

University of Wales, Newport	Title: Car Parking Procedure and Regulations	
	Version: 8.0	Approved: Mgt Board Date: Nov 07
	Suitable for release under FOI? YES	Next review: January 2013



NAME OF DOCUMENT:	Car Parking Procedure and Regulations
AUTHOR:	Premises Manager
POLICY OWNERSHIP	Head of Facility Services
DEPARTMENT RESPONSIBLE	Premises Team
POLICY LEAD	Premises Manager
APPROVED BY, AND DATE	Management Board – Nov 07
ASSIGNED REVIEW PERIOD:	2 years
DATE OF NEXT REVIEW:	January 2014

Version Number	Version Date	Authorised Officer	Amendment Details
8.0	30/01/2012	Robert Powell Premises Manager	Changes to details regarding Allt-yr-yn campus

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Car Parking Procedure and Regulations

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1. Introduction

The car Parking and Transport Policy and Procedures intend to provide an equitable and uniform system for the administration of car parking amenities consistent with current and future demand. The Policy is intended as guidance to be followed by all users of the University's roads and car parking facilities. In addition the procedures must be adhered to by all users of transport, either owned by or hired on, behalf of the University.

As with all aspects of health, safety and environmental matters, Deans of Schools and Heads of Departments are responsible to the Vice-Chancellor for ensuring, as far as is reasonably practicable, that members of their staff adhere to the approved policy.

The University owns and manages in excess of 1000 car parking spaces spread across the University campuses. These are managed by Premises Team staff and the University runs a pay and display and parking permit scheme. Any breaches of the car parking policy are dealt with by the issuing parking tickets. After three parking tickets have been issued to a vehicle then it is clamped with a release fee of £25.

Car Parking Spaces

The University owns and manages 851 car parking spaces spread across the University campuses.

Caerleon Campus

Car Park 1	(Felthorpe Drive)	28 spaces
Car Park 2	(Alongside Abergavenny to Dolacauthi)	190 spaces
Car Park 3	(Adjacent to IB John Building)	33 spaces
	(Disabled)	1 spaces
Car Park 4	(Front and side of Sports Centre)	126 spaces
	(Disabled)	15 spaces
Car Park 5	(Adjacent to Rathmell Building)	77 spaces
	(Disabled)	2 spaces
Car Park 6	(Student Village – Ebbw – Skenfrith)	75 spaces
	(Disabled)	3 spaces
Car Park 7	(Ring Road at back of campus)	35 spaces
Car park 8	(Redgra)	244 spaces
TJ Webley	(Visitors/Disabled)	3 spaces

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Rear of main building (Disabled)	2 spaces
Library (Disabled)	2 spaces
Total	836 spaces

City Campus

Visitors Car Park (Disabled)	9 spaces
	6 spaces
Total	15 spaces

2. Aim of Procedure

The aim of this procedure is for the University to formally have a procedure and a set of regulations for staff and students to work from

3. Scope of the Procedure

This procedure and its regulations apply to all staff and students wishing to park their vehicles on University campuses.

4. Special Instructions

4.1 General

The university employs campus security staff whose prime function is to provide a physical presence on the University grounds and premises and take initial action regarding matters of security and safety and further to take action in emergency situations.

An additional function is to monitor the car park provision and provide control for campus traffic and car parking and enforcement of this policy. Their task is supported by the on-going installation programme of close circuit television (CCTV).

The registration of all vehicles needs to be strictly enforced in order to better protect the property of the University, its staff, students and visitors. University property, roads and car parks are not public, but 'private' to the institution.

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The University wishes to preserve as safe, convenient and secure a facility as it can for the benefit of all users.

4.2 Registration and Charging

As a condition of using its car parks University staff and students are required to pay the appropriate fee and register their vehicles with the Facilities Department (Extension 2202)

On registration and payment of the appropriate fee, staff/students will be issued with a permit which must be displayed on the left side of the vehicles windscreen. These permits will be issued in English but can be issued in Welsh on request.

Registration of staff for car park permits is normally part of the offer of employment procedure while the registration of students for car park permits is normally part the enrolment procedure.

Owners of unregistered vehicles may be required to remove them from University property. Registration also assists Campus staff in the event of an incident (e.g. an accident or lights being left on etc) while vehicles are unattended. Registration, however, confers no rights to the owner, and following appropriate procedures and authority, staff/students may be excluded from driving or bringing vehicles onto University property entirely at the owner's risk.

Personal data collected for the purposes of registration will be processed in accordance with the data Protection Act 1998. Data supplied will be used to enable the University:

1. To identify the owners of vehicles which contravene this Policy;
2. To contact the owners of vehicles where necessary:

In appropriate circumstances these details may be passed on to the relevant authorities.

4.3 Fees

Fees are subject to an annual review and increased in line with inflation.

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4.3.1 Payment of fees

Staff may pay by cash, cheque, credit or debit cards to the Finance office or by direct deduction from their salary for those who are on the University payroll.

4.3.2 Temporary staff

Temporary staff, supplied by an Agency, may park on campus by purchasing daily or weekly pay and display tickets or alternatively may apply for a monthly permit,

4.3.3 Students

Students may pay by cash, cheque, credit or debit cards. Students will be required to register their vehicle and pay the appropriate fee either prior to or during Enrolment. A facility will be available to accept payment of fees on the days of enrolment. Those students who enrol after these dates will be required to apply for a permit by contacting the Estates and Facilities Department on extension 2202 or by visiting the Reception desk on either campus on the date of their enrolment.

4.3.4 Car Share Scheme

The benefits of car sharing will be to:

- Reduce the number of cars on Campus by increasing efficiency of car use.
- Actively support the University's Environmental policies and Green Travel Plan.
- Allow users to take turns leaving cars at home.
- Result in significant financial savings for individuals involved from sharing transport costs.
- The Car Share Regulations are shown in *Appendix A*

4.3.5 Visitors

Those categories of visitors who are required to pay for parking will do so by purchasing tickets from the pay and display machines located on each campus. The approved definitions for visitors are shown in *Appendix B*

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And confirming the booking by email:

Citycentre.Reception@newport.ac.uk

Caerleon.Reception@newport.ac.uk

Departments will be charged for parking by means of an Inter Departmental Transfer form by arrangement with the Premises Team. For further details contact the Premises manager on extension 2096. The approved definitions for visitors are shown in *Appendix A*.

4.7 Driving Licenses, MOT Certificates, Tax, Insurance, Driving Code

It is the University's requirement that all vehicles, which enter University property, must be driven such that they would be legal on the public highway. Drivers must therefore:

- Hold a current driving licence.
- Possess a current MOT Certificate (where appropriate), tax and insurance for the vehicle they intend to bring on campus.
- Drive in accordance with the current Highway Code, including taking the appropriate action to adhere to University road and car parking markings and signs.
- Drive at a speed, which must be appropriate to the circumstances, and not in any event exceed 10 mph on University property.

4.8 Car Parking Regulations

- All vehicles parked on University car parks will be required to clearly display a valid parking permit. It is noted that a parking permit and/or payment of a fee does not automatically guarantee a parking space for a driver.
- Vehicles must be parked sensibly and safely to ensure optimum utilisation of scarce parking resources.
- Parking is restricted to designated marked bays and car parks only.
- No parking is allowed on double yellow lines, hatched or pedestrian paved areas or grass verges.
- Under no circumstances may vehicles be parked so as to impede access by the emergency services vehicles, by parking on any roads save where road markings clearly identify parking bays.
- Any vehicle parked in such a manner as to endanger the safety or security of students, staff, visitors or premises will be towed away. The owner/driver will

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be liable for any costs incurred relating to the removal of the vehicle. Current costs as of 2010:

1. Tow away fee: £250
2. Daily storage fee: £35 per day

- Parking spaces for those with disabilities are restricted to those people who hold a current official disabled badge as issued by the Local Authority, or a University temporary exemption pass issued by Student Services.
- Reserved visitor parking spaces are restricted to visitors only.
- Contravention of any of the parking regulations may result in a vehicle being wheel clamped and/or being towed away; a fee of £25 will be payable prior to the release of the clamp.
- The University will not accept any liability for loss or damage caused by the wheel clamping or by the unauthorised removal of a clamp.
- Persistent offenders of the parking regulations or anyone removing a wheel clamp without authority will have their permission to park on University premises withdrawn. Any appeal against such a decision would have to be made in writing to the Director of Facilities Management. Such persons may also be subject to the Staff and Student Disciplinary Procedures, whichever is applicable.

4.9 Approved University of Wales, Newport signage for Parking

The following English and Welsh wording of signage for car parking has been approved by the University:

NOTICE TO DRIVERS OF MOTOR VEHICLES

The University campus is private property.

All vehicles brought onto campus remain at the drivers risk and must:

- Have current certificates of insurance, tax, and MOT
- Observe speed limits and traffic signs
- Be driven with care and consideration
- Park only in designated parking spaces

Failure to observe these requirements may result in vehicles being removed, clamped or banned from campus. Abandoned vehicles will be disposed of.

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The charge for removal of a wheel clamp placed on any infringing vehicle is £25.

The cost incurred in removal of any vehicle will be the responsibility of the owner of that vehicle. The University accepts no liability in respect of any damage caused to any vehicle by the application or removal of a wheel clamp or the clearing away of a vehicle.

RHYBUDD I YRWYR CERBYDAU MODUR

Eiddo preifat yw campws y Brifysgol.

Cyfrifoldeb y gyrrwyr fydd pod cerbyd sy'n dod i'r campws a rhaid:

- Cael tystysgrifau yswiriant, treth ac MOT cyfredol.
- Cadw at derfynau cyfiymdra ac arwyddion traffig.
- Gyrru'n ofalus ac ystyriol.
- Parcio mewn manau parcio penodedig yn unig.

Gall methu bodloni'r gofynion hyn olygu bod cerbydau'n cael eu symud, eu clampio neu gwahardd o'r campws. Byddwn yn cael gwared a cherbydau sy'n cael eu gadael.

Y tal am symud clamp olwynion sydd wedi ei osod ar unrhyw gerbyd sy'n troseddu yw £25.

Cyfrifoldeb perchennog y cerbyd hwnnw fydd costau symud unrhyw gerbyd. Nid yw'r Brifysgol yn derbyn unrhyw atebolrwydd am niwed a achosir i unrhyw gerbyd wrth osed neu ryddhau clamp neu wrth gludo cerbyd i ffwrdd.

4.10 Clamping

The practice of wheel clamping involves a great deal of wasted time to both the user of the car being clamped and the security staff who undertake these tasks. It is hoped therefore that this form of enforcement will not be necessary. However, to ensure the health and safety of all users of the University and to maximise the effectiveness of the car park facilities it is essential that the option to use this form of enforcement is retained for the benefit of all.

The user of any vehicle clamped must sign the "release of vehicle clamp" form, which has to be obtained from Reception. The signing of this form authorises the University's Human Resources Department to deduct the £25 fee directly from a

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member of staff's salary. Residential and Non-residential full-time and part-time students are requested to pay the University's Finance Department prior to removal of the clamp or will be invoiced by the Department if the incident occurs outside normal office hours. If the student does not have the means to pay on the day then he/she will be invoiced by the Finance Department. Failure to pay within 30 days could lead to appropriate disciplinary action. If a vehicle is clamped on two occasions the driver will be immediately and automatically banned from bringing a vehicle onto campus pending the outcome of a disciplinary hearing.

4.11 Code of Practice

The University has an approved code of Practice for clamping of vehicles. The main objective of this Code of Practice is to ensure that where it is necessary to wheel clamp or move a vehicle to enforce parking regulations, it is undertaken in a responsible, effective and efficient manner.

The Code is intended to ensure that the owner/authorised driver of a vehicle clamped or moved in accordance with this code of Practice will not be penalised through low quality service, vehicle damage, poor response times or unnecessary retention of their vehicles.

The Code provides an arbitration service in the event of a dispute between the wheel clumper and the owner/authorised driver of the clamped vehicle. The Code of Practice is shown at *Appendix D*

4.12 Abandonment

This includes any vehicle, which has been left on campus for a period of time, which in the opinion of the Premises Team (Extension 2096) would give cause to suspect that it had been abandoned. The vehicle would be subject to a detailed investigation process to determine the rightful owner. Based on the findings of the investigation a decision may be taken to remove the vehicle from the campus and disposed of accordingly.

The cost of disposal will be the responsibility of the owner/driver who will be invoiced. Where payment is not satisfied legal action will be taken.

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4.13 Bicycles

In order to increase the use of transport, which has a less adverse impact on the environment the use of cycles, is encouraged.

Residential students are able to use the secure covered bicycle storage room located between Penhow and Offa Halls of residence. At present this area is limited to 25 spaces.

In addition to the bicycle storage room a number of cycle stands are also strategically located around the campuses to provide benefit to as great a number of cyclists in as many locations as possible. The numbers and locations of the cycle stands may alter each academic year to reflect changes in demand. The current locations are shown below:

4.13.1 Caerleon Campus

- Car Park area between IB John Building and Sports Centre
- Sports Centre adjacent to main entrance
- Edward Anwyl Building adjacent to main entrance
- Adjacent to Student Accommodation office
- Rathmell Building adjacent to main entrance
- Rathmell Building under canopy at rear
- Under staircase leading to B floor main building
- Car Park area adjacent to Blaenavon hall

4.13.2 City Campus

- Adjacent to north and south entrances

Parking for all cycles must be in designated areas only and must not be parked in car parking spaces. All cycles should be locked to the cycle racks when parked on campus. Cycles found unsecured, or secured to any structure other than a designated cycle racks, may be moved by University security staff for safekeeping. University security staff are authorised to cut chains or padlocks in order to move secured cycles parked in breach of this policy.

The University accepts no responsibility for any damage to cycles, chains or padlocks when cycles are moved by security staff.

Motorcycles may also be parked in the external areas above.

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5. City campus Car Parking

5.1 Use of Car Park

- Staff and students who are disabled blue badge holders will not be required to pay a fee, but must apply for a University of Wales, Newport permit in the normal way.
- Permits last for up to one academic year and become invalid on termination of employment or completion of course.
- 10 of the spaces are allocated to pre booked visitors to the University site. However, this number may be reduced in order to accommodate disabled users if the 5 allocated spaces are exceeded on the day.
- Visitor spaces can be booked via Reception and are allocated on a first come first served basis. Unless the car has a University of Wales Newport Parking permit , the car registration number must be given at the time of booking.
- Delivery vehicles for unloading and loading purposes are excluded from this authority provided that they are delivering previously ordered goods to the University.
- Visiting Contractors parking their vehicles on Campus with the authority of the Facilities Department, and subject to availability, may only park in an agreed area (for up to 2 hours).
- An area is available to students and staff for loading/unloading of large pieces of coursework /materials for a period that does not exceed 15 minutes. This area is bookable via Campus Reception and subject to availability at the time of booking.
- Staff members who normally work at Caerleon and are merely visiting the City Campus will not be permitted to book car parking spaces unless in exceptional circumstances. Staff should either use the bus service or find alternative parking in the Kingsway pay and display car park.

5.2 Breaches of Policy

Any breaches of this policy will be dealt with in accordance with Enforcement Procedures, which will be reviewed annually. Should any student or member of staff be found to have acted in a fraudulent way or to have behaved in a threatening or intimidating manner to staff (whether directly employed by the University or a

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contractor) seeking to apply this policy, this will be treated as a serious disciplinary matter by the University and, in addition to any other measures that may be imposed as a result of any disciplinary action taken by the University, the permit may be withdrawn.

5.3 Signage

Signage will be erected at the entrance to the car park, advising on the use of the car parking procedure. Those persons who are not disabled blue badge holders or booked VIP visitors should find alternative parking in the Kingsway pay and display car park

5.4 Appeals

All complaints against the City Campus Car Parking Policy must be made in the first instance in writing to the Premises Manager. These can be e-mailed to Rob.Powell@newport.ac.uk Individuals may accept or appeal against action recommended to the Director of Estates and Facilities Management or nominee within **10 working days** of adjudication being received. Formal notice of appeal indicating the grounds of the appeal must be submitted in writing.

6. Responsibilities

6.1 Director of Facilities Management

The Director of Facilities Management has overall responsibility for the Department, and is responsible for the procedures, practices and the overall strategic management of the policy.

6.2 Head of Facilities Services

The Head of Facilities Services acts on behalf of the Director of Estates and Facilities in respect of the car parking and Transport Policy, and is responsible for the management of the policy.

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6.3 Premises Manager

The Premises Manager is responsible for the day to day management of the procedure and to deal with any complaints that may arise from it. He can be contacted on extension 2096.

6.4 Campus Supervisors

The Campus Supervisors ensure that all the car parks are policed regularly and any vehicles that transgress the University Parking Regulations are dealt with according to the Car Parking Procedures.

7. Risk of Non-Compliance

As stated earlier, there is an arbitration scheme within the procedure to deal with drivers of vehicles that have been clamped who think they have been unfairly treated.

8. Publication

This procedure will be published on the Estates and Facility Services website.

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9. Equality Impact Assessment

This policy has been Equality Impact Assessed as follows:

Group	Evidence
People of different ages	This policy only applies to staff and students of the University
Disabled people	As per Newport City Councils formula for calculating the number of disabled parking spaces required per campus. Caerleon campus 22, on the ground 30. These are positioned at various locations throughout the campuses to aid disabled drivers getting access to various buildings. At the City campus there are a total of 6 spaces located in the campus car park
Women, men or transgender	In the event that a person is nervous walking to their vehicle alone after dark, security staff will escort them to their vehicles.
People of different race or ethnicity	Not effected
Religion/belief	Not effected
Sexual orientation	Not effected

10. Welsh Language Implications

In revising this policy, consideration has been given to the requirements of the Welsh Language Act 1993 and the University's Welsh language Scheme to ensure that this policy conforms to the commitments given in the Scheme and also facilitates and promotes the use of the Welsh language wherever possible

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APPENDIX A

CAR SHARING SCHEME REGULATIONS

1. Introduction

In line with the University's environmental policies and Green Travel Plan a Car Sharing scheme has been established in order to assist in reducing the volume of traffic visiting its campuses and to encourage a shift away from single occupancy vehicle journeys and to reduce the number of vehicles parking on campus.

The main benefits of joining the scheme are that members will pay a reduced annual parking fee; in addition members will be demonstratively supporting the University's environmental policies.

2. General Conditions

- 2.1 To become a member of the scheme staff and students are required to complete a registration form and pay the annual fee.
- 2.2 To join the scheme an applicant MUST specify who their passenger will be on the form and the address from where they are travelling from to get to their place of work/study.
- 2.3 If car-sharing partners use each other's vehicles on a "rota" each driver will be required to purchase a permit for their vehicle and pay the appropriate fee.
- 2.4 To qualify to become a member of the scheme:
 - 2.4.1 All users of the scheme must own a motor vehicle and pay the appropriate fee: This includes both drivers and passengers named on the form.
 - 2.4.2 Full time staff/student
 - Must use the vehicle on at least three occasions each week
 - 2.4.3 Part time staff/students
 - Must use the vehicle on at least 50% or more of planned incoming journeys

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APPENDIX B

AGREED VISITOR DEFINITIONS AND CHARGE DETAILS

Free Parking permits

Deliveries
 Members of the Board of Governors
 Job interviewees
 Accommodation visit days
 Award ceremonies
 Visit/Open day attendees
 Schools and colleges
 Reserved parking for VIP visitors
 Guest speakers
 Exhibitors – non profit making
 External examiners

Charged by means of Pay and display system

Residential student visitors
 Contractors/Maintenance personnel
 Suppliers – sales Representatives
 Auditors
 Conference – Event attendees
 Sporting events
 Exhibitors – profit making
 External users of the University facilities e.g. Concerts in Sports Centre,
 Training users

Charged by means of a pre-booked ticket system

Reserved parking for Departments/Schools
 Academic Specialists

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APPENDIX C



CODE OF PRACTICE FOR CLAMPING VEHICLES ON UNIVERSITY PROPERTY

1. Introduction

This Code of Practice relates to all those persons involved in the act of wheel clamping and the removal of vehicles within the University's Campuses.

The Code provides an arbitration service in the event of a dispute between the wheel clumper and the owner/authorised driver of the clamped vehicle.

Nothing in this Code of Practice affects a driver's statutory rights or mitigates a licensed person's legal responsibilities.

2. Objectives

The main objective of this Code of Practice is to ensure that where it is necessary to wheel clamp or move a vehicle to enforce parking regulations, it is undertaken in a responsible, effective and efficient manner. The Code is intended to ensure that the owner/authorised driver of a vehicle clamped or moved in accordance with this Code of Practice will not be penalised through low quality service, vehicle damage, poor response times or unnecessary retention of their vehicles.

3. Definitions

For the sake of clarity the following definitions apply within the Code.

- Wheel clamping - means "the immobilising of a motor vehicle by attaching a clamp to it or by restricting its movement by some other means"

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- Removal – “includes the removal of a vehicle by using suitable equipment or towing away of a vehicle by any means by a third party without the owner's consent”
- Enforcing Officer - is a person authorised by the University to apply a clamp to a vehicle. This may be a member of the Premises Team’ or a contractor employed by the University to carry out such duties.

4. Issuing of parking tickets

In the first instance, if a vehicle is found parked in breach of the University’s Car Parking and Transport policy or parking regulations then the following actions will be taken:

4.1 The Enforcing Officer will confirm if the vehicle is on the Estates Department database, which lists vehicles that have been issued with a ticket for previous parking regulation offences.

4.2 If the vehicle is not recorded on the database it will be deemed as a first offence and a parking ticket will be attached to the windscreen of the vehicle on the instruction of the Campus Supervisor. The ticket will detail the nature of the parking offence and will provide a point of contact for the owner/authorised driver to contact if they wish to dispute the issue of the ticket or seek further information.

4.3 If a vehicle has been recorded on the database as having been previously issued with a parking ticket and the current offence is the second breach of regulations, a ticket will be issued. The ticket will include a warning that any further breach of parking regulations could result in the vehicle being clamped.

5. Vehicles to be clamped

If a vehicle is found to be parked in breach of the Car Parking and Transport Policy or parking regulations and has previously been issued with three tickets as recorded on the Estates database the following action will be taken:

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- The details will be reported to the Premises Manager, (or in his/her absence the duty Campus Supervisor) and authority sought to clamp the vehicle.
- Following authorisation from the Premises Manager (or in his/her absence the duty Campus Supervisor) the vehicle will be clamped.
- Enforcement officers are NOT permitted to apply a clamp without authorisation.
- When a vehicle has a clamp applied, a notice will be affixed to the window of the vehicle advising the driver that they should not attempt to move the vehicle and must contact the campus Reception desk to arrange release of the device. The offending vehicle will be photographed after the application of the clamp in order to show the nature of the offence and that the clamping device has been correctly applied.

6. Vehicles may be moved and clamped

Vehicles will be moved to a safe location on campus and clamped if they are

- causing a serious obstruction or likely to cause damage.
- parked adjacent to a fire exit or access used by emergency vehicles
- parked in a reserved bay (e.g. spaces reserved for holders of disabled badges) without displaying an appropriate permit.

Movement of a vehicle will only be undertaken using equipment that is designed not to cause damage; vehicles that are to be moved will be photographed in situ before repositioning takes place.

7. Clamping will not take place

The following vehicles shall not be clamped or moved

- Vehicles that are displaying a valid ticket and have overstayed the expiry time by less than 20 minutes and are not committing any other breach of regulations.

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- Vehicles that have had a clamp removed less than two hours previously and which remain in the same position.
- The driver is present in the vehicle and agrees to move as directed by the Enforcing Officer

8. Release times

It is the intention of this Code of Practice to minimise the disruption and inconvenience caused to the owner/authorised driver of a clamped vehicle. When the owner/authorised driver has contacted the campus Reception and agreed to pay the release fee by signing the relevant form, every effort will be made to release the clamp as soon as practical.

9. Warning Notice

A warning notice shall be applied to a vehicle that has been clamped clearly stating that:

- the vehicle has been clamped and the driver should not attempt to move the vehicle before the clamp is released.
- the driver should under no circumstance attempt to remove the device
- the date and time the clamp was applied
- the nature of the offence
- the Enforcing Officer's identification
- the procedure to secure release
- the fee required to secure release and how this can be paid

10. Photographs

A photograph shall be taken before a clamp is applied, recording the vehicle's position and identifying the offence committed.

11. Enforcement Officers

Enforcing Officers shall, at all times

- wear a uniform clearly identifying them as an Enforcement Officer
- wear an identification badge which will be visible and clearly display the officer's details

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12. Appeal against clamping

Where a driver disputes the application of a clamp, the Campus Supervisor will explain on request why the clamp was applied.

If the driver continues to challenge the application of the clamp, the matter will be referred to the Premises Manager.

In the event that the owner/authorised driver is still dissatisfied with the decision and the explanation given by the Campus Supervisor, the matter will be referred to the Premises Manager.

After reviewing the case, including examination of photographic evidence, the Premises Manager will decide if the clamp was appropriately and correctly applied and in accordance with the current policies and regulations. The decision of the Premises Manager will be final.

13. Vehicles clamped in error

If the Premise Manager decides that the clamp should not have been applied s/he will arrange for the refund of any fee paid and also issue a letter of apology to the owner/authorised driver

14. Training

All enforcement staff shall be properly trained.

In the case of approved contractors, these staff must have received appropriate training and the company will provide documentary evidence of such training and competence

The approved contractor shall be responsible for the actions and omissions of their staff

15. Signs conforming to this Code of Practice will

- inform motorists that unauthorised parking is not permitted,
- indicate that clamping may take place

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16. Approved signage for Parking

NOTICE TO DRIVERS OF MOTOR VEHICLES

The University campus is private property.

All vehicles brought onto campus remain at the driver's risk and must:

- Have current certificates of insurance, tax and MOT
- Observe speed limits and traffic signs
- Be driven with care and consideration
- Park only in designated parking spaces

Failure to observe these requirements may result in vehicles being removed, clamped or banned from campus. Abandoned vehicles will be disposed of.

The charge for removal of a wheel clamp placed on any infringing vehicle is £25.

The costs incurred in the removal of any vehicle will be the responsibility of the owner of that vehicle. The University accepts no liability in respect of any damage caused to any vehicle by the application or removal of a clamp or the clearing away of a vehicle.

RHYBUDD I YRWYR CERBYDAU MODUR

Eiddo preifat yw campws y Brifysgol.

Cyfrifoldeb y gyrrwyr fydd pob cerbyd sy'n dod i'r campws a rhaid:

Cael tystysgrifau yswiriant, treth ac MOT cyfredol

- Cadw at derfynau cyflymdra ac arwyddion traffig
- Gyrru'n ofalus ac ystyriol
- Parcio mewn mannau parcio penodedig yn unig

Gall methu bodloni'r gofynion hyn olygu bod cerbydau'n cael eu symud, eu clampio neu eu gwahardd o'r campws. Byddwn yn cael gwared â cherbydau sy'n cael eu gadael.

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Y tâl am symud clamp olwynion sydd wedi ei osod ar unrhyw gerbyd sy'n troseddu yw £25.

Cyfrifoldeb perchennog y cerbyd hwnnw fydd costau symud unrhyw gerbyd. Nid yw'r Brifysgol yn derbyn unrhyw atebolrwydd am niwed a achosir i unrhyw gerbyd wrth osod neu ryddhau clamp neu wrth gludo cerbyd i ffwrdd.