University of Chichester

Car Parking Regulations

Terms and conditions for use of on-campus and off-campus car parks

Version No.: V9.0
Effective Date: 3 September 2018
1 Introduction

The University of Chichester (The University) has nearly 750 parking spaces situated at its two campuses at Bishop Otter and Bognor Regis, and at its Halls of Residence, to satisfy a population of about 5,500 students and staff, and visitors.

Demand for car park spaces exceeds the spaces available, which is particularly acute during term time. Therefore, parking controls and restrictions are implemented to ensure the efficient and effective operation of the University, equity of access and fairness.

A pay and display system, generally using pre-paid scratch cards, has been introduced for staff and students using all the on-campus car parking spaces. Staff may elect to pay a monthly sum, through a deduction from salary, which is equivalent to the daily rate for staff.

Visitor parking will be available at each campus but a charge will apply, either directly to the visitor using the pay-and-display machine or, by recharging faculties and departments if a visitor permit is issued.

Free parking is available for staff and students in the off-campus car park in Bognor only. Special conditions apply at these locations.

The following rules and instructions must be followed by all staff, students and those visiting the University.
2 General

2.1 Period of Operation of the Regulations
The regulations came into effect on 1st September 2009 and continue to operate throughout the whole of the calendar year. The regulations will remain in operation year-on-year, and any variation to the regulations will be published not less than 8 weeks prior to the implementation of the variation.

This version (V9.0) of the regulations, is effective from 3rd September 2018. A summary of the key changes are shown in Appendix F.

2.2 Management of the car parks
The Director of Estate Management has delegated authority for the control and management of all vehicles using the University grounds. This authority includes the implementation of these regulations. Responsibility for the day to day management of the car parks is delegated to the Head of Campus and Residential Services who is supported by the Travel Plan Coordinator. Contact details are included in Appendix D.

2.3 Liability
Motor Vehicles are brought onto the University grounds at the owner’s risk and the University undertakes no responsibility for their safety or security. The use of the car parks is permitted subject to compliance with these regulations. The car parks are for the use of members of the University and bona fide visitors having business with the University, and may be used by others as agreed by or on behalf of the Director of Estate Management. The University is not responsible for the loss or damage of property arising from bringing a motor vehicle into the grounds beyond the normal legal liability for acts and omissions of its employees, and whilst it endeavours to enforce these regulations it is not liable for failure to do so.

2.4 Right to enter the University grounds
The University campuses are private property and the University reserves the right to refuse entry onto the grounds to any person, or any vehicle, at its sole discretion. The University is not obliged to provide any reason for refusal to allow access to the grounds.

2.5 Vehicles permitted to park on campus
Motor vehicles, motor bikes and cycles are permitted to park on the campus subject to satisfying all the terms and conditions within these regulations.

Camper vans, trailers, caravans, etc. are not permitted to park on campus without the express permission of the Travel Plan Coordinator.

All vehicles using the University grounds must comply with the legal requirements of the Road Traffic Acts in force at the time; be road worthy; hold a valid MOT certificate (where applicable); and hold a valid Road Fund licence.

The driver must hold valid insurance for the vehicle and must comply with the requirements of these regulations, including observing the speed restrictions on campus and following instructions given by authorised officers of the University.
2.6 **Speed Restrictions**

Speed restrictions are in place throughout the site; these must be followed for the safety of everyone. Failure to comply with the speed limits could result in a removal of parking privileges.

2.7 **Charges for car parking**

The University imposes a range of charges for the use of its car parks. The charges are listed in Appendix A.

2.8 **When charges will apply**

Vehicle use of University campus car parks is chargeable between 0800 and 1700 hours, Monday to Friday. An overnight charge applies to students and visitors between 0200 and 0600 hours both during the week and at weekends. A detailed table of chargeable periods can be viewed in Appendix B.

No charges apply for any user on Bank Holidays.

2.9 **Where to park**

The on-campus car parks at the Bishop Otter and Bognor Regis campus are shown on the plans in Appendix C1 and C2.

All cars must be parked within the designated car park areas. All vehicles must be parked within the defined bays where they are marked or in a position such that the vehicle does not cause an obstruction in the unmarked car parks.

Disabled bays are clearly marked and are reserved for the exclusive use of blue badge holders or for those with a temporary special permit (refer to 3.6.4 and 4.6.4) Any other vehicle parking in a disabled bay will be liable to an enforcement notice and is likely to be towed away.

Drivers of oversized vehicles or vehicles with trailers must consult the Travel Plan Coordinator to obtain approval to park prior to visiting the campus and must follow their instructions.

Motor Vehicles may only be left in other areas at each campus that are not designated as car parks with the express permission of the Travel Plan Coordinator.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

2.10 **Displaying a permit**

Users of the University car parks are required to display some form of permit depending on the location of the car park and/or the time of use.

Students’ cars parked on either campus are required to display a validation permit at all times and, when applicable, a pre-paid scratch card.

Students who are eligible for and have purchased a Halls of Residence car parking permit must display this at all times.

Staff cars parked on either campus are required to display a validation permit at all times and, when applicable, a pre-paid scratch card.

Staff may alternatively purchase a monthly permit which must be displayed at all times.
Visitors’ cars must display a visitor permit at all times, or purchase a ticket from the pay and display machines, when charges apply.

2.11 Grace Period
Staff, students and visitors must display the appropriate permit within 20 minutes of arrival on campus.

2.12 Availability of car parking spaces
The University does not guarantee a parking space or confer rights other than to park temporarily in a designated car park or other authorised area in accordance with these regulations, if space is available.

2.13 Motorcycle Parking
There are approximately 7 motorcycle parking spaces at Bishop Otter and 10 at Bognor Regis. There is no charge for motorcycles parked in these designated spaces.

2.14 Cycle Spaces
There are approximately 190 covered cycle spaces at Bishop Otter and 90 covered spaces at Bognor Regis. There is no charge for cycles parked in these spaces. There are secure compounds at the Bishop Otter and Bognor Regis campuses and staff or students may obtain a gate release code free of charge to use these facilities.

2.15 Good Faith
All permits are issued to an individual for their exclusive use and are not transferable. The acquisition, purchase or use of a parking permit or other means of gaining access to, or use of a car park with the intent to deceive will invalidate that permit, and any car displaying that permit on the University grounds will be liable to an enforcement notice and may be clamped or towed away. The University reserves the right to require evidence that an application is accurate, complete and meets the requirements of the regulations before a permit is issued.

Where staff or students commit an offence in breach of these regulations, depending on the severity of the offence the matter may be reported to Director of Estate Management who will determine what action shall be taken. This may include withdrawal of permission to bring a vehicle onto the University grounds or instigating an investigation that may result in disciplinary action, in accordance with the University’s rules and regulations for students or staff.

2.16 Enforcement of the Regulations
Students, staff and visitors who contravene these regulations unfairly penalise their colleagues. The University employs a registered external agent to enforce the car parking regulations on the University owned land and to collect all penalty charges that are due.

The company contracted to enforce the regulations is detailed in Appendix D.

The enforcement of the regulations in the off campus car park at Bognor is the responsibility of the respective land owners whose details are also provided in Appendix D.

2.17 Impact of car use in the local community
The high number of car journeys to and from the University’s campuses has a significant impact on the local community. In particular, inconsiderate and indiscriminate parking on roads surrounding the campuses causes local residents inconvenience, disturbance and anxiety.
Many of the neighbouring roads are narrow and when congested with parked cars can be difficult to pass especially for emergency vehicles.

The University wishes to be a ‘good neighbour’ as well as supporting the needs of our staff and students. The University will work closely with the Local Authority and Sussex Police to find solutions to parking congestion on the roads around the campuses. The University supports the actions of the Local Authority and Police to ticket and remove cars on the public highway that contravene the road traffic act.

The University will consider disciplinary action against any members of staff or students who persistently contravene the regulations and/or damage the reputation of the University.

2.18 Ring fencing income from car park charges
All income generated from car park charges is ring fenced to support the management and operation the University’s car parks, provision of free off campus car park, supporting environmentally sustainable forms of transport such as the University intercampus bus service, and other environmental initiatives.

2.19 Dogs on campus
Dogs are not allowed on either campus except for assistance dogs. Dogs are also not allowed to be kept in vehicles on campus at any time. Dogs that are found in vehicles and seem in distress may be removed if it is in the animal’s best interest. The University will accept no liability for damage caused to vehicles whilst removing an animal from a vehicle.
3 Student Parking

3.1 Authorisation to bring a car onto campus
Bona fide students who are registered on one of the University’s courses will be eligible to park on campus, subject to the restrictions detailed below.

3.2 Restrictions
Generally, students who live on campus are not eligible to park a car on campus. However, students living at Havenstoke or Pinewood may apply for a resident car parking permit. The charge for a permit is shown in Appendix A.

Students living within 1.5 miles of their main campus are not eligible to obtain a campus parking permit unless special permission has been provided (see section 3.6.4 & 4.6.4).

3.3 On campus parking
Eligible students may park a car in designed areas on campus provided that a validation permit is displayed at all times and a scratch card is also displayed during the times when charges apply. The scratch card must be activated by scratching off the appropriate boxes for the day and date of use and recording the car registration number.

A validation permit must continue to be displayed when parking charges do not apply.

Parking overnight is discouraged. However, an overnight permit can be purchased from the accommodation office at either campus on the day to allow overnight parking. The charge for the overnight parking is shown in Appendix A. The validation permit must also be displayed with the overnight permit.

3.4 30 minute parking bays
At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

3.5 Off campus parking
Off campus parking is available at the Local Authority owned London Road car park, Bognor Regis.

The University pays for the use of the car park centrally and no direct charges apply to University staff or students using the available spaces.

Staff and students are encouraged to use these spaces to reduce the demand for on-campus parking and to limit the on-street parking near the Bognor campus, which causes inconvenience to local residents.

The special regulations that apply to the use of this car park are detailed in section 6.

3.6 How to apply for a permit

3.6.1 Validation Permit
A validation permit can be obtained from designated collection points at the start of the academic year. The location and times for collection will be published on Moodle and on the
intranet. At other times of the year students should contact the Travel Plan Coordinator for advice.

A validation permit will only be issued to a student after registration or re-registration and this will be checked before the permit is issued.

The permit is issued free of charge. However, an administration charge may be imposed for replacing lost permits.

Validation permits remain in force for the duration of the course for which the student is registered. Permits must be returned to the Travel Plan Coordinator should a student discontinue his/her course of study prior to the final year. Permits issued to students who are no longer registered on a University course will be invalidated.

3.6.2 Resident parking permits (Havenstoke and Pinewood)
A limited number of Resident Permits may be available for dedicated car parking spaces at the above off-campus residences. The permits will only be issued to bona fide residents in these accommodation blocks. The annual charge for the resident permit is detailed in Appendix A.

The permit allows 24 hour parking in the allocated car parking bay at the residence in question but does not allow on-campus parking.

The permit can be obtained by application to the Accommodation Office.

Should the available dedicated spaces not be allocated to resident students within seven days of the start of the tenancy period they will be offered to other students and staff at the prevailing annual charge rate. The permits will be allocated on a first come first served basis.

3.6.3 Disabled Permit Holders
Blue Badge holders may park on campus without a permit during the daytime and evening. However, the blue badge must be displayed at all times.

Students living on-campus and holding a blue badge may also obtain a resident permit free of charge. The permit can be obtained by application to the Travel Plan Coordinator.

Overnight parking for non-resident blue badge holders will be charged at the prevailing rate. An overnight permit must be obtained on the day from the accommodation office at either campus. The charge for overnight parking is shown in Appendix A.

Blue badge holders may use the disabled parking bays or any other bays within the car parks. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

3.6.4 Special Permits
In exceptional circumstances a special permit may be issued to support a student's exceptional academic commitments or health needs, which cannot be accommodated within the existing regulations.

For instance, on-campus resident students who are required to use a car whilst undertaking teaching practice may apply for a temporary car parking permit. The special permit may only be issued following an application to the Travel Plan Coordinator and is subject to a recommendation from the Faculty.
A temporary ‘disabled’ permit may also be issued to a student who does not hold a blue badge but has a medical problem that warrants special consideration. The application will be assessed by the Occupational Health Department at the University. The use of the temporary permit only allows parking within specific locations, which may include disabled parking bays, on the University campuses and may be time limited. **Car park charges will continue to apply.**

The final decision to grant a special permit, and the terms and conditions for the use of that permit, rests with the appeals panel and is confirmed by the Director of Estate Management whose decision will be final.

### 3.6.5 How to obtain a scratch card

Scratch cards can be purchased in books of 10. These cards can be obtained from a variety of outlets, including both SIZ (Reception) desks, the SU shop (BOC) and Art Shop (BOC). Changes to the outlets will be published on Moodle.

Single cards are generally not available. However, in an emergency these may be obtained from the SIZ (Reception) desks.

Scratch cards remain valid for a period for three years and are non-refundable unless notification of withdrawal from use is provided. Additionally, these permits can only be sold onto authorised personnel at current prices.
4 Staff Parking

4.1 Authorisation to bring a car onto campus
Bona fide members of staff will be eligible to park on campus. Generally, this shall mean all employees of the University. However, there are a group of individuals, such as visiting lecturers, research associates, and the like, who provide services to or interact with the University on a regular basis but may not be registered as University employees. This group will be entitled to obtain a validation permit allowing restricted use of the University’s car parks.

Other authorised groups include those with a leasehold interest with “Rights to Park” contained within the terms and conditions of their lease and University Governors with an entitlement to park free of charge.

Any other groups who provide services to or interact with the University on a “one off” or irregular basis will not be entitled to a permit and will be treated as a visitor for the purposes of these regulations.

4.2 On campus parking
Staff may park in designated areas on campus provided that a validation permit and a scratch card are displayed at all times when charges apply. The scratch card must be activated by scratching off the appropriate boxes for the day of use and recording the car registration number.

The validation permit must continue to be displayed when parking charges do not apply.

Parking overnight is discouraged. However, please notify the Travel Plan Coordinator via email (travelplan@chi.ac.uk) prior to overnight parking.

Staff may wish to purchase a monthly permit instead of using scratch cards. The procedures for obtaining a monthly permit are detailed in paragraph 4.4 below.

The charges for staff parking are shown in Appendix A.

4.3 30 minute parking bays
At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

4.4 Monthly permit
Staff may choose to purchase a monthly permit allowing use of the car parks without the need for a daily scratch card. The charge for a monthly permit is detailed in Appendix A. A higher charge applies to senior staff using the restricted car parking areas at either campus.

The monthly permit can only be paid via a deduction from salary. Staff who do not receive a regular monthly salary from the University will not be able to apply for a monthly permit.

4.5 Off campus parking
Off campus parking is available at the Local Authority owned London Road car park, Bognor Regis.

The University pays for the use of the car park centrally and no direct charges apply to University staff of students using the available spaces.
Staff and students are encouraged to use these spaces to reduce the demand for on-campus parking and to limit the on-street parking near the Bognor campus, which causes inconvenience to local residents.

The special regulations that apply to the use of this car park are detailed in section 6.

4.6 How to apply for a permit

4.6.1 Validation Permit
A validation permit can be obtained from designated collection points at the start of the academic year. The location and times for collection will be published on Moodle and the intranet. At other times of the year staff should contact the Travel Plan Coordinator for advice.

4.6.2 Monthly Permit
Staff should contact the Travel Plan Coordinator to obtain the necessary mandate form should they wish to use this option.

The monthly permit may commence on the 1st of any month, and will remain valid until cancelled by the staff member or the University. The cancellation can only take effect at the end of a calendar month and is subject to the return of the permit.

A monthly permit cannot be obtained within six months of the cancellation of the previous permit.

4.6.3 Disabled Permit Holders
Staff who also hold a blue badges may park on campus without a permit during the daytime and evening.

Parking overnight is discouraged. However, a free overnight permit can be obtained, on the day from the Travelplan Coordinator, to allow overnight parking the validation permit must be displayed.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

4.6.4 Special Permits
In exceptional circumstances a temporary ‘disabled’ permit may be issued to a member of staff who does not hold a blue badge but has a medical problem that warrants special consideration.

The application will be assessed by the Occupational Health Department at the University. The use of the temporary permit only allows parking within specific locations, which may include disabled parking bays, on the University campuses and may be time limited. Car park charges will continue to apply.

The final decision to grant a special permit, and the terms and conditions for the use of that permit, rests with the appeals panel and is confirmed by the Director of Estate Management whose decision will be final.
4.6.5 **How to obtain a scratch card**

Scratch cards can be purchased in books of 10. These cards can be obtained from a variety of outlets, including both SIZ (Reception) desks, the SU shop (BOC) and the Art shop (BOC). Changes to the outlets will be published on Moodle.

Single cards are generally not available. However, in an emergency these may be obtained from the SIZ (Reception) desks.

Scratch cards remain valid for a period for three years, and are non–refundable unless notification of withdrawal from use and/or changes to the parking charges is provided. Additionally, these permits can only be sold onto authorised personnel at current prices.
5 Visitors

Bona fide visitors to the University may use the pay and display car parks or obtain a visitor permit to park on campus. Visitor permits should be obtained, prior to the day of the visit.

Staff inviting visitors to the University shall ensure that their visitors are aware of the parking regulations prior to arrival at the University.

5.1 30 minute parking bays

At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

5.2 Visitor Permits (daily permits)

Visitor permits can be provided to bona fide visitors through the designated contacts within the Faculty and Professional Services. An internal charge will apply for the issuing of a visitor permit equivalent to the daily charge.

Visitors may park in any on campus car park, except in the barrier controlled car park or restricted parking bays, provided that a valid visitor permit is displayed.

Visitor permits cannot be issued to students or members of staff.

Visitors who also hold blue badges may use the disabled parking bays or any other bays within the car parks whilst displaying a valid blue badge. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction. No charges apply for blue badge holders.

5.3 Allocated car parking spaces for visitors on University business

A limited number of allocated visitors’ spaces at each campus can be booked in advance via the SIZ, using the dedicated Supportworks request form. These are allocated on a first come first served basis. Visitors need to display their valid visitor permit.

Allocated visitor spaces cannot be issued to staff or students.

5.4 Visitor Permits (overnight permits)

There are special arrangements for visitors and conference guests who require overnight parking. Staff wishing to offer overnight parking facilities for their guests should contact the Travel Plan Coordinator.

5.5 Contractors

Contractors are treated as visitors for the purposes of these regulations. The person authorising the work must notify the presence of contractors on site to Travel Plan Coordinator. Contractors attending site to carry out official works must park where advised by the Travel Plan Coordinator and display a valid contractor visitor permit. Under no circumstances are emergency access routes to be obstructed or blocked.

Staff employed by the Security and Catering Contractors, and others employed on term maintenance contracts are entitled to park providing they display a validation Permit and a pay and display scratch card.
Contractors undertaking major works will be allocated a dedicated area for their welfare facilities, which may include limited parking for essential staff. No other parking will be available for use by the contractor's employees or subcontractors.

5.6 Deliveries
Commercial vehicles delivering or collecting goods and materials for the University will not require a visitor permit, provided they do not remain on campus for longer than 20 minutes.

The Travel Plan Coordinator should be advised if vehicles are likely to remain on campus longer than 20 minutes.
6 Off-Campus Car Park

The off-campus car park is available for staff and student use only. Visitor parking is not permitted. Terms and conditions for use of this car park is detailed below:

6.1 London Road Car Park

6.1.1 Address
Arun District Council car park
London Road,
Bognor Regis

6.1.2 Period of use
Monday to Friday 0600 – 1800 - 1st September – 31st August

6.1.3 Permit requirements and charges
There are no charges for students or staff using the car park during the dates and times detailed above provided that a validation permit is displayed. Refer to sections 3.6 and 4.6 above to obtain a validation permit.

6.1.4 Where to park
Parking is permitted in the designated area to the left of the main car park, which is clearly signed. Free parking is not available in the main car park.

6.1.5 Number of spaces available
There are a maximum of 50 spaces available in this car park. The parking bays are not clearly marked out and users should park carefully so that the maximum number of spaces can be used and to avoid causing an obstruction.

6.1.6 Enforcement of the regulations
Arun District Council will enforce the regulations in this car park. Any contravention of the regulations for the permitted use, as detailed above, may invoke penalties. These penalties will be displayed in a prominent position on the car park site. Please note that enforcement in this off-campus car park is not the same as the University’s enforcement regime for on-campus parking. In particular, the University has no direct control of the enforcement of the regulations and cannot intervene in any disputes.
## Staff

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<thead>
<tr>
<th>Permit (0.91 – 1.0 fte)</th>
<th>08.00hrs – 17.00hrs</th>
<th>£32.80</th>
<th>£33.71</th>
<th>Payable per month (£1.85 per day) *1</th>
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<td>Permit (0.81 – 0.90 fte)</td>
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### Pay and Display (ticket)
- 0 – 4 hrs: £1.20 per 1hr
- £1.50 per 1hr
- Maximum stay 4 hours - no return within 4 hours

### Overnight permit
- 02.00hrs – 05.59hrs: Free
- Also requires validation permit to be displayed

### BRC - London Road car park
- 06.00hrs – 18.00hrs: Free
- Monday – Friday (designated area only). Also requires validation permit to be displayed

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*1 Pro rata rates apply for part-time senior members of staff*
## Students

<table>
<thead>
<tr>
<th>Pre-paid scratch card</th>
<th>08.00hrs – 17.00hrs</th>
<th>£1.25</th>
<th>£1.30</th>
<th>Also requires validation permit to be displayed</th>
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<td>Pay and Display (ticket)</td>
<td>0 – 4 hrs</td>
<td>£1.20 per 1hr</td>
<td>£1.50 per 1hr</td>
<td>Maximum stay 4 hours - no return within 4 hours (Students living within 1.5 miles of their main campus are not permitted to use the pay &amp; display)</td>
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<tr>
<td>Overnight permit</td>
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<td>£21.00</td>
<td>£21.50</td>
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<tr>
<td>Havenstoke &amp; Pinewood</td>
<td>24 hour</td>
<td>£256.00</td>
<td>£262.50</td>
<td>For the length of the accommodation contract</td>
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<td>BRC - London Road car park</td>
<td>06.00hrs – 18.00hrs</td>
<td>Free</td>
<td>Free</td>
<td>Monday - Friday (designated area only). Also requires validation permit to be displayed.</td>
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## Visitors

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<th>Pay and Display (ticket)</th>
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<th>£1.20 per 1hr</th>
<th>£1.50 per 1hr</th>
<th>Maximum stay 4 hours - no return within 4 hours</th>
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<td>Conference Visitor Permit</td>
<td>24 hour</td>
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<td>Free&lt;sup&gt;3&lt;/sup&gt;</td>
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<sup>1</sup> Annual equivalent based on 219 working days per annum  
<sup>2</sup> Recharge to Faculty or department (equiv. day rate)  
<sup>3</sup> Recharge to Faculty or department (equiv. double day rate)

### Annual Equivalent charge for staff<sup>1</sup>

<table>
<thead>
<tr>
<th>Full time staff</th>
<th>£404.45</th>
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<tr>
<td>0.75 fte</td>
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<td>Senior staff</td>
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## Appendix B

<table>
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<tr>
<th>Time</th>
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<tr>
<td>0200</td>
<td>Overnight charge applies</td>
<td>Free</td>
<td>Overnight charge applies</td>
</tr>
<tr>
<td>0600 – 0800</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
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<td>0800 – 1700</td>
<td>Daily charge applies</td>
<td>Daily charge applies</td>
<td>Daily charge applies</td>
</tr>
<tr>
<td>1700</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td><strong>Sat – Sun</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200</td>
<td>Overnight charge applies</td>
<td>Free</td>
<td>Overnight charge applies</td>
</tr>
<tr>
<td>0600 – 0200</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
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<tr>
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</tr>
</tbody>
</table>
Appendix D

Contact Details

Estate Management

**Director of Estate Management**  
John Kingdon  
Email: [j.kingdon@chi.ac.uk](mailto:j.kingdon@chi.ac.uk)

**Head of Campus and Residential Services**  
Charles White  
Email: [C.A.White@chi.ac.uk](mailto:C.A.White@chi.ac.uk)

**Travel Plan Coordinator**  
Ralph Lilley  
Email: [travelplan@chi.ac.uk](mailto:travelplan@chi.ac.uk)
Telephone: internal extension 6122  
(01243) 816122

Car Park Enforcement Agency

*On-campus car parks.*

One Parking Solution Limited (OPS)  
95 Arundel Road  
Worthing  
West Sussex  
BN13 3EU

*Off-campus car parks*

London Road car park, London Road, Bognor Regis

The Car Parks Office  
Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
(01903 7375655)

Email: [car.parks@arun.gov.uk](mailto:car.parks@arun.gov.uk)  
Web: [arun.gov.uk/parking](http://arun.gov.uk/parking)
Appendix E

University of Chichester Parking Permit Appeals Panel

The University’s Appeals Panel for parking will consist of three representatives who will be come from the following departments Estate Management, Students’ Union and Student Support and Wellbeing.

To ensure fairness the Panel will only make a decision when all three members of the panel are present. Any appeal that receives a majority verdict (two votes to one) will be granted a permit.

Any appeal must be supported by the documentation listed in this document.

The panel will meet once a month if there are appeals and consider all the appeals they feel meet the criteria laid out in this document. Other appeals may be considered if the Panel deem that there are exceptional circumstances.

All applications should be directed to the following email address travelplan@chi.ac.uk

The Panel’s decision is final and no grounds for further appeal will be granted.

Please read carefully the information below to ensure that you understand the basis on which appeals are considered and that you supply all the necessary supporting information to enable the Appeals Panel to consider your application without undue delay.

**Appeal Consideration**

Appeals will only be considered where there are exceptional extenuating circumstances. Please give as much information as necessary to give the Panel a clear picture of your circumstances. Each case is considered on an individual basis and any information you provide in support of your appeal will be confidential to members of the Panel and staff dealing with your application.

Your appeal is more likely to succeed if:

- You have a disability affecting your mobility to a significant extent.
- Public transport from home to the University is not available.
- Your course involves placements which cannot be accessed other than by car.
- You have sole caring responsibilities which preclude your use of public transport to get to the University on time.
• Due to the nature of your course you have equipment, Sports goods, large Musical instruments that you need to transport between your home and the University on a regular basis and are too big for public transport.

This list is not definitive; there may be other circumstances which you wish the Panel to consider.

The following are not considered grounds for a successful appeal:

• Needing a car to travel to and from part-time employment or voluntary work.

• Preferring to drive to placements where transport is provided or public transport is available.

• Personal convenience linked to bus timetable.

**Appeals Criteria**

**Appeals on medical grounds**

If you are appealing on medical grounds your appeal will be passed to the University’s Occupational health department who will then pass on their recommendation to the appeals panel.

**Appeals On lack of public transport**

If your appeal relates to a lack of public transport in the vicinity of your University address and you feel this is affecting your studies or is putting your welfare at risk please supply the panel with the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

• Your University address
• Your course timetable
• A supporting document from your course tutor that the lack of public transport is having an adverse effect on your studies/welfare. Your tutor should explain how the lack of transport is having an adverse effect on your studies/welfare.

**Appeals on placement grounds:**

Where your appeal is on the grounds of placement in respect of your course, please provide the letter from your placement tutor confirming the location and duration of your placement. Please use section 2 of the Appeals form to detail your appeal in more detail.

The following information will also be required:

• Your University address
• Your placement address
• Your Course timetable
• Your placement timetable
**Sole Caring**

If your appeal relates to childcare responsibilities, please give the following information
Please use section 2 of the Appeals form to detail your appeal in more detail.

- Ages of the children
- The names and addresses of the schools or other child care they attend
- The start/finish times of the school or other childcare provider;
- A copy of your timetable.
- Your University address

**Movement of equipment**

If your appeal relates to the movement of equipment on a regular basis the panel will require the following information Please use section 2 of the Appeals form to detail your appeal in more detail.

- Your University address
- Your course timetable
- A supporting document from your course tutor to support the need to move the equipment on a regular basis. As much detail as possible should be given to help the panel make an informed judgement

**Any other appeal**

If you feel you have grounds for an appeal for any exceptional circumstances not covered above the panel will consider all reasonable requests but hold the right to refuse any requests which are not found justified and reasonable in the circumstances.

In exceptional circumstance including safety concerns the panel will consider the issue of temporary permits.

**Notification of Outcomes:**

The Panel normally meets monthly to consider applications and every effort is made to communicate the outcome of the appeal as soon as possible. Notification of the outcome is normally via your @chi e-mail. Where a permit is granted, you will be told the type of permit granted, for how long the permit is valid for and an indication of when the permit will be ready for collection. Except in the case of students with disabilities or chronic health problems, approval is normally granted only until the end of the current academic year and a new appeal must be submitted each subsequent year. The granting of a permit in one year does not guarantee that a permit will be granted in future years. The decision of the Panel is final.
Section 1; Type of Appeal

A. I wish to apply for a parking permit but am not eligible because my current address is

and I fall within the 1.5 mile exclusion Zone but believe I have to travel further than this distance

B. Any other reason. Please state reason below

Have you previously applied to the Appeals Panel   Yes (   )   No(   )

Section 2 Grounds for appeal
Please detail all grounds you believe entitle you to appeal
### Section 3 Supporting Information

Please list all supporting documents that you are supporting your appeal with

A.  
B.  
C.  
D.  
E.  

### Section 4; Declaration

- I declare the information I have given on the form is correct and complete to the best of my knowledge
- I understand that I may be asked to supply additional information to support my application
- I understand that giving false or partial information may disqualify my application

Signed………………………………………………………………….Date…………………

Name……………………………………………………………………Student Number……………

For official use only: Approved/Not approved/Pending

Notes

The data you supply on this form will be used by the University of Chichester to process your parking appeal and will only be viewed by specific named members of the appeal panel. If you disclose a disability or health issue as part of your appeal we will require your consent for us to process this information as part of your appeal. You can withdraw this consent at any time by emailing travelplan@chi.ac.uk but this may affect the outcome of your appeal. Once your appeal has been decided all information supplied will be securely destroyed/deleted other than the appeal outcome within 6 months. The information you supply will not be shared with third party organisations or anyone outside the Appeal Panel. To find out more about your rights as a data subject and how the University complies with data protection legislation please visit: https://www.chi.ac.uk/about-us/policies-and-statements/data-protection.
## Key changes to the regulations - Version 8.0 to V9.0

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<thead>
<tr>
<th>Paragraph</th>
<th>Change</th>
<th>Rationale</th>
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<td>Appendix A</td>
<td>Changes to parking charges for staff, students and visitors</td>
<td>Funding for Green Travel Plan initiatives</td>
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<tr>
<td>Appendix A</td>
<td>New fractional charges available to staff for pay monthly permits</td>
<td>Staff payroll deduction more accurately reflects part time hours</td>
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<td>GDPR requirement</td>
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<td>Minor formatting, typographic and referencing changes and updates</td>
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Student Exclusion Zone Maps

Chichester Campus Exclusion Zone

1.5 mile radius