

PARKING AND TRAFFIC MANAGEMENT

SUMMARY OF PRINCIPAL CHANGES

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| General changes | |
| This document has been updated to reflect operational changes to the permit system and thus the enforcement of parking regulations | |
| Sections | |
| 1.5, 4.1.3, 4.1.4, 4.1.6, 4.1.7, 4.1.11, 4.1.13, 4.1.14, 4.1.15, 4.1.17, 4.1.18, 4.1.20, 4.1.23, 6.1, 6.2.1, 6.2.3, 6.3.1, 7.1.1, 7.3, 8.1.1, 8.1.2, 9.2 | see text |

Structure

| | |
|--------|--|
| 1 | INTRODUCTION |
| 1.7 | Registration of vehicles |
| 1.8 | Criteria governing permission to park a vehicle on University premises |
| 1.9 | Permission to park a vehicle |
| 2 | DEFINITIONS |
| 2.1 | 'e-permit to park' |
| 2.2 | 'member of staff' |
| 2.3 | 'pay on foot' |
| 3 | INSTRUCTIONS TO MANAGERS |
| 4 | GENERAL PARKING AND TRAFFIC REGULATIONS- |
| 4.1 | General regulations |
| 4.1.10 | Nuisance |
| 4.1.11 | Servicing and repair of vehicles |
| 4.1.12 | Leaving vehicles on University premises |
| 4.1.13 | Charges and refunds |
| 4.1.14 | Times when the e-permit to park scheme operates |
| 4.1.15 | E-permits to park |
| 4.1.16 | Criteria governing permission to park a vehicle on University premises |
| 4.1.17 | Students |
| 4.1.18 | Members of staff visiting other campuses and sites (excluding the Maclaurin Building) |
| 4.1.19 | Visitors |
| 4.1.20 | Contractors and temporary staff – temporary e-permits to park |
| 4.1.21 | Club De Havilland and Hertfordshire Sports Village |
| 4.1.22 | Occupants/tenants of University premises |
| 4.1.23 | <i>Motorcycles and bicycles</i> |
| 5 | SANCTIONS AND PENALTIES |
| 5.2 | Parking Charge Notices |
| 5.2.2 | Failure to pay a charge by the agreed deadline |
| 6 | COLLEGE LANE CAMPUS - ADDITIONAL LOCAL PARKING REGULATIONS |
| 6.1 | Car Park M (multi-storey car park, College Lane Campus) |
| 6.2 | Students resident on the College Lane Campus |

- 6.3 **E-permits to park and payment of parking fees**
- 6.3.1 **All areas other than car parks adjacent to student residential accommodation – 08.00 hours – 17.30 hours Monday to Friday (excluding weekends, public holidays and University staff holidays¹ as defined in the University Calendar)**
- 6.4 **Members of staff from other Campuses or sites where a parking e-permit scheme operates**
- 6.5 ***Weekends, Public Holidays and University Closure Days***
- 7 **DE HAVILLAND CAMPUS**
- 7.1 **Resident Students**
- 7.1.2 *Resident Students with a disability*
- 7.2 **e-permits to park and payment of parking fees**
- 7.2.1 08.00 hours –19.00 hours Monday to Friday (excluding weekends, public holidays and University staff holidays as defined in the University Calendar)
- 7.3 ***Weekends, Public Holidays and University Closure Days***
- 8 **MACLAURIN BUILDING – ADDITIONAL LOCAL PARKING REGULATIONS**
- 8.1 **Restrictions**
- 8.1.1 **MacLaurin Building - visitors' car park**
- 8.1.2 **MacLaurin Building - staff car park**
- 9 **PARK AND RIDE CAR PARK, ANGERLAND COMMON**

(Amendments to version 07.0, UPR ET01 are shown in *italics*.)

1 INTRODUCTION

- 1.1 Although the University will make reasonable efforts to provide appropriate facilities, amenities and services, it should be noted that such provision may be affected by conditions beyond the University's control which prevail from time-to-time. In such circumstances, the University cannot accept responsibility for a level of service which may be less comprehensive than that which is normally provided.
- 1.2 Members of staff and students are required to comply with the University's regulations of which this document forms part. The University reserves the right to take disciplinary action where it is believed that these regulations have been breached.
- 1.3 Vehicle owners, keepers or drivers park their vehicles on premises owned or occupied by the University entirely at their own risk. In the absence of any negligence by the University which causes death or personal injury, the University of Hertfordshire does not accept liability for any loss or damage to vehicles (and/or to the contents of vehicles).
- 1.4 These regulations are effective from 1 September 2018.
- 1.5 *The University's parking policy and regulations are managed by the University Security Team. The day-to-day operation and enforcement of the parking policy and regulations is conducted under contract by an authorised parking contractor and the contractor's parking attendants.*

¹ The dates of University staff holidays are normally the Tuesday immediately following the August Bank Holiday and the period between Christmas and the New Year, as set out in the University Calendar

1.6 Campus, or site-specific information may be found elsewhere in this document as follows:

- a College Lane Campus (excluding Meridian House) (section 6, refers);
- b de Havilland Campus (section 7, refers);
- c MacLaurin Building (section 8, refers);
- d Park and Ride car park, Angerland Common (section 9, refers).

1.7 Registration of vehicles

1.7.1 On-Campus parking is monitored using Automatic Number Plate Recognition (**ANPR**). Members of staff or students wishing to park any vehicle on Campus during the times specified elsewhere in these regulations must register the required information concerning their vehicle details on the electronic parking system, (motorcycles, section 4.1.13 refers) in accordance with the instructions issued from time-to-time by University management.

1.7.2 ANPR and the electronic permit system is used to control and manage the parking of vehicles on University premises.

1.8 Criteria governing permission to park a vehicle on University premises

These criteria are determined from time-to-time by University management and will be applied by the electronic parking system to determine whether a member of staff or a student, is eligible to park a vehicle on University premises and the conditions that might apply to any e-permit to park that is granted.

1.9 Permission to park a vehicle

1.9.1 Where a member of staff or student meets the relevant criteria governing permission to park a vehicle on University premises (section 4.1.16, refers), the electronic parking system will assign the relevant e-permit to park to the vehicle concerned.

1.9.2 An e-permit to park is conditional on the member of staff or student at all times observing the regulations in this document (UPR ET01) and paying the fee determined from time-to-time by University management using one of the methods prescribed from time-to-time by University management.

1.9.3 Information setting out the procedures for obtaining e-permits to park is available, on request, from the Student Centre or at

<http://staffnet.herts.ac.uk/university-services/carparking/parking-permits.htm>

2 DEFINITIONS

For the purposes of these regulations the following definitions will apply:

2.1 'e-permit to park':

a term used generically in these regulations to signify that an individual has been authorised via the electronic parking system to park a vehicle registered under the scheme, on University premises subject to fulfilment of any conditions associated with that permission;

2.2 'member of staff':

a person who holds a current contract of employment with the University, permanent or fixed term (temporary staff and contractors do not fall within the scope of this definition and should refer to section 4.1.20);

2.3 **'pay on foot':**

to pay the required daily parking fee by buying a ticket from a ticket machine or via the smart phone app.

3 **INSTRUCTIONS TO MANAGERS**

Deans of School/Heads of Strategic Business Units (**SBU**s) and other managers must ensure that members of staff and students for whom they are responsible are conversant with the regulations and procedures set out in this document; with any relevant local parking regulations and with any instructions that may be issued from time-to-time by University management. They must also ensure that visitors to areas for which they are responsible have been advised of them.

4 **GENERAL PARKING AND TRAFFIC REGULATIONS**

4.1 **General regulations**

4.1.1 The parking and traffic regulations set out in this section (4) apply on all premises owned or occupied by the University of Hertfordshire and apply as appropriate, to all road users, including motorists, cyclists, motorcyclists, the drivers of farm vehicles and other conveyances and to horse riders. The regulations may be supplemented from time-to-time by parking regulations which apply locally on individual University Campuses and sites (sections 6, 7, 8 and 9, refer) and/or by instructions issued from time-to-time by University management.

4.1.2 Vehicle access to premises owned or leased by the University is strictly limited, in accordance with the provisions of University regulations, to staff, students, bona fide visitors and legitimate users of University facilities such as the clients of the University's subsidiary companies, their clients and members and clients of Club de Havilland, Hertfordshire Sports Village.

4.1.3 Members of staff and students who wish to park a vehicle on University premises during the times specified elsewhere in these regulations (UPR ET01) are required to register the vehicle on the electronic parking system (*motorcycles, section 4.1.13 refers*), to obtain the necessary permission (e-permit to park) and once obtained:

- a at all times to comply with the regulations in this document (UPR ET01) and
- b to pay the fee determined from time-to-time by University management.

The only exception to this regulation (4.1.3) is where a member of staff or student who cannot register their vehicle, opts to use the park and ride scheme or to park their vehicle in the multi- storey car park, College Lane Campus (Car Park M), *or by utilising the 50-available pay on foot spaces located within car park E (art & design)*

4.1.4 The speed limit on all Campuses and sites is **10 mph** *unless otherwise specified*.

4.1.5 Traffic flows and directional signs must be observed at all times.

4.1.6 Parking by staff, students and visitors is prohibited as follows:

- a in parking spaces reserved for the vehicles of disabled people unless approved (on grounds of disability) under the provisions of the University's e-permit to park scheme or in the case of visitors, where they hold a valid Blue Badge;
- b in 'visitors' spaces without approval;
- c in any other spaces that have been reserved by University management (for example, those reserved for Governors, designated officers of the Board of Governors and named senior officers of the University);
- d where it will prevent disabled people from using special access routes;

- e on double yellow lines;
 - f where it will impede normal traffic flow, *in particular, areas where access is required by emergency vehicles*;
 - g on any grassed area;
 - h in any area marked with hatching unless it is designated as a 'setting down' point, in which case the waiting time is restricted to **15/30** minutes as *locally directed*;
 - i where the relevant daily charge has not been paid.
- 4.1.7 Students are prohibited from parking in staff (**BLUE**) car parks *unless they have received permission to do so on grounds of disability*.
- 4.1.8 Staff are permitted to park in any staff (**BLUE**) car park and/or in any student (**GREEN**) car park on any Campus, provided that they *have* obtained the necessary e-permit to park and comply with the regulations set out in section 4.1.3.
- 4.1.9 Unless resident in the area concerned, staff and students are strongly advised against parking vehicles in residential streets within Hatfield and should note that where complaints are received, the University may consider that the institution has been brought into disrepute and may take disciplinary action against the individual concerned.
- 4.1.10 **Nuisance**
- a Permission to park a vehicle on University premises is given on condition that the vehicle does not in any way constitute a nuisance. Where a vehicle causes a persistent nuisance, the University reserves the right to withdraw permission for the vehicle to be left on University premises.
 - b Where a vehicle is fitted with an alarm it is the owner's responsibility to ensure that the alarm is not faulty and that the vehicle's electrical system is not faulty such that it will cause a false alarm.
 - c Where the University has withdrawn permission for a vehicle to be parked on its premises on grounds of nuisance caused by a faulty vehicle alarm, the owner will be required to provide proof that the fault has been rectified prior to the University agreeing that the vehicle may again be parked on University premises.
- 4.1.11 **Servicing and repair of vehicles**
- The routine repair or servicing of vehicles on property owned or occupied by the University is strictly prohibited unless it is an emergency repair being carried out by a recognised emergency breakdown service (for example, the AA, RAC or *Windscreen Repair*). In these circumstances, the Control Room (**1010**) must be notified prior to the arrival of the breakdown service. Control Room staff will, where necessary, brief local Security staff. Under no circumstances should oil or other vehicle waste be disposed of on University premises.
- 4.1.12 **Leaving vehicles on University premises**
- Extract from UPR HS05, 'Security and Public Access'
- “5.1 Members of staff and students who wish to leave a vehicle unattended on University premises overnight, or during the weekend, on a public holiday or on a University statutory holiday, may do so only with the prior approval of the Director of Estates (or nominee).
 - 5.2 The University of Hertfordshire does not accept liability for any loss or damage to vehicles parked on University premises and the granting of permission by the Director of Estates (or nominee) (5.1 above refers) does not constitute any admission of liability by the University.

- 5.3 In granting permission, the Director of Estates, Hospitality and Contract Services (or nominee) may stipulate where on University premises the vehicle must be parked. It should be noted that permission will be conditional on this and any other conditions which may be imposed by the Director of Estates (or nominee) being met by the member of staff or student.
- 5.4 A vehicle may be left on University premises only where this will not, at any time, constitute a breach of the University's parking and traffic regulations and procedures as set out in UPR ET01.
- 5.5 A vehicle may be left on University premises for no more than five (5) consecutive days. Any exception to this regulation will require the prior approval of the Secretary and Registrar (or nominee). Such permission will be conditional on the member of staff meeting any conditions which the Secretary and Registrar (or nominee) may impose."

4.1.13 Charges and refunds

- a The University reserves the right to make a charge for car parking. These charges will be determined annually by University management. The charge made to new employees and to those leaving employment part-way through a year will be calculated on a pro rata basis. It should be noted that the relevant charge determined from time-to-time by University management must be paid in full.
- b *Motorcycle users need to register their vehicle with the University Parking Team, by emailing their vehicle details to parking@herts.ac.uk. There is currently no charge to park a motorcycle.*
- c Parking charges may be paid in advance or on foot (section 2.3, refers).
- d Disciplinary action may be taken in cases where staff and students seek to avoid payment of parking fees or to obtain e-permits to park to which they are not entitled.
- e In certain circumstances, a partial refund may be made upon surrender of a pre-paid e-permit to park, for example, where a contract of employment ceases or maternity leave is taken. Refunds will be calculated on a full-month basis. Therefore, where an e-permit to park is surrendered mid-April the refund would be calculated from May - August. Staff who have opted to pay monthly and whose circumstances change, including but not necessarily limited to, where a contract of employment ceases or maternity leave is taken, monthly payments will stop the month following the surrender of the e-permit to park.
- f *Changes to salary may result in a reduction/increase to the annual cost of a permit. Please seek advice from parkingpermits@herts.ac.uk.*

4.1.14 Times when the e-permit to park scheme operates

- a This document (UPR ET01) specifies by the times at which the e-permit to park scheme operates on the University's various Campuses and sites.
- b No vehicle should be parked on University premises unless it has been registered on the electronic parking system (motorcycles, section 4.1.13 refers), the relevant e-permit to park has been obtained and the relevant charge determined from time-to-time by University management, has been paid in full.
- c It should be noted that the ANPR/Permit system operates throughout the year and that even where a parking fee is not charged, the parking regulations set out in this document (UPR ET01) will still be applied.

4.1.15 e-permits to park

- a e-permits to park are valid from *01 September – 31 August* unless they are issued *temporarily or to residential students*. (section 4.1.20, refers).

- b Members of staff and students who change their vehicles *details* must update the vehicle *information* on the electronic parking system by visiting
<https://parkingpermits.herts.ac.uk>
- c Users of the University e-permit to park scheme must ensure all the required information is correct and up-to-date and are personally responsible for this.
- d The information recorded by the University's electronic parking system is specific to the vehicle or vehicles to which it refers and permission to use the University's parking facilities is given on the basis of that information. The University may take disciplinary action in cases where the information supplied by the user does not match the University's e-permit to park records.

4.1.16 **Criteria governing permission to park a vehicle on University premises**

Members of staff and students should refer to the UPR web site at:

<http://sitem.herts.ac.uk/secreg/upr/ET01.htm>

4.1.17 **Students**

Where students who are not *Blue Badge holders* are eligible to be issued with an e-permit to park, the permission given will specify whether the e-permit to park authorises the user to park either on the de Havilland Campus or on the College Lane Campus. An e-permit to park entitles the student concerned to park only on the Campus specified.

4.1.18 **Members of staff visiting other campuses and sites (excluding the Maclaurin Building)**

- a Members of staff who hold an e-permit to park are entitled to use the staff car parks on any Campus or site that they are visiting in accordance with the level of access permitted by their e-permit to park, unless 4.1.18, b, applies.
- b There is no ticket machine at the staff car park at the MacLaurin Building. Members of staff visiting the MacLaurin Building who have not pre-paid/paid the relevant daily charge elsewhere and who are unable to use the parking app, should park on the de Havilland Campus *unless pre-booked as a visitor into the MacLaurin visitor car-park*.

4.1.19 **Visitors**

- a Schools and other SBUs may apply in advance, by email, to Main Reception at the College Lane Campus or where a space is required for a visitor to another Campus or site, to the relevant Reception desk (including MacLaurin Building), for a day e-permit to park for an official visitor.
- b Where necessary, reception staff will record post-dated e-permits to park.
- c Alternatively, on arrival, visitors may park in a 'visitor's' space where one has been reserved for them and then register their vehicle details with Main Reception at the College Lane Campus, or where they are visiting another Campus or site, with the relevant Reception desk.
- d Schools and other SBUs must ensure that their visitors register their vehicles with Main Reception or in the case of another Campus or site, with the relevant Reception desk.

4.1.20 **Contractors and temporary staff – temporary e-permits to park**

- a Temporary e-permits to park may be issued to individuals who are not members of staff (for example, contractors and temporary members of staff) who have legitimate business on a Campus or site for a period exceeding one (1) working day but for not more than **20** working days.

- b These permits are issued, as appropriate, at the discretion of the following members of staff:
*Director of Estates, Hospitality and Contract services, or
Assistant Director (Campus Services), or
Head of Security and Resilience, or
Security Services Manager.*
- c Holders of Temporary e-permits to park are required to pay in full any relevant charges determined from time-to-time by University management.
- d Contractors, the following criteria should be applied:
 - i Temporary e-permits to park will be approved for the term of a contractor's period of the work, for a period of up to **20** working days.
 - ii Where a contractor will be working on Campus for a period of more than **20** working days, the contractor is required to apply for an e-permit to park (not pre- paid) and pay the relevant daily fee on foot whenever he or she wishes to park on Campus.
 - iii *All contractors working on University premises should apply to the Permit to Work office, Department of Estates, Hospitality and Contract Services for an e-permit to park.*

4.1.21 **Club De Havilland and Hertfordshire Sports Village**

Club de Havilland and the Hertfordshire Sports Village are not permitted to issue e-permits to park to their clients who are members of staff or students of the *University unless they are attending an event/conference.*

4.1.22 **Occupants/tenants of University premises**

The parking entitlements of organisations and individuals leasing University premises will be as specified by the University at its absolute discretion.

4.1.23 **Motorcycles and bicycles**

- a Throughout the year, members of staff and students may park motorcycles on University Campuses and sites free of charge, *provided that they are registered with parking@herts.ac.uk (4.1.13 (b) refers) and are parked in accordance with University regulations and in defined motorcycle bays.*
- b Throughout the year, members of staff and students may park bicycles on University Campuses and sites free of charge, provided that they are parked in accordance with University regulations and in the bicycle, areas provided.
- c Where motorcycles are parked in breach of the regulations in this document (UPR ET01), the University will require owners to pay Parking Charge Notices in accordance with the schedule set out in section 5.

5 **SANCTIONS AND PENALTIES**

- 5.1 Persons who disregard any of the University's general parking and traffic regulations or local parking regulations or any instructions issued by University management may be issued with a Parking Charge Notice and liable to pay the associated charge.

5.2 **Parking Charge Notices**

- 5.2.1 Parking Charge Notices will be charged at £80 for each offence

At the University's absolute discretion, Parking Charge Notices may be reduced to **£40** if paid within **14** days of the date on which the offence occurred. The University may take disciplinary action for repeat offences.

- 5.2.2 Failure to pay a Parking Charge Notice by the agreed deadline
The parking contractor will take any and all, necessary legal action to recover unpaid charges.

6 COLLEGE LANE CAMPUS - ADDITIONAL LOCAL PARKING REGULATIONS

6.1 Car park M (multi-storey car park, College Lane Campus)

Those wishing to use car park M are not required to register their vehicles on the electronic parking system nor obtain an e-permit to park, but *non-permit holders* are required to pay on foot the *non-permit holder fee* determined from time-to-time by University management.

6.2 Students resident on the College Lane Campus

- 6.2.1 Resident students who live in University accommodation on the College Lane Campus are eligible to purchase a residents' parking permit (*subject to the eligibility criteria as defined in ET01 Criteria Governing the Authorisation of e-Permits to Park*) which will entitle them to park in Residential car parks only. Residential students wishing to use these car parks must at all times display a valid 'resident' paper permit.
- 6.2.2 Resident students are not permitted to bring vehicles onto the teaching Campus unless they hold a *valid Blue Badge and comply with localised disabled parking (bay) signage*.
- 6.2.3 'Visitor' spaces in residential areas of the College Lane Campus are reserved strictly for residents' own visitors and for bona fide visitors to the College Lane *Accommodation Office (Oval)*. Other than during the summer vacation (as defined in the University Calendar), visitors must report, on arrival, to the *College Lane Accommodation Office (Oval)* that they are visiting and must obtain and display a valid 'visitor's' permit on the front passenger side windscreen of their vehicle.
- 6.2.4 Resident students are personally responsible for ensuring that their visitors are aware of the University's parking and traffic regulations and procedures and that their visitors park their vehicles in accordance with them.
- 6.2.5 Regardless of whether they have obtained an e-permit to park, members of staff are not permitted to park in student residential car parks located at the College Lane Campus.
- 6.2.6 Students who do not reside in student accommodation at the College Lane Campus are not permitted to park in student residential car parks located at the College Lane Campus without authorisation.

6.3 e-permits to park and payment of parking fees

6.3.1 All areas other than car parks adjacent to student residential accommodation – 08.00 hours – 17.30 hours Monday to Friday (excluding weekends, public holidays and University staff holidays² as defined in the University Calendar)

| Staff vehicles must: | Students' vehicles must: | Visitors' vehicles must: | Contractors' vehicles must: |
|--|--|--|-------------------------------|
| <p>other than in car parks <i>E & M (section 4.1.3, refers)</i> be registered on the electronic parking system and have the relevant pre-paid e-permit to park</p> <p style="text-align: center;">or</p> <p>other than in car parks <i>E & M (section 4.1.3, refers)</i> be registered on the electronic parking system, have the relevant pay on foot e-permit to park and the relevant parking fee must be paid in full</p> | <p>other than in car parks <i>E & M (section 4.1.3, refers)</i> be registered on the electronic parking system and have a University of Hertfordshire Disabled Person e-permit to park</p> <p style="text-align: center;">or</p> <p>other than in car parks <i>E & M (section 4.1.3, refers)</i> be registered on the electronic parking system, have the relevant pay on foot e-permit to park and the relevant parking fee must be paid in full</p> | <p>be pre-registered for an e-permit to park with Main Reception, College Lane (section 4.1.19, refers).</p> <p style="text-align: center;">And/or</p> <p>display a valid Blue Badge and the vehicle details must be registered with security on 01707 281010</p> | <p>section 4.1.20, refers</p> |

² The dates of University staff holidays are normally the Tuesday immediately following the August Bank Holiday and the period between Christmas and the New Year, as set out in the University Calendar

6.4 Members of staff from other Campuses or sites where a parking e-permit scheme operates

6.4.1 Where a member of staff visiting College Lane from another Campus or site, whose vehicle is registered on the electronic parking system and who has a e-permit to park (prepaid or pay on foot) cannot find a parking space on the College Lane Campus, he or she should use the park and ride scheme.

6.5 *Weekends, Public Holidays and University Closure Days*

During *weekends, public holidays and university closure days*, as stipulated in the University Calendar, vehicles may be parked on the College Lane Campus without an e-permit to park provided that the charges determined from time-to-time by University management are paid on foot.

7 DE HAVILLAND CAMPUS

7.1 Resident Students

Other than at the beginning and end of the academic year when, under supervision, students are permitted to bring vehicles into the residential area of the de Havilland Campus for loading and unloading, students are expressly forbidden from bringing cars to the de Havilland Campus and from parking in adjoining residential areas.

7.1.1 **Resident Students with a disability**

Resident students on the de Havilland campus who hold a Blue Badge will be allowed to park but must arrange this with Housing Services. Under exceptional circumstances students with medical conditions affecting their mobility may be allowed to park.

7.2 **e-permits to park and payment of parking fees**

7.2.1 **08.00 hours –19.00 hours Monday to Friday (excluding weekends, public holidays and University staff holidays as defined in the University Calendar)**

| Staff vehicles must: | Students' vehicles must: | Visitors' vehicles must: | Contractors' vehicles : section 4.1.20, refers |
|---|---|--|--|
| be registered on the electronic parking system and have the relevant pre-paid e-permit to park or be registered on the electronic parking system, have the relevant pay on foot e-permit to park and the relevant parking fee must be paid in full . | be registered on the electronic parking system and have a University of Hertfordshire Disabled Person e-permit to park or be registered on the electronic parking system, have the relevant pay on foot e-permit to park and the relevant parking fee must be paid in full | be pre-registered for a visitor's e-permit to park with Reception (section 4.1.19, refers) and/or display a valid Blue Badge and the vehicle details must be registered with security on 01707 281010 or be pre-registered for an e-permit with the Sports Village or be pre-registered for an e-permit with Club de Havilland | |

7.3 **Weekends, Public Holidays, University Closure Days**

During *weekends, public holidays and university closure days*, as stipulated in the University Calendar, vehicles may be parked on the de Havilland Campus without an e-permit to park provided that the charges determined from time-to-time by University management are paid *on foot*.

8 **MACLAURIN BUILDING – ADDITIONAL LOCAL PARKING REGULATIONS**

8.1 **Restrictions**

8.1.1 **MacLaurin Building - visitors' car park**

- i The car park immediately in front of the MacLaurin Building is reserved for visitors and authorised users (including Governors, designated officers of the Board of Governors and named senior officers of the University).

- ii *UH staff members from other campuses who need to visit the MacLaurin Building may pre-book a visitor's space with the MacLaurin Reception desk.*
- iii Where no spaces are available at the MacLaurin Building, visitors/*staff* may leave their vehicles at the de Havilland Campus in accordance with the regulations which apply there.

8.1.2 **MacLaurin Building - staff car park**

- i The staff car park may be used by members of staff who hold pre-paid e-permits to park or who hold a University of Hertfordshire Disabled Person e-permit to park (section 4.1.18, also refers).
- ii Where no spaces are available at the MacLaurin Building, staff either may leave their vehicles at the de Havilland Campus in accordance with the regulations which apply there *or (spaces permitting) use the MacLaurin Building visitor car park with the pre- agreement of the MacLaurin Reception desk.*

9 **PARK AND RIDE CAR PARK, ANGERLAND COMMON**

9.1 Members of staff and students are not required to obtain e-permits to park when parking vehicles at the Angerland Common Park and Ride car park but should note that they may be required to show their University Identity Cards.

9.2 Staff and students starting their bus journey at the Park and Ride car park will be required to pay a fare. No charge is made for the inter-Campus bus service between the College Lane and de Havilland Campuses *or return to the Park and Ride facility.*

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2018