University of St Andrews
Estates

Car Parking Regulations

Commencement and Citation

These Regulations may be cited as the University of St Andrews Car Parking Regulations 2007 effective from 1 October 2007.

Interpretation

The following meanings will apply to the terms used in these Regulations:

“Designated Parking Area” includes any of the areas shown in the Schedule to these Regulations.

“Marked Parking Bay” denotes any area clearly marked as a single vehicle-parking bay.

“Permit” denotes any parking permit issued in compliance with these Regulations including any Visitor’s Parking Permit.

“Civil Penalty Charge” is a monetary charge imposed by the University for infringing these Regulations as applied by a Civil Penalty Notice.

“Parking Year” is the period annually from 1 October to 30 September in any year.

1. Car Parking Regulations

1.1 No person shall park a vehicle within a University Designated Parking Area as defined between the hours of 0800 and 1800 Monday to Friday without a permit issued in accordance with Regulation 2 of these Regulations.

1.2 Parking by permit holders will be permitted only in University designated areas and where provided, in Marked Parking Bays within said areas.

1.3 No vehicles will be permitted to park in designated areas overnight except when:

(i) The permit holder is on University business; and
(ii) Prior permission has been granted by the Director of Estates or nominated representative.
1.4 Infringements as scheduled in Regulation 3 of these Regulations will be subject to a monetary civil penalty charge the level of which will be determined by the University.

1.5 The University reserves the right to vary this charge from time to time, any variance being notified to members of staff and students through University memorandum.

1.6 The civil penalty charge rate for infringement of Regulation 3.1 of these Regulations is shown at Appendix A.

2. Car Parking Permits

2.1 A quota of permits will be allocated according to the availability of spaces and the University reserves the right to:

(i) Allocate permits annually or at such other frequency as may be determined;
(ii) Prioritise the issue of permits and limit those to users for whom viable alternative methods of transport are not available;
(iii) Withdraw permits at any time;
(iv) Impose charges for the issue of permits; and
(v) Impose charges for the replacement of lost, stolen or damaged permits.

2.2 Permits to park in any of the Designated Parking Areas as shown at paragraphs (a) and (b) in the attached Schedule to these Regulations may be obtained on application to the Director of Estates only by persons within the following categories:

(i) Members of University staff;
(ii) Members of University court;
(iii) At the discretion of the Director of Estates, regular visitors to the University attending on business; and
(iv) Students with disabilities.

2.2.1 A limited number of permits are available for students enabling holders to park only in those areas shown at paragraph (b) in the said Schedule.

2.3 Permits may be issued without charge for University owned vehicles on application by Heads of Schools/Units.

2.4 Applications must contain details of the vehicle(s) to which the permit is to be affixed up to a maximum of 2 vehicles per permit.

2.5 Permits are not transferable to any other vehicle.
2.6 The permit holder is responsible for notifying Estates of any change of vehicle.

2.7 Permit holders may park in any of the available spaces in the Designated Parking Areas as per the attached Schedule except those specifically marked for disabled drivers.

2.8 The University will designate a proportion of car parking spaces for use by persons with disabilities using vehicles displaying a Blue Badge. Vehicles parked in such spaces should still display a University Car Parking Permit or Visitors Permit.

2.9 Permits must be visibly displayed on the vehicle windscreen at all times when parked in University car parks. Permits are not required for motorcycles unless the user intends to park in or occupies a marked parking bay.

2.10 Possession of a permit does not confer an entitlement to a parking space.

2.11 Acceptance of a permit will be deemed to include the permit holder’s agreement to comply with these and any ancillary or temporary Regulations and with all traffic and parking signs and the directions of University parking wardens and other employees, including contracted employees, engaged in the control and direction of traffic.

2.12 The University reserves the right to withdraw a permit from any holder at any time without reimbursement of any costs incurred by the permit holder.

2.13 Permits must be surrendered and will no longer have validity on cessation of employment by the University of St Andrews.

3. Infringements and Penalties

3.1 Any person who:

(i) Parks a motor vehicle in a Designated Parking Area without being the holder of a valid permit for that area;

(ii) Parks a motor vehicle in a Designated Parking Area and fails to display a valid permit;

(iii) Parks a motor vehicle on University property out with a Designated Parking Area;

(iv) Parks a motor vehicle in a Designated Parking Area out with a marked parking bay (where provided);
(v) Parks a motor vehicle so as to cause obstruction or serious inconvenience to others;

(vi) Parks a motor vehicle in a designated disabled parking bay without displaying a valid disabled persons badge;

(vii) Parks a motor vehicle in a parking bay designated for visitors;

(viii) Parks a motor vehicle on a foot pavement or cycle path;

(ix) Parks a motor vehicle on double yellow lines;

(x) Fails to comply with a traffic sign or the direction of a University parking warden or janitor engaged in the control or direction of traffic;

(xi) Moves, obliterates or otherwise damages any traffic sign or traffic marking;

infringes these Regulations.

3.2 Persons infringing Regulation 3.1 sub sections (i), (ii), (iii), (iv), (v), (vi), (vii), (viii), and (ix) will, subject to Regulation 3.3, be liable to a monetary penalty charge or issue of a warning notice.

3.3 The civil penalty charge listed at Regulation 3.2 will if applied be reduced if payment is made within 7 days of the date of issue of the penalty charge notice.

3.4 Any member of University staff or student of the University of St Andrews who infringes Regulation 3.1 sub sections (x) and (xi) will be referred to a designated member of the Principal’s Office for action as deemed appropriate.

3.5 In the application of sub sections (iii), (iv) and (vii) consideration will be given to circumstances in which essential loading or unloading a vehicle is taking place where no alternative parking is available.

3.6 Failure to comply with these Regulations may also result in the withdrawal of a permit for a period or indefinitely and other action, including disciplinary action, if deemed appropriate.

3.7 The permit holder shall be deemed to be responsible for any infringements in respect of that vehicle.
4. **Recovery of Civil Penalty Charges**

4.1 Where an infringement of Regulation 3.1 has occurred and a civil penalty charge applies, it is the responsibility of the person to whom the charge applies to make payment within the designated period. If payment is not made within this period a reminder letter will be sent to the said person notifying them that unless payment is made within a further period of 14 days from the date of the letter, the matter will be referred to the University Finance Office.

4.2 Unpaid penalty charges incurred by members of staff and referred to the University Finance office will result in the deduction from salary of the outstanding amount and a further charge will be deducted for administrative costs.

4.3 In addition to the foregoing, the University reserves the right to recover costs associated with a penalty charge(s) or notices including costs incurred by the process of debt recovery and/or court proceedings, and any consequential expenses.

4.4 The University reserves the right to recover unpaid penalty charges from students of the University of St Andrews through debt recovery procedures, with all costs falling on the person responsible for incurring the penalty charge or the permit holder of the vehicle if different.

4.5 If a penalty charge is incurred by a visitor to the University, or any other person who is not a member of staff or student of the University of St Andrews, the University reserves the right to determine the name and address of the registered keeper of the vehicle to which the penalty applies and to refer the matter to a civil debt collection agency, with all costs falling on the said registered keeper of the vehicle.

5. **Period of Time**

5.1 An infringement of these Regulations resulting in the issue of a warning notice or penalty charge will remain live for a period of six calendar months from the date of the infringement after which it will be expunged unless there has been a further infringement within that six month period in which case it will remain live for a further period of six calendar months from the date of the last infringement.

5.2 Where a penalty charge has been imposed and there is a further infringement within a period of six calendar months from the date of the said infringement, no further warnings will be issued and a further penalty charge will be imposed.
6. **Visitor Permits**

6.1 Visitors to the University intending to use a Designated Parking Area must be obtained in advance of or on arrival, a Visitor’s Parking Permit that must be visibly displayed inside the vehicle.

6.1.1 The requirement to obtain and display a Visitor’s Parking Permit will not apply to visitors who have booked in advance through the University Estates Office a designated visitor’s space at College Gate.

6.2 Visitor Parking Permits are obtainable from the secretary of the school or unit to be visited and in the event of a regular visitor, may be endorsed accordingly and retained by the holder for use on the occasion of each visit.

6.3 Visitor Parking Permits are not transferable and any misuse may lead to withdrawal or temporary suspension of parking facilities on University property.

6.4 All infringements and penalties listed under Regulation 3 of these Regulations apply with equal effect to a Visitor Parking Permit and user thereof.

7. **Contractors’ Vehicles**

7.1 Only vehicles essential to the work of a contract will be permitted to park within the University estates and all such vehicles must display a valid Visitor’s Parking Permit except in cases of emergency where work is essential to the safety or security of the University.

8. **Abandoned Vehicles**

8.1 The University reserves the right to remove any vehicle that has been abandoned in or on University property and to recover any costs incurred in the removal from the registered keeper.

8.2 The University accepts no liability for damage to any vehicle while parked on its property or during removal.
9. **Appeals**

9.1 Any appeal against the issue of a Civil Penalty Notice must be made in writing or by E-mail to the Director of Estates, University of St Andrews, Woodburn Place, St Andrews. KY16 8LA or director.estates@st-andrews.ac.uk no later than 21 days from the date of issue of said notice.

9.2 The decision of the Director of Estates will be conveyed in writing or by E-mail within 21 working days of receipt of the appeal.

9.3 If the decision of the Director of Estates is not accepted a final internal appeal may be made to the Quaestor or other designated member of the Principal’s Office.

9.4 Appeals will not be heard in person and should not be directed towards the officer of the University issuing the civil penalty notice.
Appendix A

Level of Penalty Charges

Penalty Charge

(a) £30.00, or

(b) £15.00 if payment is made within 7 calendar days of the date of issue of the Penalty Notice to which the infringement applies.

Administrative Costs

If payment is not made within 28 calendar days of the date of issue of the Penalty Notice as above, the University may issue the permit holder with a letter and thereafter may initiate action as detailed at Regulation 4 to recover unpaid sums. In addition to the Penalty Charge(s) the University reserves the right to apply a further charge of £25.00 to cover administrative costs.
Permits in accordance with the University of St Andrews Car Parking Regulations are required for the following areas.

(a) Persons within categories shown at Regulation 2.2 (staff/court/visitors/disabled parking only);

Arts Building
Bute Medical School
Castlecliffe
Castle House
College Gate
Dyersbrae
Gannochy
Gatty Marine Research Laboratory/Scottish Oceans Institute
John Burnet Hall
Kennedy Hall
Museum of the University of St Andrews
No 107 North Street
North Haugh
Observatory
Old Burgh School
Woodburn Place
Younger Hall

(b) Persons within categories shown at Regulation 2.2 and 2.2.1 (as above and students);

Agnes Blackadder Hall
David Russell/Fife Park complex
Albany Park

The University reserves the right to designate further areas where parking is provided and to suspend, temporarily or otherwise, parking in any of the designated areas if required.