

CANTERBURY CHRIST CHURCH UNIVERSITY

CAR PARKING APPLICATION PROCESS AND OPERATIONAL ARRANGEMENTS

Permit Applications

All 2011 /2012 staff permits are valid on any campus and each University Car Park. Student permits are campus specific only.

Permits must not be exchanged, scanned or photocopied at any time. A parking notice will apply for failure to display an authorised permit.

The following arrangements will apply:-

Staff

- All staff are invited to apply for, through their SMT member, and pay the required permit fee using the application form found at:- <http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp> as long as they meet the criteria set out in the University [Car Parking Policy](#).
- Staff permit fees will be deducted from salary on a monthly basis. All new permits will be valid from 1st August 2011 until 31st July 2012.
- Fees payable are detailed in the below table.
- The annual charge for part-time staff is calculated as a fraction of the full time charge with fte rounded to the nearest quarter. For example a member of staff working a 0.6 contract will pay 50% of the full time tariff, whereas a member of staff working a 0.7 contract will pay 75% of the full time tariff.
- Sessional staff must inform us of their average weekly hours. The annual parking charge will be calculated as a percentage of a £200 fte charge, rounded to the nearest quarter. For example a sessional member of staff working a 0.6 contract will pay 50% of the full time tariff, whereas a member of sessional staff working a 0.7 contract will pay 75% of the full time tariff.
 - In the case of a sessional staff member reducing their contractual hours in year, the agreed policy is that:
 - Within the first 6 months of the year, if a refund on the car parking fee is requested, the appropriate adjustment will be made to the fee and a refund made (using the method by which the original payment was made, most likely online).
 - If the request is made during the second six months of the year, no refund will be made. The adjustment will be made when a new application is made for the subsequent year.
- A £10.00 fee will be charged for the re-issue of any lost or damaged parking permits.

CANTERBURY CHRIST CHURCH UNIVERSITY

| Banded Annual Permit Charges | | | | | | | | |
|------------------------------|------------------------------|--------------|---------------------------------|--------------|---------------------------------|--------------|---------|--------------|
| Salary Bands | 0.25% fte 100 % of fee | Mthly fee | 0.50% fte 100 % of fee | Mthly fee | 0.75% fte 100 % of fee | Mthly fee | 100%fte | Mthly fee |
| £13k- £20k | 12.50 | £1.05 | 25.00 | 2.08 | 37.50 | 3.13 | £50 | £4.17 |
| £20k- £30k | 31.25 | £2.61 | 62.50 | 5.20 | 93.75 | 7.81 | £125 | £10.42 |
| £30k- £55k | 50.00 | £4.16 | 100.00 | 8.33 | 150.00 | 12.49 | £200 | £16.67 |
| £55k- £80k | 75.00 | £6.25 | 150.00 | 12.50 | 225.00 | 18.75 | £300 | £25.00 |
| > £80k | 112.50 | £9.38 | 225.00 | 18.75 | 337.50 | 28.13 | £450 | £37.50 |

Associate and self-employed staff are not entitled to apply for a permit.

Students:

- All students are invited to apply for, through their local campus reception, and pay the required permit fee using the application form found at:- <http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp> as long as they meet the criteria set out in the University [Car Parking Policy](#).
- Student permit fees will be due in advance of permit issue. Payment must be made at their local campus reception.
- All new permits will be valid 12 months from the date of issue, or until the respective course end date, whichever is sooner
- The full time student fee is £50.00. Students spending 50% of their course time on placement are only required to pay a part time student fee.
- The part-time or short term student fee is £25.00
- A £10.00 fee will be charged for the re-issue of any lost or damaged parking permits.

Rejected Permit Applications

Staff

SMT members will advise through normal Faculty/Department communication processes of any rejected applications.

Student

Local campus reception will advise via email communication of any rejected applications.

CANTERBURY CHRIST CHURCH UNIVERSITY

Permit Appeals

Staff

Rejected applicants can appeal directly to their SMT member to offer further evidence or explanation to support re-consideration of the application.

Students

Rejected applicants can appeal directly local campus reception to offer further evidence or explanation to support re-consideration of the application.

Alternative Free Car Parking Facilities – Staff and Students

The University provides free car parking facilities at Polo Farm with a shuttle service to and from the Old Sessions House. Details of this service can be found at <http://www.canterbury.ac.uk/support/facilities-services/Documents/Polo-Farm-Park-and-Ride-info.pdf>

Staff and students are also able to buy reduced cost Park and Ride cards from the University to use at Canterbury City Council Park and Ride Scheme car parks. Council details of the Park and Ride scheme can be found at <https://www.canterbury.gov.uk/main.cfm?objectid=540>

The application for a Park and Ride card can be accessed at

<https://secure.canterbury.ac.uk/staffnet/staff/parkandride/>

Cycling Arrangements – Staff and Students

Information for those members of staff or students wishing to cycle to work can be found at <http://www.canterbury.ac.uk/projects/sustainable-development/bug/facilities.asp>

University Vehicles

All University vehicles will be issued with a permit which must be displayed at all times.

Car Parking Management and Control

- All campus car parking spaces will be controlled from 9am until 5pm Monday to Friday. Outside of these times car parking is free for all students, staff and visitors.
- There are limited 20 minutes car parking waiting / drop off areas on each campus for delivery and collection of materials etc.
- The Security Team will patrol car parks to ensure all spaces are being used by authorised staff permit holders and official visitors.

CANTERBURY CHRIST CHURCH UNIVERSITY

- A parking notice will be issued when any member of staff, student or visitor does not comply with the requirements of the University's revised Car Parking Policy i.e.
 - Parking on campuses without a staff or student permit, or being a registered visitor
 - Parking obstructing emergency fire entrances and exits
 - Parking outside designated numbered car parking bays
 - Unauthorised parking in a disabled parking bay
 - Parking on double yellow lines / hatched spaces

Any car failing to display the appropriate permit will receive a parking notice (fixed to windscreen) and will be liable for a fee of £70 although this will be reduced to £35 if it is paid within 14 days.

An external car parking organisation (Parking Shop Ltd) will deal with the administration and appeals process for all parking notices. Details of the appeals procedure are included on the parking notice.

The University reserves the right to withdraw parking spaces at any time for events including graduation, other special events, essential maintenance or capital development works.

Temporary Permits

Each SMT member will be issued with a number of discretionary permits which they can allocate on a temporary basis to staff who may have specific short term parking requirements essential for them to undertake their work. The arrangements operating for these permits will be handled locally and each SMT member will be responsible for ensuring they are used appropriately.

Disabled Parking – Staff and Students

Members of staff who are blue badge holders will be entitled to receive a free car parking permit. Enhanced disabled parking facilities are in place at each campus location. For more detail, refer to the University [Car Parking Policy](#)

Students who are blue badge holders will be entitled to receive a free car parking permit. Enhanced disabled parking facilities are in place at each campus location. For more detail, refer to the University [Car Parking Policy](#)

Breaches of Car Parking Policy

It will be the responsibility of the individual members of staff and visitors to ensure that they comply with the rules governing parking on the University Campuses.

Members of staff who repeatedly breach the University's car parking arrangements may be subject to disciplinary action and withdrawal of authorised permit.

CANTERBURY CHRIST CHURCH UNIVERSITY

Cancellation of Permit

Staff

Staff who decide subsequently to cancel their car parking permit need to complete a cancellation form available from:

<http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp>.

This form should be sent to the Facilities Help Desk for action. No part month refunds will be made.

Student

Students who decide subsequently to cancel their car parking permit need to complete a cancellation form available from:

<http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp>

This form should be sent to their local campus reception. No refunds will be made.

Visitors

Visitors can pre-book a visitor parking permit which will be available for collection from the relevant Campus reception area. Alternatively, this can be sent via post in advance of the visit as part of course / conference information. The permit must be displayed visibly. There is no guarantee a space will be available on the day requested. Car registration numbers for visitors should be recorded in visitor books (held at each Reception location).

Local Campus Arrangements – Staff and Students

Canterbury

- Visitor car parking will be available at North Holmes Road at the front of the Old Sessions House only.
- There is no visitor parking at Rochester House.
- There is very limited visitor parking at Augustine House bookable in advance through the reception team.
- 21 New Dover Road – no visitor parking. Staff permit holders only.
- Hall Place – bookable visitor permits via reception – mixture of staff and visitor parking (no specific designated areas), with student parking in lower car park only.
- Tenison – no visitor parking. Staff permit holders only.
- Priory – Front car park will be for visitors with the rear car park for staff permit holders only.
- Lady Woottons Green – staff permit holders only. No visitor parking.
- Vernon Place – Staff permit holders only.
- No student parking at any Canterbury location, except Hall Place.

Broadstairs

- Mixture of student permit holders, staff permit holders and visitor parking displaying the relevant valid permit.

CANTERBURY CHRIST CHURCH UNIVERSITY

Medway

- Visitor parking (including hot desk staff) available in Green parking zone.
- Student parking in yellow zone.
- Staff parking in blue zone.

Salomons

- Given the physical restrictions of the estate, staff and student permit holders will be able to park in any of the designated car parks. Visitor car parking will operate by displaying a valid visitor parking permit.

Folkestone

- Given the extremely limited parking available at the UCF it is proposed that the upper level car park is kept for disabled and reserved visitor car parking only. The lower car park will be available for staff permit holders.

Questions

A Questions and Answers section is available on the Car Parking webpage (<http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp>). Any questions not answered by the Q&A should be emailed to the Facilities Helpdesk: facilities-helpdesk@canterbury.ac.uk ext 2325 (01227 782325)

Facilities Services
March 2011