



Parking Policy

1.0 Scope

This policy applies to all vehicles that enter the estate at the Mile End Campus of Queen Mary University of London (QMUL).

Parking on QMUL property is allowed only in recognised parking locations (e.g. defined zones on the campus and, within those zones, marked parking bays).

All parked vehicles must prominently display a valid permit. In Physics Avenue, adjacent to the Queens' Building, allocated bays for named staff and their guests will display a different permit.

QMUL does not accept any liability for vehicles or their contents when parked or left on its estate.

2.0 Availability

Parking is offered to staff, visitors, contractors and those making deliveries. Parking is not available to students, with the exception of Blue Badge holders, or students with temporary disabilities whose applications are considered and reviewed on a discretionary basis by the Head of the Disability & Dyslexia Service.

Demand for car parking at the Mile End campus often exceeds supply. QMUL encourages all potential applicants for parking permits, whether staff, visitors, or contractors, to explore alternative travel options to/from the campus first.

The possession of a QMUL parking permit is no guarantee of a space being available as parking is available only on a first-come first-served basis for all. Should a parking space not be available it is the driver's responsibility to make alternative arrangements to park their vehicle off of the QMUL campus.

On the following pages, this Policy sets out the parking arrangements for staff (including those members of staff with permanent or temporary disabilities).

2.1 Staff Parking

The designated parking area for staff vehicles is the Longnor Road car park with 137 bays and an additional 5 bays designated for staff with disabilities.

All staff vehicles will park within the designated bays marked out on the ground.

Bays reserved for staff with disabilities can only be used when the appropriate Blue Badge or temporary disability permit is prominently displayed.

All staff parking a vehicle on campus must obtain and prominently display a valid QMUL Parking Permit.

(A guide to staff parking, charges and permit requirements is given in Annex A to this Policy).

2.2 Contractor Parking

The designated parking area for contractor vehicles is the Grantley Street car park with 15 bays plus the 6 designated bays at the front of Varey House. All contractor vehicles will park within the designated bays marked out on the ground.

All contractors must report to the Security Control Room on the ground floor of Sir Christopher France House to obtain a valid QMUL Contractor Parking Permit. Contractor vehicles will not be granted access to the car park unless a valid permit has been obtained.

All contractors parking a vehicle on campus must prominently display a valid QMUL Contractor Parking Permit. Contractors will not under any circumstances utilize Staff car parking bays even with a valid contractors permit.

(A guide to contractor parking and permit requirements is given in Annex B).

2.3 Parking of QMUL-owned Vehicles

The designated parking area for QMUL-owned vehicles is the Longnor Road car park. Departmental Heads/Section Heads will ensure all QMUL vehicles display a valid QMUL Parking Permit.

It is the responsibility of the Departmental Heads/Section Heads to ensure that when QMUL vehicles are not off campus they are located at the Longnor Road car park.

The issuing of permits is as for staff, and more detail is given in Annex A.

2.4 Permanent and Temporary Parking for Staff/Students and Visitors with Disabilities

Parking bays are situated in Longnor Road car park (5 bays), Westfield Way (5 bays) and Physics Avenue (2 bays).

Permanent/Temporary Disability - all vehicles parked must display either an appropriate Blue Badge or authorised QMUL Temporary Disability Parking Permit.

(A guide to disabled parking and permit requirements are laid out in Annex C).

3.0 Entering and Exiting the Mile End campus

All vehicles entering and exiting the campus will use designated entrances and follow approved routes. The opening and closing times stated are to accommodate the current "Campus Closure" (lockdown) time between 19:00 to 07:00.

(A guide to entering and exiting the Mile End campus is attached at Annex D).

4.0 Deliveries only

Deliveries will enter QMUL campus via Westfield Way Security Gate, Bancroft Road Security Gate and Students' Union Square only. (The Bancroft Road Godward Square entrances are temporarily closed until 2016.)

A maximum stay of **30 minutes** within a delivery bay (where available) without a parking charge notice being issued is allowed, providing the vehicle is not causing an unnecessary obstruction. Deliveries that require a longer set down can do so by prior arrangement with the Security Control Room.

(A guide to delivery of goods and equipment can be found in Annex E).

5.0 Parking Enforcement.

Any vehicle parked on QMUL's campus, which is in breach of the Car Parking Policy is liable to receive a Civil Parking Notice of initially £50.00. This notice is issued by QMUL Security Staff acting on behalf of an external enforcement agency currently Car Parking Partnership. The agency is a Member of the British Parking Association and vehicle details will be obtained from the DVLA by the Parking Enforcement Agency.

Registered keepers of vehicles parked in breach of the Parking Policy are liable to receive a Civil Parking Notice.

Vehicles parked for more than 24 hours without prior arrangement may receive a Civil Parking Notice and be removed from the QMUL estate at the owner's expense.

(Further information on Civil Parking Notice charges can be found in Annex F).

6.0 Annex A – Staff Parking

QMUL Parking Permits can be obtained from the Business Management Section within the Estates and Facilities Directorate, Queens' Building, Room E221 on completion of a parking permit application. Application forms can be downloaded from: <http://www.scs.qmul.ac.uk/businessservices/forms/index.html>.

Permits are normally valid for one calendar year and must be renewed annually to remain valid. Applications for renewals will only be accepted between 1st December and 20th December each year.

In the event of the member of staff changing their vehicle/using a different vehicle, they are required to inform Business Management of the new details by submitting a new parking application form and surrendering the existing permit. The new permit will expire at the end of the calendar year.

All staff vehicles must have a valid road fund licence, appropriate insurance and valid MOT certificate.

All staff will agree to their details being stored in the QMUL Security Vehicle Database whilst in possession of a valid QMUL Parking Permit.

Permission should be sought from the Head of Security, via the Security Control Room, should you wish to leave your vehicle static for more than 24 hours.

7.0 Annex B – Contractor Parking

It is the responsibility of the contractor's host to ensure that the contractor complies with the parking policy.

All contractor vehicles will display a valid QMUL Contractor Parking Permit.

QMUL Contractor Parking Permits must be obtained from the Security Control Room before the vehicle is parked within the designated parking zone on the campus. There are 15 bays at the Grantley Street car park and 6 bays at the front of Varey House. Contractors are not permitted to use staff car parking bays

Contractor permits can be reserved up to 7 days in advance by emailing the Security Control Room at mile-end-security@qmul.ac.uk.

8.0 Annex C – Parking for those with disabilities

Permanently disabled staff must ensure that the appropriate Disability Blue Badge is displayed.

Staff with a disability requiring use of a specific parking bay should apply to the Head of Security via the Security Control Room.

Permanently disabled students must ensure that the appropriate Disability Blue Badge is displayed.

Students with a disability requiring use of a specific parking bay should apply to the Head of Security via the Security Control Room

Staff with a temporary disability may be eligible to use a parking bay for a limited period. Applications should be made directly to the Head of Security who will review each request on a discretionary basis.

Students with a temporary disability may be eligible to use a parking bay for a limited period. Applications should be made directly to the Head of Disability and Dyslexia.

9.0 Annex D – Entering/Exiting the QMUL campus

Longnor Road Car Park	Entry and exit between 07:00 to 19:00 hours, Monday to Friday is via the Longnor Road Access Point. There will be no entry to the Car Park via Westfield Way during these times and days
Westfield Way	Entry and exit between 19:00 to 07:00 hours, Monday to Sunday via the Westfield Way Access Point. There will be no entry to the Car Park via Longnor Road during these times and days
Grantley Street Car Park	Entry and exit between 07:00 to 19:00 hours, Monday to Friday is via the Grantley Street Access Point. Access outside of these hours will be considered and authorised by the duty Security Shift Manager on a discretionary basis.
Physics Avenue/Queens Bld	Entry and exit between 07:00 to 19:00 hours, Monday to Friday via the Physics Avenue Access Point. Access outside of these hours will be considered and authorised by the duty Security Shift Manager on a discretionary basis.

Emergency Services vehicles will be given access via the designated entry point most convenient given the location of the emergency. This will be done remotely from the Security Control Room by the duty Security Shift Manager.

10.0 Annex E - Deliveries

Westfield Way Access Point	Entry and exit is available 24/7.
Bancroft Road Access Point	Entry and exit between 07:00 to 19:00 hours, Monday to Friday. (Temporarily Closed)
Bancroft Road Access Point	Entry and exit between 19:00 to 07:00 hours, Monday to Sunday. Access during these times will be considered and authorised by the duty Security Shift Manager on a discretionary basis. *(Temporarily Closed)
SU Square Access Point	Entry and exit between 07:00 to 19:00 hours, Monday to Friday. (Temporarily Closed)
SU Square Access Point	Entry and exit between 19:00 to 07:00 hours, Monday to Sunday. Access during these times will be considered and authorised by the duty Security Shift Manager on a discretionary basis. (Temporarily Closed)

* Not applicable to Emergency Services vehicles

All delivery vehicles must adhere to the following:

- Vehicles must have hazard warning lights illuminated and display a method of contacting the driver clearly on the vehicle's dashboard.
- Deliveries via Westfield Way are permitted to park as close to the delivery point as possible without contravening QMUL's Health & Safety policies. A maximum stay of 30 minutes without the issuing of a parking charge notice is allowed.
- Deliveries via Bancroft Road must park within a designated delivery bay. A maximum stay of 30 minutes within a delivery bay without the issuing of parking charge notice is allowed. (Temporarily Suspended)
- Deliveries that require a longer set-down can do so with prior arrangement with the Security Control Room.
- Any vehicle parked on QMUL's campus in breach of the Parking Policy will be subject to a Parking Charge Notice.
- Contractors who require vehicular access to lay down equipment or require a vehicle close by whilst on campus should, via their host, request this through Security.
- Any vehicle on campus undertaking deliveries must not be parked in a manner which causes unnecessary obstruction or hazard

11.0 Annex F – Parking Enforcement

Any vehicle parked on QMUL's campus in breach of the Parking Policy will be subject to a Civil Parking Notice

- The initial Civil Parking Notice is £85.
- The Civil Parking Notice decreases to £50 if the charge is paid to the Car Parking Partnership within 14 days of issue.
- All Civil Parking Notice are issued by QMUL Security Staff and the associated charge is collected by Car Parking Partnership
- Details of the appeals process for PCNs is available on the Car Parking Partnership website www.carparkingpartnership.co.uk or the issued ticket.

Examples of policy breaches include but are not limited to:

- Non-display of a valid QMUL parking permit.
- Vehicles not parking within their designated car park.
- Vehicles not parked within physically marked out parking bays.
- Unauthorised long-term parking, i.e. 24 hours or more without prior agreement with the Head of Security.
- Use of a bay for a driver with a disability without displaying a recognised mobility badge/permit.

Theft loss of permit

- Theft or loss of your parking permit must be reported to Security as soon as possible. No duplicate permits will be issued. In such incidences a full application will be submitted and will be valid for the remainder of the 12 month period of the lost or stolen permit.