



**QUEEN'S
UNIVERSITY
BELFAST**

**Estates
Directorate**

**UNIVERSITY
CAR PARKING**
CONDITIONS OF USE





**QUEEN'S
UNIVERSITY
BELFAST**

**Estates
Directorate**

CAR PARK PERMITS - CONDITIONS OF USE

Car park permits are issued subject to the current Conditions of Use. Failure to observe these conditions may result in the loss of car parking privileges and may in some cases lead to disciplinary action. The pressure for car parking spaces within the University estate is still significant. As a result, the possession of a permit does not guarantee that a parking space will always be available. During the year, on-going building work may also restrict the number of parking spaces available on some sites.

- (a) A permit is only valid for use in the car park for which it is issued. Only the registered staff member is entitled to use the permit. Permits are only valid during the period specified.
 - (b) When a permit holder changes their vehicle, they must update their vehicle details on the QOL Estates Icon (Planon), upon which an updated permit will be issued to ensure that access is maintained. Only one vehicle registration number will be displayed on a permit.
- Valid permit discs must be displayed at all times whilst on University property, preferably on the front left of the vehicle's windscreen.
- University car parking charges are based on vehicle CO2 emissions to encourage sustainable commuting behaviours aligned with our Net Zero Plan 2040. The details are provided by the DVLA for each staff vehicle registered at that time on the QOL Estates Icon. The University handles this data in full compliance with data protection legislation.
- Staff using a temporary vehicle, for a limited period of time, should contact parking@qub.ac.uk to ensure access is maintained. Doing so will not affect the monthly parking deductions.
- For those car parks controlled by keypad access, new permit holders should email parking@qub.ac.uk to arrange for their staff cards to be enabled for access. Similarly, for staff with access to the Belfast Health and Social Care Trust Car Park, at the Royal Victoria Hospital, details of the vehicle registration will be provided to the Belfast Health and Social Care Trust by Estates.
- Staff who are on a career break or, for any other reason, are absent from work during the permit renewal period, and who wish to retain car parking privileges, must make appropriate arrangements to update their permit details on the QOL Estates Icon. Failure to renew will render that staff member ineligible for parking privileges for the subsequent year. In exceptional circumstances parking privileges may be renewed at the discretion of the Estates Directorate.
- From the date of commencement of their maternity leave, University staff who hold a valid car parking permit will be exempt from car parking charges for the duration of their maternity leave, up to a maximum of 52 weeks. Such staff should make arrangements to update their permit details on the QOL Estates Icon as soon as possible on their return.

8. Vehicles must be parked in designated bays only. Strict enforcement is in place and contravention of this condition will result in the vehicle being clamped. A daily penalty will be payable for each incident of unauthorised parking requiring the removal of a clamp. Details of the offence will be recorded by Security. A second such offence within a twelve-month period will result in the removal of parking privileges.
9. To ensure efficient car park management and the safety of all users, the Conditions of Use will be strictly enforced, and contravention will result in clamping.

Parking infringements include:

- Failure to park in a designated car parking bay
- Unauthorised parking in a disabled bay or electric charging bay
- Obstruction of fire exits or other emergency exits
- Unauthorised parking in a visitor parking bay
- Failure to display a valid permit

In the event of an infringement, details of the vehicle will be recorded by Security and an infringement notice issued. The vehicle will be immobilized using a wheel clamp. Release of a clamp is subject to payment of a £25 fee for each day or part thereof, which should be paid to Security Control (based at Level 1, Administration Building). To maintain efficient car park management, a consistent approach will be adopted to all offenders.

Any user wishing to appeal the decision to clamp a vehicle should lodge a written appeal with the Director of Estates within five days of the issue of the Release Fee payment. The Director of Estates' decision will be final.

10. Permits may be cancelled by giving notice before the tenth day of the calendar month in which the permit is to be cancelled. To cancel a permit, staff should log onto QOL Estates icon and follow the necessary steps on Planon. Notice of cancellation received after the tenth of the month will incur charges for the remainder of that calendar month. Permit holders paying annually by electronic bank transfer must follow the same procedure and will only be refunded any complete months paid for in advance.
11. Permit holders are responsible for ensuring that the correct car parking charges are being deducted from their salary.
12. Electric Vehicle (EV) Charging Points are located on the Main site, Fitzwilliam Street and Riddel Hall car parks. Guidelines for use are:
 - Only electric vehicles are permitted to park in electric charging bays – they are not for general parking use.
 - Use of an electric vehicle charging bay is limited to four hours maximum.
 - Vehicles exceeding the four hour usage limit may be subject to enforcement.
 - Any non-electric vehicle using the bay may be subject to enforcement.
 - A valid University parking permit must be displayed on such vehicles at all times.
 - A payment system for the EV charge points is currently being developed by the Office for Low Emission Vehicles. In the meantime, charging will be available at these points at zero cost. We will notify staff in advance of the introduction of the payment system.
13. Pedestrians have priority within Queen's University property. The maximum permitted speed limit for vehicles is 10 miles per hour.
14. The University reserves the right to issue car parking permits on the grounds of business continuity needs.
15. All vehicles brought onto the University property should be adequately insured, as the University cannot be held responsible for any loss or damage which may occur.
16. Questions/comments may be emailed to the Estates Directorate at parking@qub.ac.uk