

## **BRUNEL UNIVERSITY LONDON**

### **TRAFFIC and PARKING REGULATIONS**

#### **1. General Information**

The University campus is private land and drivers who bring their vehicles on to the campus do so at their own risk. The University accepts no responsibility or liability (whether such liability arises out of contract, tort, statutory duty or otherwise) for any loss or damage that occurs to any vehicle or its contents while that vehicle is on University land, whether with permission or not. In order to comply with the Health and Safety at Work Act 1974 and other legislation, the University must apply regulations to control the traffic flow and car parking to maximise safety on campus. Enforcement of the University Traffic and Parking Regulations is by the application of sanctions approved by the University authorities and imposed on behalf of the Vice-Chancellor and President.

#### **2. Parking Bays**

- 2.1 Parking bays are available across campus Sites 1 to 3 for all users
- 2.2 Registered users can park in any bay with the exclusion of 2.4 below
- 2.3 Un-registered vehicles are required to Pay and Display
- 2.4 Parking is not permitted in:
  - a) Reserved spaces (marked in green)
  - b) Accessible parking bays (unless displaying a valid disabled person's blue badge)
  - c) Medical Centre bays
  - d) Tenant bays
  - e) The Isambard Complex, (Unless displaying a valid disabled persons blue badge)
  - f) Electric charging bays, unless you are charging your vehicle. The appropriate parking fee must be paid in addition to the cost of the charge. A parking charge notice will be issued to any vehicle parked in a charging bay which is not connected to the charging point and actively charging

#### **3. Staff and Student Vehicle Registration**

- 3.1 Staff and Students wishing to bring a vehicle on to University property/land must register their vehicle with the University and pay the appropriate fee. We recommend that staff and students register their vehicles even when parking out of hours only (4pm to 8 am and weekends). Out of hours access is available free of charge.
- 3.2 Motorcycles and mopeds also need to be registered. Students should register their vehicles via the Student Centre, Howell Building. All other registrations are handled by Brunel Reception, Eastern Gateway Building.
- 3.3 Where parking access control is in operation, the necessary barrier access will also be issued on registration. Staff who have registered more than one vehicle must ensure they only park one vehicle on site on any given day.

#### **4. Visitor Parking**

- 4.1 Visitors are required to be registered by their Brunel contact otherwise they are required to Pay and Display and pay the appropriate fee

## 5. Pay and Display

5.1 Pay and Display is available on all sites. Machines are located in strategic locations which accept cash payment or mobile technology is also available

5.2 Whilst charging any electric vehicles the appropriate parking fee must be paid in addition to the cost of the charge.

## 6. Traffic Regulations

- 6.1 Vehicles must enter and leave the University campus by the authorised signed entry/exit points only
- 6.2 Drivers must comply with all traffic signs erected on the University campus. They must also comply with any reasonable directions from University staff and/or their Agents controlling/regulating traffic flow/parking
- 6.3 The speed limit on all University property/land is 15 mph, unless otherwise indicated
- 6.4 Vehicles must be driven with due care and attention at all times
- 6.5 All drivers must be in possession of a relevant valid driving licence for the vehicle they are driving
- 6.6 All vehicles and drivers must be covered by relevant and adequate insurance at all times
- 6.7 Drivers not holding a valid driving licence, even if registered with the University, are not allowed on University property/land as they are not covered by insurance. Such vehicles found on the University campus will be regarded as abandoned and the owner/keeper will be fined and the vehicle removed from the campus in accordance with Sanctions 8 below. *Please also be aware that the DVLA carry out periodic checks on vehicles.*
- 6.8 Vehicles and motorcycles are not allowed to drive or park on pedestrian footpaths at any time
- 6.9 Skateboarding and rollerblading on University property/land is prohibited

## 7. Parking Regulations

- 7.1 Parking is prohibited at all times on:
  - Emergency access areas (marked with diagonal yellow lines)
  - Double yellow lines
  - Grassed areas unless marked as a designated parking area
  - Yellow cross hatched lines
  - In front of building fire exits or doors
- 7.2 Accessible parking bays are reserved for vehicles clearly displaying a valid disabled persons blue badge
- 7.3 All motorcycles and mopeds must be registered and parked in specific designated areas
- 7.4 No vehicle is guaranteed a parking bay
- 7.5 Car parks are clearly marked and no vehicle may be parked on University property/land except in designated parking spaces

## 8. Sanctions

- 8.1 Immediate remedial action will be taken if any vehicle is parked so as to obstruct emergency vehicle access, emergency exits from buildings and/or movement of vehicles on campus. The Metropolitan Police will also be immediately advised of any such situation

- 8.2 Vehicles that are left on University property/land in an un-roadworthy condition or not taxed, will be classified as 'abandoned' and the following action taken:
- 8.3 A notice will be fixed to the vehicle indicating a period of 14 days' notice for the vehicle in question to be removed from University property/land
- 8.4 If the vehicle has not been removed by the end of this period of notice, disposal action will be taken
- 8.5 If a total of 3 of these sanction contraventions occur in an academic year, the vehicle driver will be banned from obtaining vehicular access to University property/land for the remainder of the academic year

## 9. Suspension

- 9.1 The University reserves the right to suspend normal parking regulations in the case of major events such as Graduation periods or emergencies
- 9.2 The University have the right to withdraw permission to park for instances of dangerous driving on campus

## 10. Parking Conditions

*When parking on Brunel land, you agree to abide by the University's Traffic and Parking Regulations in force at the time the vehicle is brought on to site and these specific conditions.*

- 10.1 All applicants must read, understand and agree to comply with Brunel University London's Traffic and Parking Regulations (*hard copies are available from Brunel Reception, Eastern Gateway Building or the Student Centre, Howell Building*)
- 10.2 The University reserves the right to withdraw permission for parking and/or vehicle access if the Traffic and Parking Regulations in force at the time are not complied with
- 10.3 Being registered to park on site does not guarantee a space
- 10.4 The car parks are patrolled and administered by an independent organisation who enforce the Traffic and Parking Regulations and any vehicle parked in contravention of the regulations will be issued with a parking charge notice
- 10.5 Information supplied when registering to park a vehicle must be correct. The University must be notified of any permanent change in details given e.g. vehicle registration number, home post code, contact details etc. Staff, Agency, Tenants and Contractors should notify Brunel Reception, Eastern Gateway Building. Students should notify the Student Centre, Howell Building of any changes.  
All resident students and students living within a two mile radius of the University are not eligible to apply to park on site unless they hold a valid disabled persons blue badge. Students are not eligible to register their vehicle if they take up accommodation on campus or move within a two mile radius of the campus.  
Information provided may be used by the university to analyse parking trends and to project future parking requirements.
- 10.6 Security should be notified of any vehicle accidents that occur within the grounds of the University
- 10.7 **A for STAFF**, if parking is no longer required, including when going on maternity leave, you should inform Brunel Reception, Eastern Gateway Building. If you are a permanent member of staff and pay for your parking through salary, Payroll will be notified to cease deductions.  
**10.7b for STUDENTS**, if you have paid for your parking in advance, any refund will be calculated on a pro-rata basis. Refunds will only be calculated from the date you notify the Student Centre you no longer wish to have parking. Students should contact the Student Centre, Howell Building if they wish to de-register to park. It is the students responsibility to notify the Student Centre they wish to terminate their annual parking and notifications cannot be back dated. Refunds will be refunded pro rata, if you notify us to cancel your parking before the Christmas break you will receive 2/3rd of your payment back, if you notify us to cancel your parking after the Christmas break but before the Easter

break you will receive 1/3rd of your payment back. No refunds are available after the Easter break. Any refunds would be paid by to the card with which it was paid.

**10.8** Any vehicle registered with the University remains the responsibility of the applicant until the permit is de-registered and any costs relating to the vehicle will be passed to the applicant for payment.

**10.9** It is your responsibility to ensure that payments are taken from your salary to cover the due cost to park your vehicle on site. The University will claim back any outstanding amounts. Furthermore, the University may revoke your parking rights if payment is not made in full

PLEASE NOTE:

- The University reserves the right to review parking fees on campus when appropriate
- Brunel reserves the right to amend the Traffic and Parking Regulations at any time when necessary

*Please Note: Copies of this document can be found on the intranet and e-vision. They will also be available for collection from Brunel Reception, Eastern Gateway Building and the Student Centre, Howell Building.*

Review Date 24/05/21