



Car Parking Policy





CAR PARKING POLICY

INTRODUCTION

This paper presents the car parking policy as adopted by CMT on 5 April 2004, and subsequently amended following review in July 2009 and January 2015.

The University had a legal obligation to implement a fee scheme as part of the Craiglockhart planning permission. Other considerations that have been taken into account in creating a scheme included, *inter alia*, the need to have a clear system for the allocation of car park permits, the need to introduce a controlled parking environment at all University car parks and the need to create a revenue stream that could be used for improvements and maintaining the associated car parking facilities. In addition to this, 10% of income generated will be allocated to environmental initiatives aimed at reducing car usage and the promotion of alternative means of transport.

Since the adoption of the policy in 2004, car park charges have remained at the levels set in 2004. This is despite costs rising in terms of maintenance, technological advancement and enforcement. The first of two primary changes to the original policy are to increase the fees (as detailed on page 4) by applying an uplift of the average RPI each year since 2004. The intention currently being investigated is to increase fees from 1 August 2015. An additional option being investigated at the moment is to build upon the automatic deduction from salary which will allow for a benefit of tax savings for employees.

The second change to the policy with effect from 1 August 2015 will be to employ an enforcement company to monitor car parks and to issue fixed penalty notices when cars are parked on University grounds without a permit.

Patrick Hughes
Director, Property & Facilities
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1. CAR PARKING PERMIT ALLOCATION

Following comments raised at previous consultation, as well as looking at examples of schemes operating elsewhere, the following policy has been updated and will be adopted by Edinburgh Napier University for the charging and permit allocation.

- Permits are only available to Edinburgh Napier University staff, students who are registered disabled, tenants in University property or to those who volunteer their services to the University such as members of University Court. Where space permits, students will be able to apply for a permit on a first come first served basis.
- Property & Facilities will hold back a small percentage of permits, approximately 5%, for any car park that has a waiting list. This will allow for permits to be issued on an exceptional basis (e.g. to a person with a short term medical condition, to a staff member on a secondment or any other circumstance that when taking the individual circumstances into account is viewed as being exceptional). The issue of these permits will be at the discretion of Property & Facilities.
- Permits are allocated on a first come first served basis for all car parks. There are no reserved spaces except for University vehicles, visitors, car shares and registered disabled. Those unsuccessful applicants are placed on a waiting list for the car park they have applied for.
- Permits are allocated and run from year to year, without having to be renewed annually. Only new staff joining the University or those who become eligible for a permit from the waiting list will be processed as and when required. This will ensure that administrative processes are kept to a minimum.
- Property & Facilities will manage the permit allocation for each car park and as such will place a cap on the number of permits issued against available spaces to give every permit holder a reasonable expectation of finding a space on a hunting basis. Targets have been established for each car park for permits issued against available spaces.
- Permits are issued on a campus by campus basis but staff will be able to use permits when visiting other than their base location. Staff visiting sites elsewhere should hunt for a space and are not to be treated as visitors making use of visitor's car park spaces.
- Visitors from outside the University will not be charged for parking as they are presumed to be on official business with the University. Reservations for visitor spaces should be made through Security Control in advance.

2. CAR PARKING PERMIT CHARGING

- Car park charges apply in all University car parks within the City of Edinburgh. Car park charges will apply to those members of staff who are successful in obtaining a permit and whose work requires them to be on Campus. Car Park charging periods will apply between 07:00-17:00 hours at Merchiston Campus and 09.00 – 16.00 hours at Craiglockhart and Sighthill.
- Registered disabled staff and students are exempt from paying car parking fees.
- Car park charges are deducted monthly from staff via the University payroll system.
- All staff will be charged in the appropriate band to which their actual salary falls. Once per year on 1 August this pay band will be reviewed against salary or when the national pay award has been applied.



- Car park charges are set on a sliding scale and will be increased from 1 August 2015 as follows based upon annual salary:
 - Up to £10,000 per annum- £5.50 per month
 - £10,001 to £25,000 per annum- £10.50 per month
 - £25,001 to £45,000 per annum- £16.00 per month
 - £45,001 and above- £20.00 per month

Car park charges do not apply to motorcycles as this is in line with ECC policy. In order to promote car sharing the following guidelines have been agreed:

- Two people car sharing from different households will pay a fee based upon the schedule above, less 50%. The fee will be based upon the greater of the two salaries. A marked car share space will be available on a first come first served basis.
- Three people or more traveling from different households will be fee exempt and will be entitled to a marked car share space on a first come first served basis.

Car share spaces are available for use up until 10.30am and then they will be available to all permit holders thereafter.

3. CAR PARK ENFORCEMENT

Advice has been taken from Anderson Strathern on the University's rights with respect to car park enforcement. The University has retained a Third party contractor to patrol all car parks and to ensure that only authorised permit holders, clearly displaying their permits on the front windscreen, are allowed to park on University grounds. Those deemed to be parking illegally and not in a clearly marked car parking space on University property will be issued with a fixed penalty notice of £70. Payment of this fixed penalty notice will be to the third party parking enforcement company, not to the University, and the third party company will pursue the payment of the fixed penalty notice should it not be paid. Clear signage which indicates that the third party company has a right to issue fixed penalty notices, and the times of enforcement, will be installed prominently in all University car parks.

Permit holders who receive three enforcement notices in any academic year will have their parking privileges reviewed and will be placed on notice that if a fourth infraction occurs that their privileges may be revoked. The Head of Campus Services of Property & Facilities will conduct this review and make this determination.

Property & Facilities will also, in the interests of Health and Safety, have any car moved from a location where it is deemed to be causing a potential risk, such as blocking a fire exit. The charges for moving a car to a safe location will be passed onto the owner of the vehicle.

In operating this policy Property & Facilities will reserve the right under exceptional circumstances to issue, or freeze, permits in order to meet essential business needs.

Clamping is not permitted under Scottish Law and as such will not be implemented at Edinburgh Napier University.



4. REPORTING STRUCTURE

It is envisaged that periodic returns are made to Finance & Property Committee which will cover a number of key areas. These will include but not be limited to:

- Number of permits issued against available spaces.
- Detail on number of staff that are on waiting lists and movement on these from year to year.
- Detail on appeals that have been requested and the outcome of these;
- Detail on revenue generated and areas of expenditure;
- Detail on planned improvement to car parks and infrastructure in the future.

5. APPEALS PROCEDURE

In the event of a member of staff or student not being able to secure a permit, or in the event of permit privileges being revoked, a procedure governing appeals has been put in place.

In these instances any appeal should be made in writing within 14 days to the Head of Campus Services of Property & Facilities, clearly stating the reason for the appeal. The appeal letter should also contain any other information that is relevant and should be considered. The Head of Campus Services will endeavour to review the matter within a reasonable period of time and to notify the applicant in writing of his/her decision.

If the applicant is unhappy with the decision of the Head of Campus Services a final appeal can be made, in writing, to the Director of Property & Facilities. This final appeal must be lodged within 7 days of the notice from the Head of Campus Services. The Director of Property & Facilities will endeavour to hear the appeal as soon as possible and will notify the applicant in writing of his/her decision. The decision of the Director of Property & Facilities will be final.

6. ADDITIONAL INFORMATION

Additional information on transport to and from campuses can be found at <http://www.napier.ac.uk/about/campuses/Pages/Getting-here.aspx>



APPEALS PROCESS FLOWCHART

