
Parking Procedures

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This document replaces all previous procedures relating to CU Car Parking

Section 1 General Information and Permits

1.00 Introduction

This document sets out the procedures relating to the use and management of car parks located on the Coventry University main campus and applies to staff, students, visitors and contractors.

Car parks under the control of Coventry University Enterprises are excluded.

Car parking areas at Accommodation sites under the control of FutureLets are excluded – please see separate FutureLets Staff and Visitor Car Parking Policy.

Coventry University parking facility is managed by the Estates Service.

The University has also negotiated special rates with the NCP for the use of Belgrade Plaza car park. This is available to all staff and students and payment is made via the NCP ParkPass Scheme. NCP terms and conditions apply. Full details are available on the Coventry University website parking pages.

2.00 Car Park Locations

Appendices 1 to 3 list the locations of staff and student car parks covered by these procedures.

3.00 General Rules of Use

Car parks and the surrounding landscaped areas must not be used for the storage of items such as skips, trailers, portakabins etc. without authorisation by the Group Director of Estates or the Assistant Director, Estates – Group Protection Services. Where authorisation is given there may also be a charge applied to cover the cost of lost revenue or remedial work to return the area to its former condition.

Possession of any permit does not guarantee the availability of a parking space.

All permits and rights to park cease when an employee or student leaves the University. Members of staff who leave the University are required to return their staff parking permit to the Reception team in Alan Berry, Alma Building or Portal House.

Student permits issued to students with mobility needs (see 7.02) are reviewed annually by the Welfare and Disabilities Office. A student leaving the University is required to return the permit to the Welfare and Disabilities Office.

Where the term ‘Blue Badge’ is used in this document it relates to the Local Authority run Blue Badge scheme for people with mobility problems (see www.gov.uk/apply-blue-badge for more information).

Permits are strictly not transferable between people and vehicles.

The University reserves the right to withdraw access to University car parks to any individual without notice.

All car parks clearly display a notice outlining the rules of use and the charges that apply to all users. This also includes all internal roadways within the boundaries of the University and which have clearly marked conditions of use as per the Highways Act. Where the driver of a vehicle is found to be in breach of parking regulations a parking charge notice (PCN) may be issued.

4.00 CCTV and Security

Vehicles and their contents are parked at the owner’s risk and the University accepts no liability for any loss or damage to the vehicle or contents.

CCTV surveillance systems operate across the University campus, including most car parks, for the safety of staff, students and visiting members of the public and for the security of assets. The system is operated in accordance with the University CCTV policy, further details can be found on the Coventry University website. Parking Enforcement staff are equipped with Bodyworn cameras.

No images from CCTV cameras will be disclosed to any external third party without permission being given by the Information Governance Unit (IGU). Data will not normally be released unless satisfactory evidence is provided that it is required for the detection or prosecution of a crime.

Mobile Officer Patrols are conducted across the site at indiscriminate intervals throughout the day and night.

Many of the University car parks are locked overnight and at weekends, see Appendices 1 and 2 for operating hours. In the event of a vehicle being locked inside a car park, emergency out-of-hours access can be arranged through the Protection Service by calling **02477 657363**.

5.00 Payment Machine Maintenance

In the event of payment machines not operating correctly this should be reported in the first instance to the Protection Service by calling **02477 657363**.

6.00 Staff Parking Locations

Locations of staff car parks are listed in Appendix 1. This includes details of accessible parking provision.

6.01 Staff Permits and Payment

A blue University Staff Parking Permit must be displayed by all staff when parking in University staff car parks.

Permits can be obtained Monday to Friday from the Estates reception points in Alan Berry Building between 08:30 – 12:00 and 14:00 – 16:00; and in Portal House and Alma Building between 08:30 – 16:00 upon presentation of a valid staff ID card. Staff will be required to accept the car parking regulations which will be presented to them when applying for a permit – see Appendix 4.

Note – a staff ID card does not mean that the individual will automatically qualify for a staff parking permit.

A secure database is maintained containing a list of permit holders, their car registration(s) and their School/ Faculty/Service contact telephone number. It is the responsibility of the permit holder to notify the Alan Berry Reception Ext 658788 or email visitorparking.mc@coventry.ac.uk of any changes in order to keep the database up-to-date in respect of alternative car use, new registrations, change of location, telephone number, etc.

Staff parking is charged at £3 per day in all University staff car parks. There is an option to park for up to 4 hours in the Singer Hall staff car park, Mile Lane staff car park, the Multi Storey staff car park and Foleshill Road car park for £1 with no return the same day.

The majority of University car parks operate a Pay and Display ticket system. In order to purchase a ticket a staff ID card must be presented at the card reader next to the ticket machines. Ticket machines accept cash and card payments.

Staff using University staff car parks must clearly display:

- **a blue University Staff Parking Permit**
and
- **a valid payment ticket or, in the case of the Multi Storey car park, payment is made upon departure**

The Multi Storey car park has an entrance barrier that allows access upon presentation of a staff ID card; a ticket is issued upon entry and payment is made by cash or card at a payment machine prior to departure and the ticket must be presented at the exit barrier. Only a blue University Staff Parking Permit is therefore required to be displayed in the Multi Storey car park.

6.02 Disabled Staff Parking

Details of accessible parking spaces can be found on the table in Appendix 1.

Staff using accessible parking spaces must clearly display:

- a blue University Staff Parking Permit
and
- a Blue Badge *or* a Supportive Car Parking Permit (see 6.03 – Reasonable Adjustments for Accessible parking)
and
- a valid payment ticket *or*, in the case of the Multi Storey car park, payment is made upon departure

6.03 Reasonable Adjustments for Accessible Parking

A **Supportive Car Parking Permit** may be issued to staff, contractors and visitors that need reasonable adjustments for accessible parking on medical or other appropriate grounds. Permits are requested via the submission of an application form to the People Team who will determine whether a permit may be issued, consulting with the Safety and Risk Management team where necessary. Permits are then made available for collection from reception in the Alan Berry building. A time limit will be clearly stated on the permit and charges will still apply. Please note that the office of the Head of Protection Services has no control over this process.

6.04 Overnight Parking for Staff

Overnight and extended parking must be for business purposes only and must be approved. Staff needing to leave their vehicles overnight should email the Protection Services Customer Service Manager for approval with at least 48 hours' notice. Overnight parking is normally accommodated in the Multi-Storey staff car park unless otherwise agreed. Normal rules of parking apply and payment for the full period must be made upon departure.

6.05 Governors Parking

Members of the University Board of Governors may be issued with a Red Annual Permit enabling them to park in University car parks free of charge. Permits are requested by the Company Secretariat in the Registry team and authorised by the Head of Protection Service. These permits are issued from Alan Berry Reception.

6.06 Medical Centre Staff Parking

A limited quantity of Red Annual Permits are issued to the NHS staff operating the University Medical Centre entitling them to park free of charge in designated University Staff car parks. Permits are requested by the Practice Manager and authorised by the Group Director, Student Services. These permits are issued from Alan Berry Reception.

6.07 Late Shift Estates Technicians

There are 12 designated Estates Vehicle parking bays in Alma East Car Park. It is permitted that technicians who are scheduled to work on a late shift only may utilise the space vacated by their liveried Estates vehicle to park their own vehicle. Technicians Late Shift Permits are issued by the Assistant Director of Estates – Operations and Maintenance and are not transferable, charges will still apply.

Technicians using Estates Vehicle parking spaces must clearly display:

- a blue University Staff Parking Permit
and
- a Late Shift Technicians Permit
and
- a valid payment ticket

7.00 Student Parking Locations

Locations of student car parks are listed in Appendix 2. This includes details of accessible parking provision.

7.01 Student Permits and Payment

No permit is required for students parking in University student Pay and Display car parks, unless using Electric Vehicle Charge Points – see section 7.04 and 11.01.

The majority of University car parks operate a Pay and Display ticket system. In order to purchase a ticket a student ID card must be presented at the card reader next to the ticket machines. Ticket machines accept cash and card payments.

Student parking is charged at £2 per day or £1 for 4 hours with no return on the same day in all University student car parks.

Students using University student car parks must clearly display:

- a valid payment ticket

7.02 Disabled Student Parking

Details of accessible parking spaces can be found on the table in Appendix 2.

Students using accessible parking spaces do not need to purchase a payment ticket; however they must clearly display:

- a Red Annual Permit (see below*)
and (where available)
- a Blue Badge (**this is not applicable to overseas students**)

* Students with a mobility disability may apply to the Disability Support Team to obtain a Red Annual Permit allowing them to park in University accessible spaces free of charge.

7.03 Student Residents Permits

Students may purchase a pre-paid permit via FutureLets to use in the residents' car parks such as those at Singer Hall and at University Owned Houses. These are purchased for set periods of time and are not provided on a daily basis.

Permits must be displayed in full view when the vehicle is parked on the residencies car parking provision and it is important to note that the permit is not valid for use in any University car park other than that specified on the permit.

7.04 Student Electric Vehicles Permits

Students may apply for a Pay & Display Electric Vehicle Student Permit to enable them to use the Electric Vehicle Charge Points (EVCPs) in Mile Lane Car Park. Application for a permit is via a link on the Student Portal and, once approved, permits are issued from reception in the Alan Berry building between 10:00 – 12:00 and 13:30 – 15:00 Monday to Friday. Students will be required to accept the car parking regulations when applying for a permit – see Appendix 5.

A secure database is maintained containing a list of permit holders, their car registration(s) and their School/ Faculty/Service contact telephone number. It is the responsibility of the permit holder to notify the Alan Berry Reception Ext 658788 or email visitorparking.mc@coventry.ac.uk of any changes in order to keep the database up-to-date in respect of alternative car use, new registrations, contact numbers, etc.

Electric Vehicles using these spaces must be plugged in and charging.

Students using EVCPs in University staff car parks must clearly display:

- a Green University Student Electric Vehicle Parking Permit
and
- a valid payment ticket

8.00 Visitor Parking in MSCP and Priory Hall Car Parks

There are a limited number of designated parking spaces in the Multi Storey Car Park and the Priory Hall car park for official visitors to the University. Visitor car parking is free, subject to the correct procedure being followed.

Visitor car parking spaces are arranged via an email request, with at least 24 hours' notice, to visitorparking.mc@coventry.ac.uk detailing the following information:

- Name of visitor
- Date and time of expected arrival and departure
- Visitor's vehicle registration number
- The name and telephone number of the staff member they are visiting

A permit will be issued electronically to the member of staff requesting it, for forwarding to the visitor. The permit will state a specified period and must be presented when entering the car park and displayed in the vehicle whilst parked.

8.01 Visitor Parking in Hub Goods Yard

There are 7 parking spaces in the Hub Goods Yard for official visitors and contractors working at the Hub or Herbert Art Gallery and Museum. Visitor car parking spaces are arranged via an email request, with at least 24 hours' notice, to visitorparking.mc@coventry.ac.uk. A permit is issued electronically, which must be displayed whilst the vehicle is parked.

8.02 Visitor Parking in Elm Bank Car Park

There are 12 designated visitor parking spaces at Elm Bank for official visitors to CU Services Ltd. These spaces are managed by CUS management / reception team. Visitor car parking is free, subject to the correct procedure being followed. A record of visitors is maintained by Elm Bank reception team and numbered permits are issued for a specific period, to be clearly displayed whilst parked.

8.03 Visitor Parking in Mile Lane Car Park

There are 4 designated visitor parking spaces at Mile Lane for official visitors to CU Coventry. These spaces are managed by CU Coventry Customer Services team. Visitor car parking is free, subject to the correct procedure being followed. A record of visitors is maintained by CU Coventry Customer Services team and visitor permits are issued for a specified period to be clearly displayed in the vehicle whilst parked.

8.04 Parking for Sports Centre / Alison Gingell Building

There are 10 parking spaces (including 5 accessible bays) in the car park in Whitefriars Street opposite the Alison Gingell Building and Sports Centre. Parking is free of charge and entry is managed via barriers. All bona-fide visitors are agreed and pre-booked through the office of the HLS Faculty Operations Manager or the Head of Sport, Physical Activity and Commercial Business and vehicle details will be logged in the appropriate visitor registers held on the reception desk. This

includes accessible bays that are primarily available for members of the public supporting the faculty and for users of the Sports Centre.

Estates and Contractors' vehicles may also use this facility with prior arrangement. Contractors will need to display their permit and payment ticket as detailed in section 10, unless making deliveries only.

9.00 Events Parking

Occasionally it is possible to accommodate requests for larger numbers of visitors to University events; however, it must be recognised that spaces are limited and it may not always be practical to meet all such requests.

Requests must be submitted via email to the Assistant Director, Estates – Group Protection Services and the Protection Services Coordinator. All such arrangements will be confirmed in writing along with details of permits to be displayed as appropriate to each individual event. Charges will normally be applied.

10.00 Contractor Parking

Parking permits may be issued to Contractors or Service Engineers working on campus who require their commercial vehicles for the transport of goods or equipment; permits may not be issued for private vehicles. Contractor Parking Permits are requested via the Contractor Portal - <https://estatesportal.coventry.ac.uk> and should be requested and printed before attending site. Permits are non-transferable and can be issued for a maximum of 3 months; it is the contractor's responsibility to ensure they have a valid pass displayed. The permits will identify which car park(s) may be used.

Payment is required, charged at £3 per day in all University car parks, and it is the contractor's responsibility to ensure they have a valid permit displayed.

Contractors using University car parks must clearly display:

- **a valid Contractor's Permit**
- ***and***
- **a valid payment ticket**

Contractors may not park their vehicles in disabled spaces under any circumstances unless they hold a Blue Badge or have been granted a Supportive Car Parking Permit for accessible parking through application to the People Team, see section 6.03.

Contractors may not park their vehicles in designated Visitor Spaces.

Where it is not practical for a contractor to park within designated car parking spaces, permission may be given to park in other areas e.g. the rear of Richard Crossman. Permission should be sought via the contractor's University contact, who must ensure notification of the vehicle registration and the agreed parking period is given to the Protection Service to avoid parking enforcement

procedures being implemented. **A valid permit and Pay & Display ticket from any University machine must still be displayed.**

Where contractors have a compound which includes car parking, permits will not be issued. Contractors should ensure their vehicles are contained within the compound and there should be no unauthorised extensions of the compound.

10.01 Deliveries

Delivery vehicles do not require a permit or Pay & Display ticket. These vehicles are allowed approximately 15 minutes per drop. It is recommended that regular delivery companies' details are logged with the Protection Service.

Where a special delivery is being made, such as a large piece of machinery, exemption from parking charges can be granted by the Assistant Director, Estates – Group Protection Services or the Group Director of Estates, who must in turn advise the Protection Service. Similarly, where contractors are responding to emergency situations, parking charges may be exempted.

Delivery vehicles may not be parked in disabled bays or in a dangerous position causing an obstruction.

11.00 Electric Vehicle Charging Points at MSCP

There are 20 spaces with Electric Vehicle Charge Points (EVCPs) in the Multi Storey Car Park for University staff. Only electric vehicles that are charging may be parked in these spaces, which are available on a first-come, first-served basis.

11.01 Electric Vehicle Charging Points at Mile Lane Car Park

12 spaces with EVCPs are available in the Staff parking area at Mile Lane Car Park. Only electric vehicles may be parked in these spaces, which are available on a first-come, first-served basis. Students may park in these spaces whilst charging their vehicle providing they display a Student Electric Vehicle (EV) parking permit (see Section 7.04)

Electric Vehicles using these spaces must be plugged in and charging.

Staff using University EVCPs must clearly display:

- a blue University Staff Parking Permit
and
- a valid payment ticket or, in the case of the Multi Storey car park, payment is made upon departure

Students using EVCPs in University staff car parks must clearly display:

- a green University Student Electric Vehicle Parking Permit
and
- a valid payment ticket

11.02 Electric Vehicle Charging Points at Alma West (Front) Car Park

There are 2 spaces with EVCPs in Alma Street West (Front) car park for staff.

Space 1 – Disabled bay with EV Charging point

One of the spaces is a designated disabled space and is therefore subject to the rules of use as detailed in Section 6.02.

This EV charging facility is therefore available only for vehicles that are eligible to park in a disabled bay but there is no expectation that vehicles parked here must be electric vehicles.

Staff using this parking space must clearly display:

- a blue University Staff Parking Permit
and
- a Blue Badge *or* a Supportive Car Parking Permit (see 6.03 – Reasonable Adjustments for Accessible parking)
and
- a valid payment ticket

Space 2 – EV Charging Bay

The other space is available to staff on a first-come, first-served basis; **and only electric vehicles that are charging may be parked in this space.**

Electric Vehicles using this space must be plugged in and charging.

Staff using University EVCPs must clearly display:

- a blue University Staff Parking Permit
and
- a valid payment ticket

Space 2, when available, may also be utilised by University-managed liveried electric vehicles for the purpose and duration of charging. No payment or permit is required to be displayed.

11.03 Electric Vehicle Charging Points at Alma East (Rear) Car Park

There are 10 spaces with EVCPs situated at Alma Street East (rear) car park for Estates liveried fleet vehicles only.

12.00 Motorcycles

There are 14 designated Motorcycle parking spaces on the University campus; details can be found in Appendix 3. Spaces may be used by both staff and students, and no payment will be required.

13.00 Bicycles

There is a range of cycle parking facilities around the University campus and accommodation, including individual and communal lockers, shelters and hoops; a map of locations can be found in Appendix 6 and further details are available on the University website and the staff and student portals.

14.00 Sustainable Travel

The University has a Sustainable Travel Plan detailing initiatives and alternative choices available such as local Park and Ride, Car Share and Cycle schemes; details can be found on the University website and the staff and student portals.

Section 2 Parking Enforcement

15.00 Parking Contraventions

When a member of staff is issued with a parking permit they will also be issued with a copy of the University's parking regulations of which they must confirm acceptance in writing (see Appendix 4).

All car parks clearly display a notice outlining the rules of use and the charges that apply to all users. This also includes all internal roadways within the boundaries of the University and which have clearly marked conditions of use as per the Highways Act.

The following are examples of contraventions that may result in parking enforcement being applied:

- Parking in a space marked for visitors or disabilities without displaying the relevant permit and / or payment
- Parking in a dangerous position
- Blocking emergency access or on double yellow lines, crossed hatchings
- Parking in a pay and display car park without clearly displaying a valid pay and display ticket and / or permit
- Parking after the expiry of time paid for in a pay and display car park
- Not parked wholly within the markings of the bay/ space

16.00 Parking Contraventions - Enforcement

Where the driver of a vehicle is found to be in breach of parking regulations by committing a contravention such as those listed in point 15.00 the vehicle may have a charge notice applied. In extreme circumstances of dangerous parking the University reserves the right, at the discretion of the Assistant Director, Estates – Group Protection Services, to take such action as necessary to remedy the situation.

A first contravention will normally result in a Warning Notice being issued advising the driver of the vehicle that a contravention has been observed. In such instances the vehicle registration details are recorded in a secure database and held on record for a period of up to 24 months; should a further contravention be committed in the same vehicle within 12 months of a Warning Notice this may result in a Parking Charge Notice (PCN) being issued.

In the case of a serious contravention, which includes parking in a disabled space without a valid Blue Badge or permit and vehicles parked in a dangerous manner, an immediate PCN will be issued.

In all cases of enforcement, with the exception of dangerous contraventions or vehicles parked in disabled spaces without the correct permit, the vehicle will be monitored for a minimum of 15 minutes before enforcement is applied.

Warning Notices and PCNs will be affixed to the vehicle windscreen advising the owner of the contravention that has been committed. A PCN will clearly state how payment can be made, including details of reduced charges for early payment, along with the Appeals process.

17.00 **Contravention Notice Appeals**

- **Warning Notices** - where the driver of a vehicle disagrees with the application of a Warning Notice any challenge or complaint should be made in writing to Estates at:
geneng.est@coventry.ac.uk
Further escalation can be made via the University Complaints Procedure.
- **PCNs** – a formal Appeals Process is detailed on the back of the enforcement notice. The decision of the Appeal panel is final as agreed through the BPA.
If such an Appeal is rejected, the operator will provide details of POPLA (Parking on Private Land Appeals) where the appeal can be reviewed independently.

Appendix 1 Staff Car Parks

Site	Post Code	Charges Applicable*	Spaces	Weekdays	Weekends
Alma West (Front)	CV1 5QA	£3 day P&D	13 (2 accessible) (2 EVCP)	07:00- 23:00	07:00-23:00
Armstrong Siddeley/Jaguar	CV1 5ED	£3 day P&D	18 (6 accessible)	24/7	24/7
Elm Bank	CV1 2NL	£3 day P&D	70 (3 accessible)	07:00- 23:00	Sat 07:00 – 17:00 Sun Closed
Foleshill Road (Staff & Student Car Park)	CV1 4JZ	£3 day £1 for 4 hrs P&D	49 (3 accessible)	07:00- 22:00	Sat 08:00 – 14:00 Sun Closed
Graham Sutherland	CV1 5PH	Closed Autumn 2020 for construction works			
Maudslay House	CV1 2NL	£3 day P&D	11 (1 accessible)	24/7	24/7
Mile Lane	CV1 2TU	£3 day £1 for 4 hrs P&D	61 (17 accessible) (11 EVCP)	07:00- 23:00	Sat 07:00 – 19:00 Sun Closed
Multi Storey Car Park	CV1 5DL	£3 day £1 for 4 hrs Pay on Foot	420 (30 accessible) (20 EVCP)	07:00- 00:15	Sat & Sun Closed
Singer Hall Staff	CV1 5NR	£3 day £1 for 4 hrs P&D	22	24/7	24/7
Westwood Heath	CV4 8GP	N/A	56 (4 accessible)	<i>Opened as required for events and activities</i>	
Between ECB / Student Centre	CV1 2JH	£3 day P&D	- (4 accessible)	24/7	24/7
Priory Street	CV1 5FB	£3 day P&D	- (4 accessible)	24/7	24/7
Belgrade Plaza (NCP ParkPass Scheme)	CV1 4AJ	£2 day ParkPass		24/7	24/7

P&D = Pay & Display

EVCP = Electric Vehicle Charging Points

Appendix 2 Student Car Parks

Site	Post Code	Charges Applicable*	Spaces	Weekdays	Weekends
Cox St/Lower Ford St (Abandon)	CV1 5PW	£2 day £1 for 4 hrs P&D	110	07:00-23:00	Sat 07:00 – 17:00 Sun Closed
Foleshill Road (Staff & Student Car Park)	CV1 4JZ	£2 day £1 for 4 hrs P&D	49 (3 accessible)	07:00-22:00	Sat 08:00 – 14:00 Sun Closed
Gulson Road (R/O Beatrice Shilling Bldg)	CV1 2JH	£2 day £1 for 4 hrs P&D	139 (8 accessible)	07:00-23:00	Sat 07:00 – 17:00 Sun Closed
Mile Lane	CV1 2TU	£2 day £1 for 4 hrs P&D	166 (17 accessible) (11 EVCP)	07:00-23:00	Sat 07:00 - 19:00 Sun Closed
Singer Hall Students (Vogue Close)	CV1 5NR	£2 day £1 for 4 hrs P&D	188 (4 accessible)	24/7	24/7
Westwood Heath	CV4 8GP	N/A	56 (4 accessible)	<i>Opened as required for events and activities</i>	
Between ECB / Student Centre	CV1 2JH	N/A	- (4 accessible)	24/7	24/7
Priory Street	CV1 5QT	N/A	- (4 accessible)	24/7	24/7
Belgrade Plaza (NCP ParkPass Scheme)	CV1 4AJ	£2 day ParkPass		24/7	24/7

P&D = Pay & Display

EVCP = Electric Vehicle Charging Points

Appendix 3 Motorcycle Parking (Staff & Students)

Site	Post Code	Spaces	Weekdays	Weekends
Alma West	CV1 5QA	2	07:00-23:00	07:00-23:00
Elm Bank	CV1 2NL	2	07:00-23:00	Sat 07:00 – 17:00 Sun Closed
Mile Lane	CV1 2TU	2	07:00-23:00	Sat 07:00 19:00 Sun Closed
Singer Hall	CV1 5NR	2	24/7	24/7
Multi Storey Car Park	CV1 5DL	6	07:00-00:15	Sat & Sun Closed

No Charges apply for Motorcycles

Appendix 4 Staff Parking Regulations

COVENTRY UNIVERSITY CAR PARK REGULATIONS: PAY AND DISPLAY / PAY ON FOOT

The issue of a Coventry University car park permit under this scheme is conditional upon the written acceptance of the following:

- 1 The permit remains the property of the University and may be recalled at any time by the Deputy-Vice-Chancellor and Chief Operating Officer
- 2 The arrangements governing the issue of car park permits may be varied at any time by the University Management
- 3 Vehicles and their contents are parked at owner's risk and no liability is accepted for any loss or damage to the vehicle or contents
- 4 The Coventry University permit must be displayed prominently in the windscreen of the car; in Pay and Display Car Parks this must be accompanied by a valid daily payment ticket. The facility is to be used by the permit holder only when on duty. The permit must not be altered, loaned to another person or be used unless the permit holder is driving or is a passenger in the car. Staff in the Alan Berry Reception must be notified immediately if a permit holder changes his/her car registration number
- 5 Possession of a permit does not guarantee the availability of a parking space in any of the Coventry University car parks and any permit holder who cannot find an unoccupied space at any time must vacate the car park and seek a parking space for the vehicle elsewhere
- 6 Unauthorised vehicles and vehicles not parked in agreed authorised spaces or not displaying both the permit and a valid payment ticket will have a 'charge notice' placed upon the vehicle by an enforcement agent. Under no circumstances may University funds, or any funds administered by the University, be used to pay charge notices or any associated fees. Where a member of staff feels that there are justifiable reasons why the 'charge notice' fee should not be applied he/she may appeal in writing subsequently to the address on the reverse of the notice issued. All conditions set through the BPA apply at the time of 'charge notice' issued
- 7 Vehicles must be moved or withdrawn from the car park on request by a duly authorised member of the University staff
- 8 All permit holders shall drive slowly and cautiously at all times when entering, parking within or leaving a car park area. Any misuse of the car parking facilities will be considered a serious breach of University discipline

I accept the conditions set out above

Signed: Dated

PRINT NAME:

Pay & Display Regs Sept.2016 / Updated Feb 2021

Appendix 5 Student Parking Regulations (Electric Vehicles)

COVENTRY UNIVERSITY CAR PARK REGULATIONS

(Student Electric Vehicles)

The issue of a Coventry University Student Electric Vehicle (EV) parking permit is conditional upon the acceptance of the following:

- 1 The permit remains the property of the University and may be recalled at any time.
- 2 The arrangements governing the issue of car park permits may be varied at any time by the University Management.
- 3 Vehicles and their contents are parked at owner's risk and no liability is accepted for any loss or damage to the vehicle or contents.
- 4 The Coventry University Group EV permit must be displayed prominently on the windscreen of the car together with a valid daily ticket. The permit is to be used by the permit holder only, and must not be altered, loaned to another person or be used unless the permit holder is driving or is a passenger in the car. If you change vehicle a new application will be required.
- 5 Vehicles parked at Electric Vehicle Charge Points (EVCPs) must be plugged in and charging.
- 6 Possession of a permit does not guarantee the availability of an EVCP, or a non-charging parking space any of the Coventry University car parks. Charging and non-charging spaces are available on a first-come first-served basis. Any permit holder who cannot find an unoccupied space at any time must vacate the car park and seek a parking space for the vehicle elsewhere.
- 7 Unauthorised vehicles and vehicles not parked in agreed authorised spaces or not displaying both the permit and a valid payment ticket will have a 'charge notice' placed upon the vehicle by an enforcement agent. Where you feel there are justified reasons why the 'charge notice' fee should not be applied you may appeal in writing subsequently to the address on the reverse of the notice issued. All conditions set through the BPA apply at the time of 'charge notice' issued.
- 8 Vehicles must be moved or withdrawn from the car park on request by a duly authorised member of the University staff.
- 9 All permit holders shall drive slowly and cautiously at all times when entering, parking within or leaving a car park area. Any misuse of the car parking facilities will be considered a serious break of University discipline.
- 10 Coventry University Group reserves the right to charge for electricity usage from University EVCPs at any time.
The University also reserves the right to restrict usage of EVCPs to Battery Electric Vehicles (excluding Plug-In Hybrid Electric Vehicles and Range Extended Electric Vehicles) in future.
- 11 EVCPs may be reserved for visitors without notice.

Appendix 6 Bicycle Parking (Staff and Students)



Appendix 7 Process for Hub Goods Yard Parking

The Hub Goods Yard is ***not*** for general parking in normal working hours (8.30am to 5.00pm) and should only be used for deliveries within a 15-minute turn around. Vehicles cannot park longer than 15 minutes without prior authorisation and should make the delivery and then arrange to park in an alternative car park.

Contractors working in either the Hub or Herbert Art Gallery and Museum can apply to park in the goods yard where tools need to be accessed constantly throughout the day. Contractors will need a car park pass which can be obtained by emailing visitorparking.mc@coventry.ac.uk.

The parking pass will be emailed to the applicant who must ensure that the contractor displays the pass in the vehicle for the duration of the stay.

Outside normal working hours only, weekends and on special event occasions the following process should be followed:

1. Telephone 024 77 657363 to gain approval for parking.
2. State on the telephone, the reason for the request, date and hours you wish to park in the goods yard and the registration number of the vehicle to be parked (if known).
 - Approval will be given or refused based on availability and consideration of legitimate out of hour's requests. (legitimate request could include; unloading of band equipment for entertainment purposes within the venue, unloading of equipment on open days and roadshows, emergency services, protection service car park enforcement vehicle)
3. To gain access to the Hub Goods Yard the driver of the vehicle will need to press the buzzer located on the right hand wall and request entrance. Drivers should wait for the gates to fully open before proceeding through.
4. To gain exit of the Hub Goods Yard the driver should wait at the identified line for the gates to fully open before proceeding. If the driver gets too close to the gates the gates will not operate and you will need to reverse.

NB: Should any of the above conditions not be met, or driver's park beyond the designated date/time, the Protection Service will be notified. University parking enforcement protocols will then apply that could result in the issue of a Parking Charge Notice (PCN) and the driver of the vehicle will be requested to leave the Goods Yard.

Appendix 8 Document Updates

Document Version	Date	Section Updated / Added	Details
1	July 2019	All	Procedures issued
2	Feb 2021	Appendix 6	Document Updates list added
2	Feb 2021	All	Updated title - Assistant Director, Estates- Group Protection Services
2	Feb 2021	3.00 & 6.01	Added - Permits issued from Alma & Portal House
2	Feb 2021	10	Updated Contractor Permit procedure
2	Feb 2021	11.02	Clarify rules of use of EV spaces in Alma
2	Feb 2021	Appendix 1 & 2	Foleshill Rd car park added
2	Feb 2021	Appendix 4	Updated title – DVC & COO
2	Feb 2021	All	All references to ‘Offences’ amended to ‘Contraventions’
3	Jun 2021	10	Clarify that Contractors may not park in Visitor spaces