

Campus Car Parking Policy

This document sets out the policy Car Parking at the University Campuses that balances five year Green Travel Plan and the wider campus masterplan

Organisation(s):	FX Plus Falmouth University University of Exeter Students Union
Applies to:	staff and students
Required Consultees:	FX Plus, Falmouth University, University of Exeter, Students Union
Approved by:	Senior Leadership Team – FX Plus
Date approved:	June 2024
Review date:	May 2027

Campus Car Parking Policy

1. Purpose

- 1.1 In accordance with Government Policy, Falmouth, UoE, SU and FX Plus are committed to reducing our reliance on the private car in connection with our operations. To assist this, a green travel plan has been developed which aims to reduce reliance on the car through a number of mechanisms and initiatives aimed at reducing the impact that travel and transport has on the environment.
- 1.2 Our 2030 Sustainable Travel Plan is currently under consultation and is being developed as part of the wider campus masterplan. If you have any questions or queries, please email sustainability@fxplus.ac.uk.
- 1.3 All students and staff are strongly encouraged to consider their personal and corporate contribution to the reduction of personal car use and car parking demand. Without a universal commitment to the objectives of our 2030 Sustainable Travel plan, the opportunity for further growth and development at the Campus could be put at risk.

2. Scope

- 2.1 This Campus Car Parking Policy applies to all employees (including those engaged in short-term or temporary contracts, directly or indirectly) and students of Falmouth University (Falmouth), the University of Exeter (UoE), Student Union (SU) and Falmouth Exeter Plus (FX Plus) as well as all visitors and external individuals and organisations who use the Campus car parks. Pricing information can be found here: [Driving and Parking – FX Plus](#) and this is reviewed annually.

3. Related information

- 3.1 For more information please look at [Driving and Parking – FX Plus](#) on the FXPlus Website.

4. Key Definitions

FX Plus	Falmouth Exeter Plus
UoE	University of Exeter
Falmouth	Falmouth University
SU	Student Union
EFV	Environmentally Friendly Vehicle
PCN	Parking Charge Notice
DVLA	Driver and Vehicle License Agency
ANPR	Automatic Number Plate Recognition

5. Car Parking Management System

- 5.1 Penryn Campus operates an Automated Number Plate Recognition (ANPR) system.
- 5.2 Our aim is to make the parking permit application process as simple, efficient through the **online application and payment portal** accessed via the intranet [Driving and Parking – FX Plus](#).
- 5.3 FX Plus manages (on behalf of University of Exeter & Falmouth University) car parking on campus. Vehicles which contravene this Car Parking Policy will be penalised (see **section 14**).
- 5.4 There are Disabled parking bays located across the campuses and are clearly marked in the Car Parks.
- 5.5 **Penryn Campus parking arrangements** – At Penryn, the main barrier for car park entry is located on the Spine Road by the Welcome Building between the Exchange and the Launchpad. Three lanes
 - 'in' (Closest to the Information Building)
 - 'out' (Closest to Launchpad)
 - 'flex' (in the centre)
 The 'flex' barrier is bi-directional and will switch according to traffic flow at key times during operational hours. It also accommodates larger vehicles for deliveries requirements and motor bikes etc.
 - 5.5.1 The barriers will rise for all vehicles automatically and all vehicle registration numbers will be recorded by the system.
 - 5.5.2 Reserved car parking is located in Car Park B, alongside the Welcome Building. Please ensure that you have given the required 48 hours' notice for Visitor Day passes and that you can provide the vehicle registration number. Five days notice is required for an event code. More information can be found in **Section 12**.
 - 5.5.3 Loading/Unloading: Drop off zones at Penryn Campus are located near to most buildings. They are for loading/unloading purposes only and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN) (see **section 14**).
- 5.6 **Falmouth Campus parking arrangements** – Parking Space is limited so please park responsibly both on and off Campus and consider residents.
 - 5.6.1 If you are granted a permit for this Campus, please email carparking@fxplus.ac.uk to make arrangements to have access added to your ID card. This is necessary for access to the Car Parks.
 - 5.6.2 Visitor Parking is by prior arrangement only with 48 hours notice for Visitor Day passes and when vehicle registration number is provided. Five days notice is required for an event code. More information can be found in **Section 12**.
 - 5.6.3 All parking for Loading/Unloading purposes only and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN) (see **section 14**).

6. General Information

- 6.1 Inconsiderate parking causes problems in the local community; staff and students are politely requested to park compliantly on campus, or utilise the public transport provided. Bringing the campus into disrepute by inconsiderate parking will be referred to the institutions for further investigation. (See **section 14**)

- 6.2 Both Universities actively discourage student residents of Glasney Village from bringing cars to Cornwall because of the wide range of regular public transport on offer (Ticket bundles for local buses are available on the First Bus website <https://www.firstbus.co.uk/cornwall> or via the First Bus app).
- 6.3 Permit applications are required to be submitted annually online. The permit year commences on the 1st September. The granting of a permit is made shortly after application and issued strictly in accordance with the approved eligibility criteria (see **Section 7**).
- 6.4 Applicants must pay to exit the car park until their permit has been processed. Staff and students are therefore advised to submit their application as early as possible.
- 6.5 Proof of term time residence address is required for students and agency staff and it would be the applicant's responsibility to provide this. This must be dated within 6 months of the application date.
- 6.6 The granting of a permit does not guarantee that a parking space will be available on all occasions.
- 6.7 The granting of a permit for the current year does not imply automatic qualification for future applications.
- 6.8 Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our barrier and ANPR systems. All information for these services is held securely at the Newpark data centre within the UK specifically for car park management purposes. If you wish to opt out of the ANPR parking system, please email carparking@fxplus.ac.uk. We regret that we cannot offer permits in these instances.
 - 6.8.1 Barrier system data retentions are permit Holders/Pre-Booked Passes: Vehicle registration and name is retained in the system Until the expiry date plus 31 days;
 - 6.8.2 General Users: Vehicle registration is retained in the system for 31 days.
- 6.9 There is a 20 mph speed limit on campus, reducing to 10 mph near the Glasney Halls of Residence.
- 6.10 **Penryn Campus** – If an EV parking permit is granted then there are twelve electric vehicle chargers available to staff and students, located in car park A at Penryn Campus. The chargers are supplied by 'pod-point' and access to chargers is managed via the pod-point app. Information on how to charge can be found on the pod-point themselves and [here](#). Pricing in pence/kWh for vehicle charging will be set as a pass through of the price paid for the main supply to campus. This will be updated each September.
 - 6.10.1 These spaces are not parking spaces, they are for vehicle's actively charging only.
 - 6.10.2 The charger types are 7kw-type 2 socket.
 - 6.10.3 The spaces for EV vehicles actively charging are not to be used for non-EV vehicles.
 - 6.10.4 Vehicles which contravene this Car Parking Policy will be penalised (see **section 14**).

7. Parking Permit Eligibility Criteria

- 7.1 Applicants will be considered with reference to the following criteria, and the issue of permits will be made in this order of preference.

- 7.1.1 Students and staff with a disability and are blue badge holders. Blue badge holders that have a Nil/Disabled duty tax disc are exempt from paying the permit tariff otherwise standard permit tariff applies (see [Driving and Parking – FX Plus](#))
- 7.1.2 Staff and students living more than five miles from the Penryn Campus
- 7.1.3 Students and staff with a temporary disablement will be given consideration and should apply under the '**Special Circumstances**' permit type but permit issue and parking will be subject to availability and supporting evidence. Standard Permit Tariff applies (see [Driving and Parking – FX Plus](#)).
- 7.1.4 Staff and students less than 5 miles from campus may be eligible for a car parking permit if:
 - 7.1.4.1 They are more than one mile from a bus stop;
 - 7.1.4.2 They live within one mile of a bus stop but have to change bus to travel to the campus.
- 7.1.5 Staff and students using an environmentally friendly vehicle** who live within 5 miles (but not residents of Student Halls) can apply for a car parking permit.
- 7.1.6 Staff living within a five mile radius of the campus may be eligible for a car parking permit if:
 - 7.1.6.1 using alternative transport impacts childcare
 - 7.1.6.2 working hours (i.e. shifts outside the hours that public transport operate)
 - 7.1.6.3 Carers responsibilities.
 - 7.1.6.4 These applications are to be made through the parking portal under '**special circumstances**' with all relevant details.
- 7.1.7 Motorcycles, scooters & mopeds.
 - 7.1.7.1 There is no eligibility criteria met for motorcycles, scooters and mopeds, however users will need to complete the application process and park in designated motorcycle parking areas. There will be an administration charge. Please refer to [Driving and Parking – FX Plus](#) .
- 7.2 Applications may be made online for a parking permit under '**special circumstances**'. Those without access to a computer should speak to HR/Line Manager if they are a member of staff or the Accessibility team if they are a student for guidance. These applications will be decided by senior representatives of FX Plus and each institution.
- 7.3 All permits are subject to availability.
- 7.4 Those holding a full parking Permit for Exeter Campuses are valid at Penryn. Authority to Park permit holders will have to pay the relevant parking charges.
- 7.5 A vehicle is classed as an environmentally friendly vehicle where it emits 100g of carbon (or less) per kilometre travelled.
 - ** The EFV classification is based on DVLA guidance. An environmentally friendly vehicle permit will be charged at 50% of the relevant permit rate, where the present eligibility criteria is met.

8. Glasney Residents and parking

- 8.1 The speed limit for Glasney Halls of Residence is 10 mph.
- 8.2 Students with a Blue Badge who live in Glasney Village may qualify for a permit. Please refer to **Section 7** for more information.
- 8.3 All vehicles wishing to park for Loading/Unloading purposes only, must stop at Glasney Lodge to request access and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN) (see **section 14**).

9. Parking Permit Application Process

- 9.1 Application for a parking permit is through the Payment portal which can be found here: [Driving and Parking – FX Plus](#)
- 9.2 Relevant Salary and postcode checks will be carried out by HR/University to ensure accuracy.
- 9.3 Payment options for your parking permit are available on the Car Parking Portal.
- 9.4 Pro rata prices will be taken from the 1st of the month; part months will incur a full month charge.
- 9.5 Refunds will be based on the number of full months left of the permit.
- 9.6 Part time employees should select the salary banding which reflects their part time gross salary as permits cannot be purchased specifically on a pro-rata basis.
- 9.7 For the purpose of your earnings, this will include salary payments and any allowances you may receive. If you are entering into a salary deduction arrangement it is the level of pay you receive before the salary deduction.
- 9.8 If you have a second car then it may be added to your existing permit through the Portal;
 - 9.8.1 The permit can only be used for one car on Campus at a time, if the other is on Campus at the same time it will be subject to the relevant charge or a PCN as this a breach of this policy (See **Section 14**).
 - 9.8.2 If adding a second vehicle to the Permit, the vehicle with the greater permit price will be charged.

10. Disability Parking

- 10.1 An application is required through the standard procedure but allocation to blue badge holders is automatic. Charges usually apply and will be in-line with the overall permit tariff for current year. Blue badge holders that have a tax exemption notice from the DVLA are exempt from paying the permit tariff.
- 10.2 Blue badge holders are permitted to park within the disabled bays, but also in any designated parking bay within the main car parks (with the exception of reserved parking areas) – blue badges must be displayed at all times. Abuse of disabled parking spaces by unauthorised users is not tolerated and penalties will apply.

11. External Fitness Centre Users

- 11.1 Fitness Centre external users (external is defined as any member who is not a student or member of staff of Falmouth, UoE, The SU or FX Plus) are allowed to park for up to 2 hours within the main car parks. All gym members must visit a pay station before returning to their vehicle to validate their exit in case of a discrepancy

between arrival times. A fee will only be levied if the vehicle has been in the car park for over 2 hours. Fitness Centre staff must have validated the permit prior to exit.

- 11.2 External gym members who remain on campus beyond this 2 hour period will be charged on exit for their stay.

12. Visitor Parking

- 12.1 Reserved parking bays can be booked by giving the name and vehicle registration details of the visitor plus the date and time of booking required, by emailing parkingreservations@fxplus.ac.uk Please ensure that you have given the required **48 hours' notice** for Visitor Day passes and that you can provide the vehicle registration number. Spaces are subject to availability and are limited to 10 spaces per booking per day between the hours of 08:00 and 18:00.
- 12.2 A department must cover the cost of their visitors' stay; visitor permits can be purchased. Permits can only be sold in sets of 6 and 12 at the cost of £25.20 or £50.40. A purchase order must be raised and emailed to parkingreservations@fxplus.ac.uk where the permits will be added to a database ready to be used as required (they do not expire). Department's will be charged retrospectively for this service by invoice.
- 12.3 If parking in one of the main car parks you will need to visit a pay station prior to exiting the campus, enter your vehicle registration number and pay the appropriate tariff. Anyone without reserved parking will park in the main car parks beyond the barriers.
- 12.4 No guarantee for visitor parking can be made for reservations with less than 48 hours notice.

13. Non permit holders

- 13.1 All non-permit holders will be required to visit a pay station when ready to leave the campus prior to returning to their vehicle and enter their vehicle registration number; the pay station will then display the tariff due based on the amount of time since entry through the barrier.
- 13.2 Pay stations accept credit or Debit cards only.
- 13.3 The parking tariffs can be found here: [Driving and Parking – FX Plus](#)

14. Unauthorised Parking

- 14.1 Vehicles will be issued a Parking Charge Notice (PCN) if they contravene the following policies:
- 14.1.1 Vehicles not parked in designated parking spaces will receive a PCN.
 - 14.1.2 Vehicles straddling parking space demarcation lines will receive a PCN.
 - 14.1.3 Any vehicle which is parked obstructing operations, service or emergency access will receive a PCN.
 - 14.1.4 Vehicles that exceed the 30 minute loading/unloading period in allocated loading/unloading bays will receive a PCN.
 - 14.1.5 Abuse of disabled parking spaces will not be tolerated. Only vehicles displaying a Blue Badge or valid Temporary Disablement paper permit may be parked in a disabled bay. Failure to display the relevant permit will result in a PCN.

- 14.1.6 Motorcycles, scooters, and mopeds (driving licence categories P, A and B1) must park within the designated motorcycle parking areas and not in a car parking bay. Failure to do so will result in a PCN.
- 14.1.7 If your car breaks down on campus please notify the Safety and Support Team so that they can provide assistance as you may otherwise receive a PCN.
- 14.1.8 Fleet vehicles owned by UoE, Falmouth and FX Plus must adhere to all parking regulations. Failure to do so will result in a PCN
- 14.2 Parking charges will be applied for breaching the above policies at £100 for a fixed penalty, or £60 if paid within 14 days (increasing to £100 thereafter). Failure to pay the amount due within 28 days of receiving the PCN will result in a debt recovery agency taking action to recover the monies owed and may lead to a ban on entering the Penryn campus car parks
- 14.3 It is usual practice for a vehicle to be issued with one warning for the first breach of parking policy. Thereafter, the vehicle will receive PCNs for further infringements, regardless of the nature of the original warning. There are circumstances where a warning will not be issued and vehicles will receive a PCN without one warning, these breaches include: Parking on double yellow lines, parking in a dangerous manner, vehicles causing an obstruction and any instances of deliberate fraud including tailgating through barriers and use of fake permits.
- 14.4 Any vehicle receiving Multiple Parking Charge Notices (PCN's) may result in direct contact with line management or Universities student disciplinary process.
- 14.5 County Court Judgements (CCJ's): Failure to pay a PCN can result in a County Court Judgement(s). Further information regarding CCJ's can be accessed via the following link: <https://www.moneyadviceservice.org.uk/en/articles/dealing-with-county-court-judgements-ccjs>
- 14.6 Unauthorised exits from campus (i.e., tail gaiting) is prohibited and will result in a retrospective charging or PCN. Multiple incidents may result in direct contact from FX Plus or your relevant institution.
- 14.7 All vehicles parked on campus must be road-worthy, e.g., taxed, insured and where applicable, hold a current MOT certificate.
- 14.8 All vehicles must be fitted with the correct and unobstructed number plate.
- 14.9 Any vehicle left unattended for more than 30 days will be considered abandoned. After this 30 day period, ownership of the vehicle will be forfeited and will result in FX Plus contacting Cornwall Council to facilitate its removal.
- 14.10 Hazardous or discourteous driving on campus may lead to a ban from bringing your vehicle onto campus, without compensation.
- 14.11 With the exception of campus registered vehicles, parking is only available for vehicles of driving licence categories, P, A and B (except by specific authorisation) and excludes motor homes, campervans, vehicles with living accommodation and vehicles with boats/trailers.
- 14.12 Overnight sleeping in vehicles is prohibited.
- 14.13 Cleaning or general maintenance of vehicles on campus is prohibited.
- 14.14 Discourtesy to staff will not be tolerated by FX Plus and could result in direct contact with line management or your relevant institution.
- 14.15 Repeated breaches of this policy may result in further action including revocation of a parking permit and/or permission to park on Campus.

15. Appeals Process

- 15.1 Special Circumstances applications are made via the portal and considered initially by Campus Operations.

- 15.2 Requests made on medical grounds may be consider by accessibility team or HR for staff.
- 15.3 Unsuccessful applicants have the right to appeal through their relevant institution as follows:
 - 15.3.1Falmouth University appeals should be made to Institutional Representative.
 - 15.3.2University of Exeter appeals can be through Institutional Representative.
 - 15.3.3Falmouth Exeter Plus appeals can be made through Directors of Service

16. Equality Impact Assessment

- 16.1 The author has confirmed whether an Equality Impact Assessment is required and confirms that:
 - ☒ An Equality Impact Assessment is **not required**.
 - ☐ An Equality Impact Assessment **is required and has been completed**.

17. Contact for Further Information

- 17.1 All queries in relation to this policy or parking should be directed to carparking@fxplus.ac.uk