



Queen Margaret University
EDINBURGH

Parking Policy

1. Aims & Objectives

The aim of this parking policy is to support the University Green Travel Plan Strategy. The Green Travel Plan Strategy commits the University to promoting sustainable travel and reducing the detrimental effects of greenhouse gas emissions arising from transportation.

The adoption of this parking policy encourages all users of the University campus to consider active travel and low carbon alternatives to sole occupancy car journeys. It also supports the utilisation of more efficient and lower carbon vehicles through emissions based permits. A robust parking strategy is a recognised mechanism for road traffic reduction (*1977 Road Traffic Reduction Act*) and a major influence on travel choice.

The management of vehicle parking at the University is an important part of the process. The policy is designed to ensure that private vehicle use on campus is regulated and controlled to support health, safety and environmental intentions of the University.

The main aims of this policy are to:

- encourage sustainable travel choices;
- ensure that traffic and travel to and from the QMU campus is undertaken in an environmentally responsible manner;
- discourage one-person car commuting, where reasonable alternatives are available
- ensure the safety of road and car park users;
- enhance surveillance, control, and management of car parks through sanctions, for breach of the rules specified in this policy.

The policy will ensure that resources for car and other vehicle parking are used to maximum efficiency, and will be as fair as possible to staff and students, to the benefit of the whole University community.

Operationally the policy will administered by the Estates & Facilities section of the Campus & commercial Services division.

2. Permits

Parking at QMU campus is by permit only other than authorised scheduled visitors and during the period 1 September to 31 May and within the operational hours of 0800 and 1730, Monday to Friday.

Permits charges are levied in line with the vehicle's emissions, and will be applied for **online** via the University Parking Permit System portal. Permits will be issued, subject to approval and checks, for staff (for use from 1 September), and during the first two weeks of semester for students.

Payment will be required before collection, and can be made online via the portal or by cash, cheque or credit/debit card at the Finance Office.

2.1 Allocation of permits

Registered car share users who have a defined car share group of two or more, will automatically qualify for a permit.

In the case of applications for disabled parking permits, the process defined in 2.1.2 will apply.

All other staff and students will be allocated permits based solely on need, following a process of criteria analysis, covering distance from campus, availability of public transport and child care or other caring responsibilities.

In certain cases, such as shift workers, there will be a shift permit paid for and retained by the department, in recognition of the lower frequency of public transport provision during certain times of day.

Parking permits for students will be allocated on a needs basis, subject to and prioritised on the same criteria as staff. General student parking is not available to students living in halls of residence, and they must not bring cars onto the campus during working hours of 8am to 5.30pm, Monday to Friday, from 1 September to 31 May.

In exceptional circumstances students in halls of residence may be allocated a permit e.g. placements, long term caring responsibilities etc.

2.1.1 Parking Spaces

Disabled parking bays are solely for use of blue badge holders and authorised disabled users. Anyone not displaying a blue badge or a valid disabled permit will receive a parking charge notice.

Permits will not be required for motorcycles or bicycles but these must be parked within the designated areas. Motorcycles cannot occupy a car parking space.

Visitors have access to reserved parking spaces, marked "Visitor Parking", which are in Row A.

Permit holders will not be allocated a parking space, and the issue of a parking permit does not constitute a guarantee of a space. There will be no *designated* spaces for any member of staff, other than those marked for disabled permit holders, and may on occasion be reserved for temporarily disabled staff or students, and also for visiting groups. These will be identified by security staff as required.

2.1.2 Disabled Permits

Queen Margaret University is committed to ensuring that disabled staff and students are able to access the University campus and are not discriminated against, in accordance with the Equality Act 2010.

Valid Blue Badge Holders may park in disabled spaces marked on campus without any permit application requirement. Users should contact Security to have car parking access added to their staff or student smartcard.

Requests for temporary permits due short term impairment and disability can be made by applying to student services or HR and will be considered on the basis of medical evidence..

Disabled Parking Permits will not be charged where a short term requirement has arisen and the person would not normally travel by car. Where the person would ordinarily travel by car and pay for a permit they will continue to do so but have the benefit of utilising the defined bays.

In respect of disabled parking permits:

- Permits issued are for the benefit of the person who has the disability only and are not transferable.
- Permit holders should only park in the appropriate bays allocated for disabled permits.
- The permit should be displayed on the front windscreen of the user's car.

Visitors to the University displaying a valid Blue Badge on their vehicle will be accorded free parking in any available designated disabled bay, or alternatively, the nearest suitable parking bay to the relevant building entrance point.

QMU has a commitment to ensure that people who have disabilities have every possible assistance in accessing QMU premises for the purpose of academic study and employment. Disabled Parking bays are located as near as possible to the most appropriate entrance of the various buildings, having due regard for:

- restriction and directives of current legislation;
- the health and safety of persons who have mobility impairments and other users of the premises;
- the numbers of people requiring to use the facilities.

There is no limit on the number of parking bays allocated for people who have disabilities, but the allocation will, as a minimum, comply with relevant legislation. Wherever possible, new members of staff or new students who qualify for a disabled parking permit i.e. Disabled drivers (whose disability dictates that they must drive and cannot use any other form of transport) should, if possible, be identified prior to commencing employment or study, and should indicate requirement for a parking space.

2.1.3 QMU Car Share

As part of QMU's Green Travel Plan and our commitment to reducing the impact of vehicular access to the campus on the local and global environment, QMU has invested in a car sharing scheme. Its aims are to:

- Reduce the impact of single car occupancy on the local environment;
- Offer staff and students an alternative to lone driving wherever possible;
- Utilise QMU's limited car parking resources as efficiently as possible.

When permits are allocated, priority will be given to those who choose to car share. Car sharing is defined as when two or more registered drivers share the journey to and from QMU by car. Individuals wishing to car share should register online (QMU Liftshare). Driving with non car owner passengers does not constitute car share, as they would otherwise use alternative transport.

Only one car share parking permit will be given to each team and can be used by any of the designated drivers indicated on the application forms, on the appropriate vehicle.

Each group will have a key contact member who will apply for the permit on behalf of the group

Individuals who are members of an external car share group will be issued ordinary permits, if appropriate, as part of the general permit scheme for staff and students, they would not qualify for QMU car share permits.

2.1.4 Inadequate public transport

Points will be allocated to a journey of more than 3 miles from home to work, which cannot be made, without excessive difficulty, on public transport. Excessive difficulty is where more than 3 different services would be required to make the journey, or where the public transport option would take 45 minutes more than the same journey by car.

2.1.5 Family commitment

If it is essential for a member of staff or a student to transport a young child or children to nursery/school, or where it is necessary to be at home at a certain time for childcare purposes and there is no alternative means other than the car, they will be eligible for points.

Consideration will also be given to those with care responsibilities of a dependant adult relative. Permits are allocated by a cumulative points system, which should mean that those in the greatest need will be most likely to qualify for a permit.

2.1.6 Essential Business user

An essential business user (EBU) is a member of staff whose duties require **extensive** offsite travel, that is, virtually every day. Nomination as an essential user will be contingent upon verifiable data supplied by the departments and on request of Estates & Facilities. Essential user permits are charged at £100, which cost will be borne by the user's department.

2.2 Visitors and short stay permits

2.2.1 Conferences and other ticketed events – between 0800 and 1730

Car parking of up to 50 cars may be accommodated with advance notice. These vehicles must display a QMU parking pass, which is in the form of a PDF which will be sent electronically with the conference joining instructions. Organisers must include wording on the booking form such as "Visitors are reminded that a Green Travel Policy is in place at Queen Margaret University, and parking is very restricted". As they are likely to be leaving at more or less the same time, and will have been parked at the far end of the car park, the barrier will be opened by security to allow egress.

Any gathering of visitors that is not a meeting will require event planning. Please ensure that you have consulted with the Health & Safety Advisor before you make hard and fast plans, e.g. for a large number of vehicles, a car park marshal and additional signage may be required.

2.2.2 Scheduled visitors

Scheduled visitors, whose details have been submitted via the visitor management system will be permitted to park at no cost, and will be given smartcards to enable them to exit the car park. Please ask them to return these cards in the container located at the car park exit barriers.

2.2.3 Ad hoc visitors

External visitors who arrive on an ad hoc basis, or who are not entered into the Visitor Management system, will be charged for parking at the day permit rate. These can be purchased on presentation of visitor pass from the main reception desk or the finance office. It will be up to individual departments to decide whether or not to reimburse their visitors. They should display their scratch(ed) cards on the dashboard of their car.

2.2.4 Staff and Student short stay Ticket (Day Permit)

Occasionally a member of Staff or a Student who usually travels by other means, will need to bring a car to the campus for a particular reason. A "One Day" scratch card permit will be available for purchase from the main reception desk or the finance office at the prevailing cost noted in schedule 1.

The University reserves the right to determine the numbers of Day Permits to be issued on any given day taking account of regular permit usage, events and visitor numbers.

2.2.5 Visiting Lecturers

VL's are a distinct group of staff. They will be given car park access on their staff cards. Schools may require VL's to apply for parking permits. Where Schools do not wish to do so, the cost of their parking will be calculated using the department's timetable, and charged to the School at the beginning of the semester. The cost will be charged at the applicable day permit rate. VL's will be informed about QMU's Green Travel policy and encouraged to use other forms of transport than cars whenever possible.

2.2.6 Defined permits

Essential Business Users (EBU) whose role changes and no longer involves the level of off-campus travel that necessitated the EBU permit must surrender the permit and make a personal application under the regular staff criteria.

Persons who have had a temporary health or fitness impairment that has necessitated a disabled permit issued by the University, should also reapply for a regular permit once they no longer have the impairment and the temporary disabled permit has been withdrawn.

In addition to the above, car share teams must return a permit if the team no longer fulfils the criteria of the QMU formal car share scheme. A permit will also be revoked if persons not registered within the team are found to be using the permit.

All car share team drivers must all hold a current vehicle insurance certificate. It is the responsibility of the individual drivers in each team to check the terms and conditions of their insurance policy and refer any queries to their insurers.

Additionally, and by prior arrangement, permission may be given for collection/delivery of bulky items e.g. uplifting of teaching resources, scripts for marking etc., in which case these items must be deposited at the mail room for collection. These can then be collected by car which will be allowed to stop in the service area for the purpose. Drivers must not leave their vehicles unattended in this situation, and will need to notify security as they leave.

2.3 Appeals

Appeals in relation to non-allocation of a parking permit shall be made online via the University Parking Permit System portal. Each appeal shall be independently adjudicated by senior managers within the Campus & Commercial Services division.

Appeals shall require verifiable supporting evidence for consideration of special circumstances. Staff adjudicating appeals may undertake reasonable enquires to determine the appeal.

The outcome of any appeal will be final and there will be no further route of appeal.

2.4 Permit costs

Revenue generated from the permit charges and parking charge notices will be utilised to fund the costs of managing the scheme and the implementation and support of other Green Travel Plan Strategy measures.

Charges for permits will be reviewed annually and are set out in schedule 1 of the policy.

A student or staff member surrendering their parking permit for any reason will be eligible for a pro rata refund by applying to parking@qmu.ac.uk.

Permits will be issued for the period from 1 September to 31 May, and will be valid from 08:00 to 17:30 Monday to Friday. During June, July and August there is no requirement for a permit but all other general conditions of use apply.

Parking outside 08:00 to 17:30 Monday to Friday will not require a permit. Cars left in the car park overnight, must be removed by 8am or they will be subject to a parking charge notice. Vehicles left in the car park for more than ten days without the appropriate permit will be removed, and cost for removal accrued to vehicle owner as defined by DVLA.

All permits will be subject to an annual application process via the University Parking Permit System portal. Once registered via their QMU e-mail address users will be able to utilise their account on an on-going basis.

2.5 How to apply

All applications shall be made online utilising the University Parking Permit System portal and will be administered on behalf of the University by a registered Independent Parking Committee & British Parking Association parking provider.

Staff applications should be made annually during late August for the following academic session. Students can apply during Induction week and week 1 of semester (Weeks 1 and 2 of the Academic Calendar, respectively).

In new cases, evidence will be requested to support the application. The vehicle registration document and a council tax statement / recent utility bill / rental agreement showing term time address will be required, along with evidence of caring responsibilities or medical constraints.

3. Car Park – Conditions of Use

3.1 General Conditions

Use of the University campus car park signifies the users' acceptance of the car park rules and regulations set out in Appendix 1.

Permits can only be used for the registered vehicle. Vehicle changes during the period of the permit must be notified to parking@qmu.ac.uk. Permit holders vehicles registration numbers are held within the University Parking Permit System software. The University Security team will utilise Automated Number Plate Recognition (APNR) hand-held devices to verify authorised vehicles. In the case of hired cars or, on occasion, the need to use a different vehicle, advance notice to Parking and Security is appreciated via parking@qmu.ac.uk. Where it has not been possible to provide advance notice, advise Security on entering the building, followed up with an email to with a brief explanation of the change.

Permits are not permanently transferable without prior notification and agreement. Where transfers between vehicles following a change is permitted, the remaining period of the permit will be chargeable at the new vehicles CO2 emissions rate and rebates / additional charges will be levied on a pro-rata basis.

Permits shall be revoked when the permit holder ceases to work or study at the University. The University reserves the right to revoke a permit at any time, however this will normally be where a serious and significant breach of the rules and regulations occurs.

4. Status of the Policy

This policy has been approved the Executive Board of Queen Margaret University.

The policy will be subject to periodic review; rules and regulations may be amended operationally as required to support regulation and enforcement. Parking Charges will be subject to annual review as part of budget setting processes.

Queen Margaret University Car Park Rules & Regulations

Rules & Regulations Governing the Use of the QMU Car Park

1. Introduction

The QMU vehicle park is inspected and controlled by the security team, who regularly supervise all parking areas to ensure that the rules are adhered to, and will use a combination of visual inspection and ANPR (Automatic Number Plate Recognition) to confirm only authorised vehicles are parked on site during hours of operation. The security team will always give as much help as they possibly can, however, they are authorised to act where they see a vehicle and/or driver breaking legitimate QMU rules for traffic movement or vehicle parking.

2. Parking Charge Notices

2.1.1 Parking Charge Notices are issued in accordance with the [Accredited Operators Scheme Code of Practice](#) and are issued to any vehicle contravening Queen Margaret University Parking Rules & Regulations.

2.1.2 The University may contact the DVLA to request keeper (owner) details of unauthorised vehicles parked on University property.

2.1.3 The Parking Charge Notice First Offence will be in the form of a written warning. Any subsequent offence will result in a fine of £60, which may be reduced to £30 for prompt payment within 14 days of issue.

3. Parking Permits

3.1.1 The parking rules and regulations apply at all times however between the 1st September and the 31st May each year a valid permit MUST be obtained in advance to park on University property.

3.1.2 Any vehicle parked during the 1st September and 31st May without a valid permit will incur a Parking Charge Notice.

3.1.3 Parking permits do not guarantee there will be a space available on campus.

3.1.4 Parking permit charges may be subject to change, up to date costs will be referenced in the Parking Charges Schedule.

4. Visitor & Contractor Parking

4.1.1 Visitors & contractors must be registered with the security team and processed through the visitor parking system; failure to do so will result in the issue of a Parking Charge Notice.

4.1.2 Parking is available on campus for visitors on legitimate business and must be logged with the security and reception team via the creation of an entry on the University visitor management system.

4.1.3 Visitors who have not made prior arrangements must be verified with the person or persons they are visiting, and may be asked to pay for a day permit.

5. Disabled Parking

5.1.1 Staff & students with a valid Blue Badge will be eligible to use the car park and will be issued with a free permit.

5.1.2 Staff & students with mobility issues may be eligible for a permit and can park within the designated disabled parking bays. For guidance on this please visit the parking permit guidance documents. [Parking Permit Guidance](#)

5.1.3 Parking within a disabled parking bay and failing to either show a valid blue badge or be registered with a valid disabled permit will incur a Parking Charge Notice.

6. Enforcement

6.1.1 Vehicles are only to be parked on QMU premises where the driver has legitimate business at the University.

6.1.2 Any vehicle parked on QMU premises must comply with the provisions of the relevant Parking Permit Scheme or be registered on the car parking visitors' register between the 1st September and the 31st May each year.

6.1.3 There is a 5 mph speed limit within campus area, which must be observed at all times.

6.1.4 All persons are expected to follow accepted UK driving practice within the car park, and any action which would be considered an offence in a court of law, will be considered an offence on site. All roads within the university campus are covered by the Road Traffic Act.

6.1.5 Persons parking vehicles on QMU property do so at their own risk. No responsibility or liability is accepted by QMU, its employees or its agents for damage to or loss of any vehicle, or its contents, whilst parked on QMU property.

6.1.6 Vehicles without a current road fund license or which are uninsured must not be parked anywhere on QMU premises.

6.1.7 The security team has the authority to direct traffic, regulate entry to the car park, control parking, issue Parking Charge Notices and generally ensure compliance with the University's Parking Rules & Regulations are met.

6.1.8 All vehicles must be parked within a designated bay. Advice relating to vehicles which do not fit within the designated bay should be sought in advance from security staff. Large vans and lorries (e.g. contractor vehicles) should make special arrangements in advance of their visits to ensure that they do not cause an obstruction in the car park. Failure to park within the boundaries of a designated bay will result in the issue of a warning notice. Persistent offenders may receive a Parking Charge Notice after a review of circumstances.

6.1.9 Parking is prohibited specifically in the following areas, locations or circumstances:

- On yellow lines, areas hatched with yellow lines or areas denoted within the Highways code as prohibited areas.
- In a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes.

- On grassed areas.
- On pedestrian and cycle paths or turning circles.
- In areas temporarily cordoned and dedicated by the University for specific or temporary operational purposes.
- In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work.
- In areas for which the permit displayed does not apply or parking without a permit in a permit only zone.

6.1.10 All accidents and injuries in any QMU vehicle parking area must be immediately reported to the appropriate member of the Security Team.

6.1.11 Access to all QMU premises, including the car park, is by permission of QMU. QMU retains the right to refuse entry to vehicle parks and to require users to leave parking areas and to remove their vehicle, any time and at its own discretion. QMU may also take legal action against persons breaching the rules and reserves the right to instigate any other appropriate legal procedures available.

6.1.12 QMU may authorise parking areas to be temporarily cordoned and dedicated for specific and temporary operational purposes.

6.1.13 Major repairs, servicing or valeting of vehicles are prohibited within the vehicle parks or QMU grounds. However, where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles (e.g. AA, RAC, Green Flag, garage recovery) for the purpose of undertaking minor repair and/or recovery.

6.1.14 The University reserves the right to implement financial penalties for staff, students and visitors who breach the conditions of the University Policy Regulations, which will be pursued through small claims court if necessary.

7. Car Share Spaces

7.1.1 These designated spaces are designated for registered liftshare users with a valid car sharing permit. Failure to hold a valid car share permit will result in an initial warning, with persistent offenders being issued with a Parking Charge Notice.

7.1.2 Car share permit holders may park in other free unallocated spaces should there be no availability in the car share spaces however all other QMU Parking Rules & Regulations apply.

7.1.3 Only one car may be parked on campus at any one time from the same car share buddy team as per the permit application. Should more than one car be present on site from the same buddy team, security will invoke the standard Parking Charge Notice procedure.

8. Electric vehicle charging points

8.1.1 Bays marked for the use of electric vehicles only are provided with a dedicated charging point. These parking bays may only be used by electric vehicles utilising the charging points. These spaces are not available for general parking.

8.1.2 Use of the electric vehicle charging bays will be monitored by the security team and any misconduct will result in a Parking Charge Notice being administered.

8.1.3 A Parking Charge Notice will be issued to any non-electric vehicle utilising the space.

9. Payment of Parking Charge Notice

9.1.1 Parking Charge Notices will be issued with all payment information provided on the reverse side.

10. Appeals

10.1.1 Parking Charge Notices will have appeal information attached should the recipient feel they have grounds for appeal. All information will be documented and a decision will be made by information provided from the recipient, the security team and Open Parking.

11. Audit

11.1.1 Regular audits of parking permit use will be conducted and any staff member/student may have the permit revoked if any breach of use is found.

Queen Margaret University Parking Charges Schedule

1. Parking Charges

This schedule sets out the current parking charges; this is reviewed annually as part of the budget setting process.

The charges shall be determined with reference to the QMU Green Travel Plan Strategy and shall be weighted against the carbon emissions and other environmental factors of the applicant's vehicle. For further parking guidance please see appropriate online section of the Queen Margaret University website. [Online Parking Guidance](#)

2. Parking Permit Scales

The permit charge for 2016-17 is calculated on a sliding scale based on vehicle engine carbon profile. CO2 emission figure	Cost per annum (9 months: 1 Sept to 31 May)
Up to 120	£51
121 to 150	£87
151 to 165	£133
166 to 185	£200
Over 185	£256
Registered Blue Badge Holders	No Charge
Temporary Disabled Badge Holders	No Charge
Electric Vehicles	No Charge
Motorcycles	No Charge

3. Day Permits

Day Permits will be subject to charge of £5 between the period 1 September 2016 to 31 May 2017, with the exception of the vehicles noted in section 2 as 'No charge', which shall be free.

4. Registered Visitors & Conference Delegates

There will be no charges for registered visitors and conference delegates.

5. Authorised Contractors Vehicles

Contractors' official vehicles which are essential to support maintenance of the University and have been authorised by the Estates & Facilities section shall be at nil charge.

Contractors' official vehicles shall utilise service zones outwith the main car park whenever possible.