

## TERMS AND CONDITIONS FOR RESIDENCE PARKING PERMITS

### A. Allocation of Permits

Only if your allocated residence has parking facilities can you apply for a parking permit. Permits are allocated on a first come first served basis (unless a student has a particular need and this has been agreed by the Accommodation Manager) and are for use at your allocated residence only.

### B. Parking Permit Fees

At most sites, the cost of a car parking permit depends on whether or not there are designated parking bays on site, and the road tax band (fuel emission) of the vehicle, as outlined in the table below.

Residence Name	Tax Band A-F	Tax Bands G+
Devonshire Hall	£130	£155
Lupton Residences, Montague Burton, Leodis Residences, Sentinel Towers, Clarence Dock Village	£160	£185

At James Baillie Park a parking permit costs £275 and at Royal Park Flats a parking permit costs £120. Motorbike/scooter permits cost £30. Part-year permits are not usually available at any residence (unless agreed in advance by the Accommodation Manager). The charge for a permit is added to your residence account - except at James Baillie Park where you apply on arrival and pay the residence directly.

### C. Replacement Cards/Keys

At sites with designated parking bays, you will be given a pass, card or key which allows access through the barrier. If you lose them, you will be charged for a replacement pass/card/key.

### D. Displaying Parking Permit

A valid permit must be clearly displayed on the windscreen at all times.

### E. Damage or Loss

All property is left at the owner's risk. The University accepts no responsibility for the loss of, damage to, or security of any vehicle left on University property.

### F. Change of Vehicle, Lost or Stolen Permits

Notify your Residence Office promptly of any changes to your vehicle, or lost/stolen permits.

### G. Pedestrian Areas

Vehicles are not to be used or parked on grass, pavements or pedestrian areas.

### H. Conduct

Noise from the engine of your vehicle is to be kept to a minimum. Unacceptable conduct may result in the withdrawal of parking privileges and/or your vehicles being clamped, with a charge being made for removal. Examples of unacceptable conduct are:

- making a false statement to obtain a permit
- parking without displaying a current permit or valid ticket in the vehicle
- parking in a non-designated space, in a prohibited area, on double yellow lines or a hatched loading bay
- causing obstruction to other vehicles
- speeding
- ignoring any one-way systems
- misuse of barrier pass/card/key or permit
- abusive behaviour towards staff

Forgery or other fraudulent use of parking permits or barrier cards may be regarded as theft and will be dealt with under the University's disciplinary procedures.

### I. Penalty Charge

Unauthorised parking in designated zones will result in a fixed penalty charge.

### J. Refund of Parking Permits

Once issued, a part refund will only be given if you:

- withdraw from your course at University
- move to another residence where no parking facilities are available
- no longer have a vehicle due to it being involved in an accident and is written off

A refund will only be given for any full terms remaining.