



STUDENT CAR PARKING
TERMS AND CONDITIONS
2023

Introduction

The roads within and around Teesside University car parks, although private property may be used by the public and therefore come within the definition of 'Roads' in the Road Traffic Act. Accordingly, they are subject to the general law regulating road traffic. The University has introduced the following Terms and Conditions which are applicable to all who work/study and visit the University and park within its car parks. The University aims to promote the safety of drivers and pedestrians and to ensure the best use of limited parking space. The issuing of a permit does not guarantee a parking space.

Traffic Regulations

All users of vehicles on University premises shall comply with traffic signs and notices, which may be displayed either permanently or from time to time, and with instructions from University Security Staff and other employees having requisite authority.

In accordance with Workplace Regulations the speed limit on University land is restricted to 10mph, although in some areas, such as car parks, the speed limit is reduced to 5mph. Infringement notices will be issued to drivers who exceed speed limits.

Implementation and Management of These Regulations

The implementation and management of these regulations on behalf of the University Vice Chancellor, shall be the responsibility of the Director Campus Services, with the operational management delegated to the University's Head of Campus Security.

Complaints and representations should be made to the Head of Campus Security in the first instance. Where it is not possible to resolve the situation in this way the complaint will be referred in the second instance to the Director of Campus Services.

These terms and conditions are applicable to all Teesside University car parks and grounds and are applicable at all times unless otherwise stated.

The University reserves the right to close any car parking spaces and/or car parks on a temporary or permanent basis at any time.

General Conditions & Regulations

Students registered for Pay to Park parking must purchase parking via the Pay By Phone app if the vehicle is parked within a University pay to park car park at any time between the hours of 7am – 6pm Monday to Friday. Please find a space before purchasing a parking session. All spaces are available on a first come first served basis.

Registered pay to park users are not required to purchase parking if parked in a University pay to park car park outside of these times however, all other terms & conditions still apply.

Students are prohibited from parking in any staff car park unless directed to do so by University Security or support services staff (car park attendants) or prior authorisation has been requested and approved.

All Resident Students are restricted to Parking in:

- East Parkside Village car park.
- Unless otherwise directed by University Security or support services staff (car park attendants).

All Non-Resident Students are restricted to parking in:

- Woodlands Hall, Mercuria, Student Union & Dartmouth Pay to Park car parks.
- Cannon Park Way car park. (Park & Ride Scheme with appropriate permit)
- Unless otherwise directed by University Security or support services staff (car park attendants).

Students who live locally and within postcode areas TS1, TS2, TS3 and TS4 will not be granted a permit or access rights to any Middlesbrough Campus car park. For this purpose, 'locally' is defined as having a term-time address within a radius of approximately 3 miles of Teesside University. They may however use the Dartmouth car park on a Pay to Park basis and purchasing the appropriate parking session.

Enforcement & Penalties

Parking is strictly forbidden:

In a location where a notice clearly prohibiting parking is displayed, for example (this list is not exhaustive):

- Emergency exits, plant room entrances, delivery areas or on emergency access routes.
- On yellow lines, areas hatched with yellow lines, or on grassed areas, on foot and cycle pathways or turning circles
- Areas temporarily cordoned and dedicated for specific or temporary operational purposes.
- In a disabled bay unless a national blue badge or university blue badge is displayed.
- In an area marked as temporarily or permanently allocated for use by visitors or in connection with maintenance or construction work.
- Vehicles without a current road fund licence must not be parked anywhere on University premises, and if parked are liable to be removed (at the owners own expense). Any valid permit on show may become invalidated.
- Vehicles should not be parked in such a manner as to obstruct access for emergency services vehicles.

All issued warning/infringement notices will include the date/time, vehicle registration and details of the infringement. Any accrued unpaid charges in these circumstances will be added and access will be withdrawn until such a time as they are paid in full. Additionally, photographic evidence of the infringement may also be recorded, which can be used in any appeal.

Warning/Infringement notices will be issued for: (this list is not exhaustive):

- Causing an obstruction
- Not parked in a designated parking bay
- Parking over two bays
- Parking in a non-designated area/car park
- Transfer of TUSC access to an unauthorised person
- Parking in a disabled bay
- Not informing Campus Services of a change of vehicle details
- Parking in a University car park when not registered for parking
- Not displaying a current/valid permit
- Not Purchasing parking via the app

- Expired Parking Time
- Abusive to Security/Support staff
- Speeding
- Tailgating

Vehicles and Drivers Not Permitted On the University

No motor vehicle may be driven or kept on University land by staff members, students, visitors and contractors unless it is:

- Insured
- Holds current road fund licence
- Is roadworthy and, where applicable, covered by a current MOT certificate.

All staff and students are not permitted to bring or drive a motor vehicle on to the University unless they have a current permit to park or have paid the correct Pay to Park Tariff.

Breach of this instruction may result in:

- Temporary withdrawal of parking access rights and parking privileges
- Permanent withdrawal of all access rights and all parking privileges
- A fixed penalty charge in student car parks
- Possible staff disciplinary action
- Possible student disciplinary action

Disability Parking

Staff or students who own a national disability parking permit or those others who, subject to the provision of satisfactory documentary evidence (including where appropriate, medical evidence) are eligible to apply for a blue University parking permit (at no cost). Upon issue of such permit, appropriate access rights will be granted to all permitted car parks that have disability parking bays with electronic access.

Motorcycles, Scooters and Bicycles

There is currently no charge for Motorcycle/Scooter owners to park at the University. Owners of motorcycles/scooters are requested to contact CarParking@tees.ac.uk to register their details and obtain advice on suitable location (Centuria South Cycle store) where they may park.

Bicycle owners are encouraged to apply for access to the secure cycle sheds for which there is no charge. Bicycles **MUST NOT** be taken into buildings or attached to buildings, street furniture/fixtures.

Bicycle owners can register for access to the secure cycle sheds via the link below

<https://www.tees.ac.uk/sections/stud/handbook/cycling.cfm>

Electric Vehicles

The University has a limited number of designated bays for use by electric vehicles for charging purposes only. Users can charge their vehicle for a maximum of four hours, they are then required to move their vehicle to an appropriate standard bay within their allocated student or public car park. Staff and Students must be registered for parking to access the designated car park. EV users are advised to inform carparking@tees.ac.uk to enable to necessary access to the car park with EV Chargers to be added to their TUSC. Users will also need to download the **eCharge+ App** from either Google Play or the Apple store to create an account to enable use of the chargers.

Charges

For students who register for Pay to park, a daily or hourly tariff is applied. Charges for Pay to Park are reviewed annually and displayed in Student car parks and also published on E Vision for Students.

The charge for students who wish to purchase a resident student permit is payable in full via the University online shop.

The possession of a permit/TUSC does not guarantee a parking space

Registering for Student Car Parking

Students:

- Fresher's (1st year students) online via E Vision (enrolments page)
- Resident Students initial application online via E Vision.
- 2nd, 3rd year and all other renewals online via E Vision.

All drivers of motor vehicles must apply to Campus Services to register for parking by completing an appropriate online application/renewal before parking a vehicle on University

property. Permits/access rights are granted at the discretion of the Director of Campus Services or in their absence the Head of Campus Security. Permits/access rights will not be granted unless the person registering is in possession of a full driving licence and staff/associate/student TUSC.

It is the responsibility of the person registering for parking to ensure that their vehicle details are correct at all times.

Issue is subject to:

- **Receipt of authority to deduct from salary the appropriate charge for the parking permit.**
- **Permits are only valid until such time as the permit holder/University cancels.**
- **The possession of a parking permit does not guarantee a parking space.**
- **Access to Pay to Park car parks does not guarantee a parking space.**
- **Permits must be prominently displayed and visible through the windscreen of the vehicle whilst parked within a University car park.**
- **The University reserves the right to impose charges/restrictions/penalties for wrongful parking and for breaches of the Parking Terms and Conditions.**
- **It is an offence to give incorrect or misleading information when applying for a permit online via Unity (for Staff) or E Vision (for Students).**

Should a permit holder transfer or dispose of his/her vehicle, Campus Services must be informed. Where a vehicle is disposed of and not replaced the permit must be returned to Campus Services.

It is the responsibility of the driver/owner of a registered vehicle to ensure that their parking record is accurate, failure to do so may result in withdrawal of access rights/disciplinary action.

Enforcement

Security and support services staff (car park attendants) are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University's Parking Terms and Conditions. The University reserves the right to affix a 'Warning Notice' to vehicles that are in breach of these regulations and are not displaying a valid parking permit or a record of purchasing Pay to Park parking. A warning/infringement will be affixed to the vehicle and the details will be retained for a period of twelve months. Penalties are:

Students & Victoria Building Tenants:

- Initial warning notice (email confirmation).
- 2nd and subsequent warning notices (email confirmation) and a fixed charge of £10.00. Access to car parks will be suspended until such time the fixed charge is paid.
- Infringements: (unauthorised access, tailgating etc.) will be regarded as trespass and may result in further action under the student disciplinary procedure.
- All accrued penalties must be paid in full before access is restored.

Fixed charge payments are to be made via University online shop.

Appeals

Representations regarding the issue of warning notices, charges and penalties must be made within seven working days of issue to the Head of Campus Security. A decision based on the relevant facts as to whether the warning notice should be upheld or not will be made within five working days and the staff member/student informed of the decision.

By applying for a permit/access to Pay to Park car parks you are agreeing to these terms and conditions

Disposal:

The University reserves the right to have vehicles that are parked and in breach of these regulations towed away, at the vehicle owner's own expense.

The University also reserves the right to dispose of vehicles abandoned on University property.

Data Protection

The traffic barrier control mechanism (access control) records the identity of the person presenting their TUSC card. A number of University car parks also have ANPR which records vehicle registrations. This information may be processed by Campus Services for the purpose of analysing usage of University car parks. The information given when applying for a vehicle permit is also shared with the Finance Office in order to deduct the appropriate fee from salaries.

In applying for either a Resident Student permit or registering for Student Pay to Park parking on campus you are agreeing to abide by these regulations.