be treated as unauthorised, unless parked in a designated PTW parking area.

A designated PTW parking area is provided at SRB. This is located adjacent to Cattle Market Road and the Blue Badge holder spaces. Bars are provided to secure locks.



E-scooters are not permitted on University land.

8. Enforcement

All vehicles attending SRB must comply with the terms and conditions outlined in this document and the enforcement terms and conditions set out by First Parking LLP.

The site (SRB) is managed by both ANPR (Automatic Number Plate Recognition) cameras and by University Security Officers. University Security Officers will utilise handheld devices to issue parking charges where necessary, similar to the Clifton Campus.

Signage is clearly displayed across the enforcement area to inform of parking restrictions.

Parking Charges

A Parking Charge of £100 will be issued in the following circumstances, with a discounted rate of £60 if paid within 14 days;

- Not booking or obtaining authorisation using the vehicle's registration mark (number)
- Parking on double yellow lines or cross-hatched areas
- Obstructive parking;
- Parking outside of marked bays
- Parking on pavements or verges
- Parking in a Blue Badge space without clearly displaying a valid Blue Badge
- Overstaying the maximum stay in the drop-off zone without a valid extension.

A Parking Charge may only be removed by the driver of the offending vehicle.

It is the responsibility of the driver of the offending vehicle to pay any outstanding Parking Charges 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 Parking Charges, First Parking LLP, on behalf of 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 Parking Charge is ignored by the driver, the details of the registered vehicle keeper will be obtained from the Driver and Vehicle Licensing Agency (DVLA). The vehicle keeper will then be invited to either pay the unpaid Parking Charge 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 Parking Charge, supply the driver's details or appeal, then under POFA 2012, First Parking LLP, on behalf of the University, has the right to pursue payment from the registered keeper of the vehicle.

Appeals

All drivers and registered keepers have the right to appeal a Parking Charge. Appeals must be made within the allocated number of days stated on the Parking Charge.

All correspondence relating to the issue of a



Parking Charge, including the right to appeal, should be directed to First Parking LLP; contact details are provided in Section 10.

Method of Payment

First Parking LLP is an external contractor to the University, instructed to identify, manage and process any Parking Charges.

All drivers or registered keepers in receipt of a Parking Charge can pay by following the instructions on the parking notice or visit:
<https://firstparking.co.uk/motorists/>

9. Persistent and/or Serious Breaches

A persistent breach of these terms and conditions is defined as committing three parking offences within the same year, running between 1st August and 31st July. The following tables set out the path of escalation for different user groups.

For each group, the process restarts each year on 1st August and is applicable irrespective of whether a Parking Charge is paid.

By Known University Member

Offence within year	Action	Additional action
First	Parking Charge	None
Second	Parking Charge	Warning letter sent to the relevant department or school stating that if another Parking Charge is issued within the permit year on the same vehicle, it will result in vehicle

		access being revoked. Letter includes the offer of the department having a discussion with the management structure to evaluate why these terms and conditions are being breached.
Third	Parking Charge	Access revoked for the remainder of the stated year period.

By a University-owned or leased Fleet Vehicle

Offence within year	Action	Additional action
First	Parking Charge	None
Second	Parking Charge	Warning letter sent to the department stating that if another Parking Charge is issued within the year on the same vehicle, it will result in access being revoked. Letter includes the offer of the department having a discussion with the management structure to evaluate why these terms and conditions are being breached.
Third	Parking Charge	Access revoked for the remainder of the stated year period.

By a contractor

Offence within year	Action	Additional action
First	Parking Charge	None
Second	Parking	Warning letter sent to



	Charge	the offender stating that if another Parking Charge is issued within the year, it will result in access being revoked.
Third	Parking Charge	Access revoked for the remainder of the stated year period.

By an anonymous vehicle

Offence within year	Action	Additional action
First	Parking Charge	None
Second	Parking Charge	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
Third	Parking Charge	Legal action may be initiated

If access has been revoked due to a persistent breach, or a serious breach as set out in the following section, 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.

Serious Breaches

A serious breach of these terms and conditions may result in action being taken under the scheme including:

- Immediate revocation of access and/or an existing parking permit for another University campus

- Rejection of any future application for a parking permit for another University campus
- 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.

10. Useful Contacts

For enforcement queries, please contact First Parking at:

<https://firstparking.co.uk/motorists/get-in-touch/>

For operational queries, please contact:

TQ Service Delivery Team Mailbox (tq-service-delivery-team@bristol.ac.uk)

Transport Plan Mailbox (transport-plan@bristol.ac.uk)

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

- If you require an emergency service (ambulance, police, fire) call 999 first and then inform Security Services.
- FOR EMERGENCY ONLY (24-hour) call: 0117 331 1223 (internal 112233)
- For NON-EMERGENCY security issues, please call 0117 928 7848 (internal 87848).

All calls to Security Services (listed above) will



be recorded for security purposes.

Email: security-office-uob@bristol.ac.uk

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

Address:

Security Services
Royal Fort Lodge
Tyndall Avenue
Bristol
BS8 1UH