

# PETROC

## PARKING REGULATIONS

These regulations apply to staff, students, contractors and visitors and will be reviewed and updated.

### Car Parking – General

1. Vehicles parked on College premises are parked at the owners/drivers own risk. The College accepts no liability whatever in respect of damage or theft from vehicles parked on the premises
2. The speed limit within the College campus is 10 miles per hour and vehicles must at all times be driven with due care and attention for all vehicular and pedestrian traffic, and College property.
3. All traffic must observe the traffic instructions on College grounds and are required to conform to the Highway Code. All users of vehicles and bicycles must comply with traffic signs and notices, whether permanent or temporary and comply with instructions given by staff.
4. All vehicles used on the campus must be registered in terms of the Vehicle (Excise) Act 1974 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988).
5. Disabled and Reserved spaces are to be adhered to at **all times**
6. Motorcycles, mopeds and bicycles may not be ridden along College paths or in areas which are normally closed to private motor vehicles.
7. Skateboards and scooters use are strictly prohibited on College grounds.

### Car Parking – Arrangements

8. Staff and students wishing to park a vehicle on campus will be required to display a valid permit, pay & display ticket or make payment electronically by phone. You can apply for an annual permit by following the online link from the MyPetroc page <https://my.petroc.ac.uk/parking> (see information below on permit rules)
9. All motor vehicles must only park in a designated parking bay. Which are defined by marked Yellow/white lines showing a single parking bay in designated areas.
10. Bicycles are only to be left in designated cycle shelters or bike lockers. Bike lockers can be rented via Estates Services). Bicycles are parked on college grounds entirely at the owner's risk. The College accepts no liability whatever in respect of damage or theft from bicycles parked on the premises. Bicycles are not to be brought into buildings.
11. Parking places have been reserved for Blue Badge holders and a limited number of places have also been reserved for short term visitors.
12. All College car parks are monitored daily by an external Car Park Management Contractor.

13. Local signage placed around the grounds details the Car Parking Arrangements. Further information is available in the form of information leaflets for staff and student parking, which are available on the intranet.

14. Motorcycle users do not need to pay, but must park within the designated motorcycle parking areas. If using a parking bay then payment is required.

15. All other spaces will be pay and display at a rate of £1.20 per day.

**Registration and receipt of a parking permit does not guarantee a parking space.**

16. The College reserves the right to refuse issuing a parking permit and/or withdraw a driver's permit at any time.

Car Parking – Breach of Regulations

17. Any vehicle parked in breach of current parking regulations will be issued with a Parking Charge Notice (PCN) by the Car Parking Contractor.

18. The current fee for payment of a PCN is £60 reduced to £30 if paid within 14 days of issue of the PCN.

19. Appeals against PCNs are to be made direct to Total Parking Solutions; full details of how to appeal are on the PCN.

Car Parking – Vehicle abandonment

20. Any motor vehicle which in the opinion of the College is causing an obstruction or a safety hazard or is found to have been apparently abandoned within the College grounds will be liable to be removed. In cases of apparent abandonment, the College authorities will take all reasonable steps to obtain the registered owner's particulars, and if ownership is established the owner will be requested in writing to have the vehicle removed within 14 days and failure to do so will result in arrangements being made for its disposal.

21. Any expense incurred in the removal or by the abandonment or disposal of such a vehicle will be passed on to the registered owner.

22. The College Authorities will not be held responsible for any loss or damage in respect of abandoned vehicles.

Car Parking – Reserved Spaces

23. There are a number of reserved spaces for visitors at Brannams, North Devon & Mid Devon campuses. These spaces are to be booked via Reception at each site and are on a first come first served basis. It is the responsibility of the College Host to reserve a space for their visitor and inform the visitor of the Car Parking Arrangements.

24. Reserved spaces for more than 6 visitors (North Devon) or 4 (Brannams & Mid Devon Campus) are to be requested at least 10 working days in advance to Customer Services and are subject to approval. Spaces for large events should not be advertised or offered prior to approval. Visitors/students arriving for meetings, exams etc are classed as normal users and should be advised to arrive in plenty of time to locate any available free space. All are required to display a valid permit or ticket.

25. Customers of the Restaurant, Hair or Beauty Salons at North Devon Campus have a dedicated parking area. All are required to purchase a ticket from the Pay & Display machine and register vehicle details at the Reception area of the Lifestyle Building. Customers of the Restaurant at Mid Devon Campus can purchase a permit to park directly from the Restaurant at the same cost as a pay & display ticket.

26. Staff may request a reserved space on medical grounds only.

27. A number of designated disabled spaces are available, these cannot be reserved.

#### Important Information for Permit Holders

28. Permits are non-refundable once purchased

29. It will take 3-working days from the time of payment to produce the permit and will be collectable from the local site selected by the applicant

30. Ownership of permit details cannot be changed

31. Lost permits can be replaced for a fee of £2.50. All lost permit numbers are reported to Total Parking Solutions and become immediately void