

Clifton Campus (Precinct) Parking Terms and Conditions



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1 – Management of the University of Bristol Clifton Campus (Precinct) car parks

1.1 – Management

The following management structure applies to the University car parking policy:

- The University's Campus Division oversees the Car Parking Policy.
- The Sustainability Manager (Transport) is responsible for the implementation of the policy.
- Security Services are responsible for the day-to-day operational management of the University of Bristol's car parks, the permit application process and for the enforcement of these terms and conditions.

These terms and conditions apply to all University-owned car parks in the Precinct and satellite sites ('University car parks') managed centrally by Security Services. A full list of these car parks is available at www.bristol.ac.uk/transportplan/car-parking/precinct/. Car parking spaces are allocated for the following categories of users:

- Departmental.
- Disabled (staff and students).
- Visitor.
- General (staff and contractor).

These terms and conditions only apply if you wish to park between 6am and 5pm, Monday to Friday, on those days when the University is open. Please see www.bristol.ac.uk/university/dates/.

The University reserves the right to close any University car parking spaces and/or car parks on a temporary or permanent basis without notice.

2 – General conditions for the use of University of Bristol car parks

2.1 – Vehicle requirements

Unless specifically stated, for the purpose of these conditions, 'vehicle' means:

- Any vehicle which under the Vehicle Excise and Registration Act 1994 is required to display a registration number and hold road tax when used upon the public highway.
- Powered Two Wheelers (PTW) are exempt but must not obstruct pavements or park in designated, signed parking bays not assigned to them.

Vehicles are only to be used for commuting or business purposes. Even when permitted to park, no vehicle parked in a University car park can be used for living or sleeping. All vehicles must hold valid road tax, MOT and insurance and be appropriately serviced. Vehicles used for business purposes must hold valid business related insurance.

Any driver parking on University premises must hold a current Driving Licence for the class of vehicle they are driving and they must be driving in accordance with the conditions stipulated on the licence. Any driver with a notifiable medical condition as stipulated by DVLA must have informed DVLA accordingly and received authority to drive.

The following categories of vehicles are prohibited from parking in University car parks:

- Any vehicle exceeding the dimensions of a University parking space or vehicles of overall length greater than 5 metres.
- Caravans.
- Minibuses, unless owned by a University department and given specific permission by Security Services.
- Trailers, unless owned by a University department and given specific permission by Security Services.

Bespoke vehicles, defined as vehicles that have been subject to specific adaptation or customisation to fulfill a department's requirements and therefore cannot be hired elsewhere, may be granted permission to park in University car parks subject to receiving explicit permission by Security Services to do so.

2.2 – Permits

The University car parking permit year is from 1st August to 31st July and each permit year contains three permit periods:

- 1st August to 30th November.
- 1st December to 31st March.
- 1st April to 31st July.

- A parking permit is proof of eligibility to park within University car parks as specified on the permit.
- All permit categories can be applied for throughout the year, however there are specific application and award periods for permit categories. Applications received outside of the specific application window will not be assessed until the next award period commences.
- In each parking permit year, the main allocation award period will take place no earlier than Easter and no later than the end of June. The first interim allocation award period of the same permit year will take place in November, with the second interim allocation being carried out in March.

- It is the responsibility of all permit applicants to ensure that Human Resources has correct and up-to-date information relating to their University records, such as work address information prior to the submission of their application form. Failure to do so may prevent an application from being accepted.
- Permit applications must be completed in full, providing all appropriate supporting documentation/evidence.
- It is the responsibility of the applicant to meet the application deadlines. The University reserves the right not to assess a car parking permit application if it is received outside one of the permit award periods.
- All information provided on application forms and supporting documentation must be true and accurate. Falsification of information may be treated as a disciplinary matter and may result in withdrawal of the permit / right to park.
- There is no right of appeal against a decision not to issue a University parking permit. Unsuccessful applicants are able to resubmit an application, which will be reviewed during the next appropriate award period.
- It is the responsibility of permit-holders to ensure that correct and up-to-date information, including vehicle details, is registered against their permit at all times via their online parking account.
- With the exception of departmental parking, a vehicle is authorised to park on any specific day only if it is both registered to a current permit and designated (via the permit-holder's online parking account) as the 'active' vehicle on that permit.
- Permit-holders must inform Security Services in writing if they dispose of the registered vehicle(s), cease working for the University or no longer require a permit.
- Non-permit holders are forbidden to park in a University car park unless prior arrangements have been made with Security Services.

2.3 – Security and safety

- Vehicles are parked at the owner's risk and the University cannot accept liability for loss or damage.
- Before leaving a vehicle in a University car park users must ensure that:
 - The vehicle is securely locked.
 - The window and sunroof are securely closed.
 - No possessions are left on display.
- Users are requested to drive carefully in the University car parks, giving priority to pedestrians and or cyclists.
- Security Services should be notified of any incidents involving theft or damage to a vehicle or injury to a person in a University car park, along with details of

the user's insurance provider as appropriate. Contact details on page 18.

2.4 – Prohibited activities

- Cleaning and general maintaining of vehicles is not permitted within the University's car parks.
- With the exception of Departmental vehicles, no vehicle may be parked continuously for more than five consecutive days without permission from Security Services. Security Services will deal with any abandoned vehicles as appropriate.
- Parking anywhere other than in a clearly marked parking space for which the driver has a valid permit is prohibited. This includes:
 - Parking on yellow lines, hatched areas, pavements, curbs, grassed areas and areas marked "emergency services".
 - Parking which blocks the entry or exit of car parks or parking spaces.
- Tailgating into car parks with controlled access (swipe card or key) is prohibited. Should a user wish to gain access to these car parks a prior request to Security Services must be made.
- With the exception of University owned departmental vehicles, charging of electric vehicles is prohibited.
- Failure to comply may result in sanctions, as detailed in Section 4.

2.5 – Loading and unloading of goods

- Loading bays are only to be used for the purpose of loading or unloading goods. A 15-minute grace period is assigned to each loading bay. Any vehicle found to be using the loading bay for extended periods of time will be issued with the appropriate penalty (see Section 4).
- Where a loading bay is not present, a vehicle may park in any General parking space for the purpose of loading or unloading goods for up to 15 minutes, so long as it does not cause any obstruction. If 15 minutes are exceeded, enforcement activity will commence.

2.6 – Powered Two Wheelers (PTW) - Motorcycles, mopeds & scooters

- PTWs are not allowed to park in University car parks unless parked in a designated, signed PTW parking area.
- PTWs do not need to display a permit to park in a designated, signed PTW parking area.
- Any PTW parked in a University car parking space that requires the use of a permit will be treated as unauthorised under Section 4.

3 – Specific conditions for University of Bristol car parking categories

3.1 – Staff

Staff are only permitted to park in General spaces in University car parks if they hold a current parking permit and display a valid coupon. For disabled staff permit holders, see Section 3.2. Restrictions apply.

Eligibility

Only salaried, honorary or associate members of University staff may hold a University staff parking permit.

Two or more members of staff whose General parking permit applications are successful may be issued with a formal car sharing permit if requested and subject to providing a valid Liftshare team ID number.

Permit

In order to park in a University General parking space, all staff must hold a valid permit registered in their name. The vehicle must be registered and active on their permit at the time they wish to park. Only the registered permit-holder may park their permitted vehicle in a University car park.

Coupon

General car parking permit holders must display a valid coupon.

A valid coupon is defined as a coupon with the same permit number as the permit associated with the vehicle, with the current date and month scratched off sequentially starting from the top of the coupon.

It is strongly recommended that the coupon is hung from the rear-view mirror, as it is the responsibility of the permit holder to ensure their coupon is clearly visible at all times.

It is prohibited to alter, tamper, duplicate or forge, in any way, either a parking permit or coupon. It is also prohibited to transfer a permit or coupon to another vehicle, which is not owned or registered by the permit holder.

Staff permit-holders are required to purchase coupons online or in person from Security Services. Formal car-sharing team members may claim their 30 days' free parking in the same way. For details of current staff parking charges refer to www.bristol.ac.uk/transportplan/car-parking/precinct/charges/.

Parking coupons may be used in subsequent permit years, subject to the renewal of the parking permit with which they are associated.

In exceptional circumstances refunds may be made on coupons, although not ones that have been partially used, or free coupons issued to formal car sharing teams.



	DATE							MONTH	
1	1	2	3	4	5	6	7	JANUARY	FEBRUARY
	8	9	10	11	12	13	14	MARCH	APRIL
	15	16	17	18	19	20	21	MAY	JUNE
	22	23	24	25	26	27	28	JULY	AUGUST
	29	30	31					SEPTEMBER	OCTOBER
								NOVEMBER	DECEMBER
2	1	2	3	4	5	6	7	JANUARY	FEBRUARY
	8	9	10	11	12	13	14	MARCH	APRIL
	15	16	17	18	19	20	21	MAY	JUNE
	22	23	24	25	26	27	28	JULY	AUGUST
	29	30	31					SEPTEMBER	OCTOBER
								NOVEMBER	DECEMBER
3	1	2	3	4	5	6	7	JANUARY	FEBRUARY
	8	9	10	11	12	13	14	MARCH	APRIL
	15	16	17	18	19	20	21	MAY	JUNE
	22	23	24	25	26	27	28	JULY	AUGUST
	29	30	31					SEPTEMBER	OCTOBER
								NOVEMBER	DECEMBER
4	1	2	3	4	5	6	7	JANUARY	FEBRUARY
	8	9	10	11	12	13	14	MARCH	APRIL
	15	16	17	18	19	20	21	MAY	JUNE
	22	23	24	25	26	27	28	JULY	AUGUST
	29	30	31					SEPTEMBER	OCTOBER
								NOVEMBER	DECEMBER
5	1	2	3	4	5	6	7	JANUARY	FEBRUARY
	8	9	10	11	12	13	14	MARCH	APRIL
	15	16	17	18	19	20	21	MAY	JUNE
	22	23	24	25	26	27	28	JULY	AUGUST
	29	30	31					SEPTEMBER	OCTOBER
								NOVEMBER	DECEMBER

See Reverse for Conditions of Use.

Permit No.

No. 000001

Parking Restrictions

Staff (including members of a formal car share team) may only park in General parking spaces. Staff are not permitted to park in Disabled, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

3.2 – Disabled Staff

Disabled staff are only permitted to park in designated Disabled spaces in University car parks if they hold a current parking permit. For other staff, see Section 3.1. Restrictions apply.

Eligibility

Only salaried, honorary or associate members of University staff may hold a University disabled parking permit.

Permit

In order to park in a University Disabled car parking space, all disabled staff must hold a valid staff parking permit registered in their name. The vehicle must be registered and active on their permit at the time they wish to park.

Disabled parking permit holders do not need to purchase or display a parking coupon.

Parking Restrictions

Disabled staff permit holders may only park in their assigned University designated Disabled parking space. Disabled staff permit holders are not permitted to park in General, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

If the assigned designated space is not available, the permit holder should contact Security Services for advice.

Application Requirements

Disabled staff parking permit applications will be assessed by the Occupational Health Service (OHS). Only applicants recommended by OHS will be issued with a disabled parking permit. The recommendation made by OHS is final and applicants do not have the right to appeal but are able to reapply with additional information if appropriate.

3.3 – Disabled Students

Students with a disability are only permitted to park in designated Disabled spaces in University car parks if they hold a valid parking permit. Restrictions apply. No other students are permitted to park in the University car parks.

Eligibility

Only students with a disability may have a University disabled parking permit.

Permit

In order to park in a University Disabled parking space, all disabled staff must hold a valid electronic disabled parking permit registered in their name. The vehicle must be registered and active on their permit at the time they wish to park.

Disabled parking permit holders do not need to purchase or display a parking coupon.

Parking Restrictions

Disabled students may only park in their assigned University designated Disabled parking space. Disabled student permit holders are not permitted to park in General, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

If the assigned designated space is not available then the permit holder should contact Security Services for advice.

Application Requirements

Disabled student parking permit applications will be assessed by the Occupational Health Service (OHS). Only applicants recommended by OHS will be issued with a disabled parking permit. The recommendation made by OHS is final and applicants do not have the right to appeal but are able to reapply with additional information if appropriate.

3.4 – Departments

Departmental vehicle/permit holders are only permitted to park in University car parks if they hold a current parking permit. Restrictions apply.

Eligibility

Only University departments that are judged to require the use of a designated departmental parking space or spaces may have a Departmental parking permit or permits. For the purpose of the parking policy departmental parking is broadly defined as including departments, divisions, faculties, business units or individual teams providing a service to the University.

Permit

In order to park in a University Departmental parking space, all vehicles used by staff on departmental business must be registered against a valid Departmental permit. .

Departments may request in their annual permit application that visitors be permitted to park in one or more of their departmental spaces. In such cases, all the department's designated spaces will be treated as open to unregistered vehicles, so the department must accept that the University will not be able to enforce parking policy on any of its departmental spaces.

Coupon

Departmental permit holders pay for use of their designated space(s) through their department and therefore do not need to purchase and display a coupon.

Parking Restrictions

Departmental permit holders may only park in their assigned University designated departmental parking space or spaces.

Except where permits are made available by arrangement to visitors (see Permits above), only vehicles registered against one of the department's permits may park in one of its allocated departmental spaces.

Departmental permit holders are not permitted to park in General, Disabled or Visitor spaces unless they receive specific permission in advance from Security Services, or hold the appropriate permit and display the relevant coupon.

Departmental vehicles must be parked in their allocated space when not in use or overnight.

EV charging

Electric vehicle (EV) charging facilities are for use by University owned departmental vehicles only.

The University owned departmental vehicle(s) assigned to a departmental parking space will have priority over use of any EV charging facilities provided in that location.

Use of a departmental parking space with EV charging facilities may be extended to other departmental vehicles for short-term charging purposes only by arrangement in advance with Security Services.

Application Requirements

Departmental parking permit applications will be assessed by a departmental parking review panel. Only applicants approved by the panel will be issued with a Departmental parking permit. The decision made by the panel is final and applicants do not have the right to appeal but are able to reapply with updated documentation/evidence.

It is a requirement that any departmental vehicle, departmentally owned or otherwise, that has been issued with a Departmental parking permit will be used on University business on a frequent, daily basis. It is the responsibility of the University department to ensure that any of its staff issued with a departmental parking permit accept these terms and conditions.

The law requires all persons who drive on the public highway to be adequately and appropriately insured. This means that any person driving even very occasionally on University business must be covered for 'business use'. It is the responsibility of that person to ensure that their personal insurance policy covers them for such activities. Follow link for further guidance: www.bris.ac.uk/secretary/insurance/motor-insurance/#drivingyourown

3.5 – Contractors

Contractor vehicles are only permitted to park in General spaces in University car parks if they hold a current contractor parking permit and display a valid coupon. Restrictions apply.

Eligibility

A contractor is a visitor who has been contracted by the University to provide a service and requires their vehicle to be parked in close proximity to the building where they are working. A contractor is not directly employed by the University.

Only University contractors that are judged to require the use of a contractor parking permit may park in University General car parks.

Permit

In order to park, all contractors must hold a valid contractor parking permit. All contractor vehicles requiring parking must be registered on a current contractor parking permit and be active on that permit at the time they are parked on a University car park.

The contractor must obtain a parking permit from Security Services in advance of seeking to park on-site. Up to six permits will be issued per contracted company following authorisation from a sponsoring University department. Each permit can have up to 20 eligible vehicles assigned to it but only one can be active at a time. Permits will be allocated for the University permit year or the anticipated length of the contract, whichever is the shorter. Any contractor issued with a contract with a duration that is longer than the University permit year will be required to re-apply at the appropriate time. Please see www.bristol.ac.uk/transportplan/car-parking/precinct/ for application window dates.

Coupon

Contractor parking permit holders must display a valid coupon, purchased in advance of seeking to park.

A valid coupon is defined as a coupon with the same permit number as the permit associated with the vehicle, with the current date and month scratched off sequentially starting from the top of the coupon.

It is strongly recommended that the coupon is hung from the rear view mirror, as it is the responsibility of the permit holder to ensure their coupon is clearly visible at all times.

It is prohibited to alter, tamper, duplicate or forge, in any way, either a parking permit or coupon. It is also prohibited to transfer a permit or coupon to another vehicle, which is not owned or registered by the permit holder.

In exceptional circumstances refunds may be made on coupons, although not ones that have been partially used.

Parking Restrictions

Contractors may only park in General car parking spaces. Contractors are not permitted to park in Disabled, Departmental or Visitor spaces unless they receive specific permission in advance from Security Services.

3.6 – Visitors

Visitors are only permitted to park in Visitor parking spaces if they hold and display a valid parking permit. Restrictions apply.

Eligibility

A visitor is:

- Anyone who wishes to visit the University who is not a member of staff.
- A University member of staff not based in buildings associated with the car parks covered in Appendix 1.

Permit

In order to park, all visitors must prominently and visibly display a valid permit on the inside of their vehicle's front windscreen.

A visitor to the University must arrange for the department

they are visiting to pre-book their visitor space prior to arrival using the online visitor parking system.

Coupon

Visitors to the University do not need to purchase or display coupons. The department pre-pays the visitor parking charges, therefore there is no charge to the visitor.

Parking Restrictions

Visitors are permitted to park only in pre-booked designated visitor parking spaces, or in Departmental spaces by prior arrangement with their host Department.

Designated visitor parking spaces must be pre-booked by the department hosting the visitor. These are allocated on a first come, first served, basis. If there is no provision at the time of booking, visitors should be made aware that they will not be able to park at the University and will have to use alternative non-University parking facilities.

Visitors who hold Blue Badges can use designated University visitor parking spaces or use the rights they are given on public highways. They are not allowed to use disabled spaces in any of the University's car parks unless granted specific permission by Security Services.

Visitors are not permitted to park in Disabled or General car parking spaces.

- For vehicles found to be in breach of these terms and conditions, the University's enforcement policy is to issue the following:
 - Warning notice.
 - Civil Parking Notice (CPN).
- Serious breaches of these terms and conditions may be dealt with separately using sanctions as set out in Section 5 without recourse to a Warning Notice and/or CPN.
- The table on the next page sets out the type and quantity of enforcement charges for every vehicle in breach of the terms and conditions in order of severity.

4.1 – Warning notices

- A warning notice may be issued following an identified breach of any of the terms and conditions in Section 2 or 3. A warning notice on its own carries no financial penalty.
- There is no appeal against a warning notice but if there is a dispute about the factual basis of a warning, any letter noting such issues will be filed.
- Warning notices are normally issued on a first offence, except in the case of an anonymous vehicle (see table above in Section 4).
- Warnings relating to breaches of the terms and conditions are removed from the record after 12 months.

4 – Enforcement and penalties

- All permit-holders are required to comply with the terms and conditions outlined in this document for use of the University Car Parks.
- Car parks are routinely enforced by Security Services staff. Although these individuals will always give as much help and guidance as they can, they have been advised that they must act when they see a vehicle parked in breach of these conditions.
- Permit-holders must ensure the correct vehicle is registered and active on their permit before attempting to park in a University Car Park. With the exception of departmental parking, any vehicle detected that is not active on a current permit will be treated as anonymous, even if it is registered against a permit.
- Where required, a valid parking coupon should be displayed in the vehicle so as to be clearly visible to security patrols. Where feasible, vehicles should be reversed into parking spaces with the coupon hung from the rear view mirror.
- Anyone witnessing inappropriate or inconsiderate parking should inform Security Services, using the contact details on page 10.

4.2 – Civil Parking Notice (CPN)

- A Civil Parking Notice (CPN) may be following any previous offences for every vehicle or as a first offence in the case of an anonymous vehicle.
- The CPN has been set at £60, increasing to £100 if not paid within 14 days.
- It is the responsibility of the driver of the offending vehicle to pay any outstanding CPNs in the first instance. However, the Protection of Freedoms Act 2012 (POFA 2012) gives landowners such as the University, or those contracted to act on their behalf, the right to pursue the registered keeper of the vehicle in certain circumstances.
- In order to recover unpaid CPNs, the University reserves the right to take legal action against the driver or the registered keeper of the vehicle. If the driver is unknown or a CPN is ignored by the driver, the details of the registered vehicle keeper will be obtained from the Driver and Vehicle Licensing Agency (DVLA) and the University will write to the vehicle keeper inviting the keeper to either pay the unpaid CPN or, if the registered keeper was not the driver at the time of the contravention, provide the details of the driver. If the keeper does not pay the unpaid CPN, supply the

driver's details or appeal the CPN, then under POFA 2012 the University has the right to pursue payment for the CPN from the registered keeper of the vehicle.

- To assist in the management of parking on University property, the issue of CPNs will be operated under the direction of Security Services.
- The University reserves the right to issue CPNs to any vehicle parked in breach of these terms and conditions.
- A CPN may only be removed by the driver of the offending vehicle.

	Departmental	Contractor	Disabled Staff	Disabled Student	Staff	Visitor	Anonymous vehicle*
Warning Notices issued	1	1	1	1	1	1	0
Civil Parking Notice (CPN) issued	1+	1+	1+	1+	1+	1+	1+

* An anonymous vehicle is defined as either one that is not registered against any current University parking permit, or one that is not activated where required on any current permit at the time it is detected. This includes any vehicle that may have had its parking permit revoked.

4.2.1 – Appeals

- All drivers and registered keepers have the right to appeal a CPC. Appeals must be made within 28 days from the date of the CPC notice to the driver or the CPC notice sent by post to the registered keeper.
- All correspondence relating to the issue of a CPN, including the right to appeal, should be directed to Open Parking Ltd whose contact details are provided in Section 4. 2. 2.

4.2.2 Method of payment

- The University makes use of an external contractor, Open Parking Ltd, to process any CPNs issued.
- All drivers of an offending vehicle who have been issued a CPN can pay as follows:
 - Online – www.openparking.co.uk/public/pcn-faq/
 - By Phone – Tel: 0330 088 9564

5 – Persistent and/or Serious Breaches

5.1 – Persistent breach by a student or member of staff holding a Disabled, General or Car Sharing permit, or a Departmental parking permit assigned to a staff member using their own private vehicle on departmental business

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

Offence within permit year	Action	Additional action
First	Warning notice	None
Second	CPN	None
Third	CPN	Warning letter sent to the offender stating that if another CPN is issued within the permit year, it will result in the offender's permit being revoked
Fourth	CPN	PERMIT REVOKED. The permit will be revoked for the remainder of the current parking permit year. The permit holder must return their permit and any unused coupon strips to Security Services. A refund will be given on any full unused coupon strips (where applicable).

The above escalation process:

- Applies to students or members of staff holding a Disabled, General, Formal Car Sharing or Departmental parking permit assigned to a member of staff using their own vehicle on departmental business:
- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.

5.2 – Persistent breach involving a vehicle owned or leased by a University department

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

Offence within permit year	Action	Additional action
First	Warning notice	None
Second	CPN	None
Third	CPN	Warning letter sent to the department stating that if another CPN is issued within the permit year on the same vehicle, it will result in the permit assigned to the vehicle being revoked. Letter includes the offer of the department having a discussion with Security Services to evaluate why these terms and conditions are being breached.
Fourth	CPN	PERMIT REVOKED. The permit will be revoked for the remainder of the current parking permit year. The department must return the permit to Security Services. If a parking space is solely assigned for use by the offending vehicle, a refund of the annual parking space charge will be given and prorated according to the number of months remaining of the current permit year. The parking space itself may be reassigned by Security Services depending on operational requirements.

The above escalation process:

- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.

5.3 – Persistent breach by a contractor

- A persistent breach of these terms and conditions is defined as committing four parking offences within the same parking permit year, running between 1st August and 31st July, as per the information given in the following escalation table.

Offence within permit year	Action	Additional action
First	Warning notice	None
Second	CPN	None
Third	CPN	Warning letter sent to the offender stating that if another CPN is issued within the permit year, it will result in the offender's permit being revoked
Fourth	CPN	PERMIT REVOKED. All permits issued to the contracting company revoked for the remainder of the current parking permit year. The contracting company must return their permit(s) and any unused coupons to Security Services. A refund will be given on any full unused coupons.

The above escalation process:

- Restarts upon commencement of each parking permit year, starting on 1st August.
- Applies irrespective of whether or not a CPN is paid.

5.4 – Persistent breach by an anonymous vehicle

- An anonymous vehicle is one that the University has no record of issuing an appropriate parking permit to or is parked in a visitor parking space without the appropriate booking. An anonymous vehicle breaching these terms and conditions will result in the following enforcement action.

Stage / offence	Action
First	CPN
Second	CPN + warning letter to the registered keeper of the vehicle indicating that legal action will be instigated if the vehicle is found to be in breach of these terms and conditions
Third	CPN + legal action may be initiated

- If a permit has been revoked due to a persistent breach, or a serious breach as set out in Section 5.5, and the motorist continues to park in a University car park covered by these terms and conditions, their vehicle will be treated as anonymous and may result in legal action being taken.

5.5 – Serious breach

- A serious breach of these terms and conditions (including altering, tampering, duplicating or forging permits or coupons) may result in action being taken under the scheme including:
 - Immediate revocation of an existing parking permit.
 - Rejection of any future application for a parking permit.
 - Withdrawal of permission to access all University car parking facilities, now and in the future.
- A serious and/or persistent breach of these terms and conditions may also constitute misconduct under the University regulations relating to staff or student discipline and will be dealt with accordingly.

6 – Useful contacts

For general car parking queries, contact:

Security Services
Royal Fort Lodge
Tyndall Avenue
Bristol
BS8 1UH

Telephone: 0117 33 11190

Email: uob-car-parking@bristol.ac.uk

Web: www.bristol.ac.uk/securityservices/

To report any incident involving a theft or damage to a vehicle or injury to a person, contact:

Security Services
Royal Fort Lodge
Tyndall Avenue
Bristol
BS8 1UH

Telephone:

- 24 hour EMERGENCY ONLY - 0117 331 1223 (internal 112233) All calls to this number will be recorded for security purposes.
- If you require an ambulance ring 999 first and then inform Security Services.
- For NON-EMERGENCY security issues please call 0117 928 7848 (internal 87848). All calls to this number will be recorded for security purposes.

Email: security-office@bristol.ac.uk

Web: www.bristol.ac.uk/securityservices/