



Penryn Campus Car Parking Policy 2018/2019

This Car Parking Policy applies to all employees (including those engaged in short-term or temporary contracts, directly or indirectly) and students of Falmouth University (Falmouth), the University of Exeter (UoE), FXU and Falmouth Exeter Plus (FX Plus) as well as all visitors and external individuals and organisations who use the Penryn Campus car parks. This policy comes into force on Saturday 1 September 2018, and is continuously operational with a chargeable tariff Monday to Friday 09:00 until 17:00, all year round (with the exception of bank holidays). The chargeable tariff on exit within this policy will come into force from Monday 10th September.

In accordance with Government Policy, Falmouth, UoE, FXU and FX Plus are committed to reducing our reliance on the private car in connection with our operations. To assist this, a green travel plan has been developed which aims to reduce reliance on the car through a number of mechanisms and initiatives aimed at reducing the impact that travel and transport has on the environment.

The continuation of car parking charges and this car parking policy are at the core of this green travel plan. Revenue generated by car parking charges is used to subsidise the bus services between Falmouth campus and Penryn campus.

The [green travel plan](#) must be ratified with Cornwall Council on a yearly basis to demonstrate to the Council that we are proactively reducing reliance on car usage.

1.0 Car Parking Management System

1.1 Penryn Campus operates a sustainable, Automated Number Plate Recognition (ANPR) system.

1.2 The main barrier for car park entry is located on the spine road between the Exchange and the Academy for Innovation & Research (AIR). Three lanes operate in this location: 'in', 'out' and 'flex', the 'flex' barrier is bi-directional and will switch according to traffic flow at key times during operational hours. It also doubles as a large vehicle lane for deliveries and service vehicles.

1.3 The barriers will rise for all vehicles automatically on entry and all vehicle registration numbers will be recorded by the system. If you are an approved permit holder, (please see **Section 3.0**) for Eligibility Criteria) the barrier will raise automatically on exit. **Permit holders may register up to two vehicles; however the system will only allow one registered vehicle per permit free**

exit at any one time when multiple vehicles registered against the same permit have entered the car park. If a second vehicle is to leave on the same day, it must pay the appropriate tariff before leaving the car park. The system will not allow duplicate registration numbers to be registered.

1.4 Our aim is to make the parking permit application process as simple, efficient and sustainable as possible, with this in mind we have an **online application and payment portal** which can be found at <https://carparking.fxplus.ac.uk>. Those without access to a computer can apply in person at Penryn Security reception.

1.5 All non-permit holders will be required to visit a pay station when ready to leave the campus prior to returning to their vehicle and enter their vehicle registration number; the pay station will then display the tariff due based on the amount of time since entry through the barrier. Pay stations accept coins as well as debit and credit cards. When the tariff is paid, the system will be updated ensuring that the barrier will lift automatically on exit. Tariffs can be found at **Section 8.0**

1.6 Glasney Village residents are not eligible for a car parking permit unless there are special circumstances, i.e. disability. Therefore **only students** with a **Blue Badge** who live within Glasney Village can apply online via <https://carparking.fxplus.ac.uk>. Please refer to **Section 9.0** for more information of charges.

1.7 The Reserved car parking is in Car Park A which is located next to the Heart. Spaces must be pre-booked giving at least 24 hour notice. In order to reserve a space the booker must pay for their visitor and all visitors must report to Reception on arrival. More information can be found in **Section 7.0**.

1.8 There are Disabled parking bays located across the campus.

1.9 FX Plus manages (on behalf of University of Exeter & Falmouth University) car parking on campus. Vehicles which contravene this Car Parking Policy will be penalised (see **section 10.0**).

1.10 Tremough Innovation Centre (TIC) operate a separate car park and TIC users and permit holders are to use the TIC car park. Where they use FX Plus parking facilities, they are subject to this policy and the charges associated.

1.11 Parking in Car Park A (other than Reserved Spaces), Glasney Village and the Games Academy are available for Permit Holders only. In these car parks a permit will need to be displayed, these can be obtained by contacting carparking@fxplus.ac.uk. Please refer to **Section 9.0** for more information of charges.

2.0 General Information

2.1 Loading/Unloading: Drop off zones at Penryn Campus are located near to most buildings. They are for loading/unloading purposes only and are limited to a 30 minute stay. Exceeding this period will result in a Parking Charge Notice (PCN).

2.2 Inconsiderate parking causes problems in the local community; staff and students are politely requested to park compliantly on campus, or utilise the subsidised public transport provided. Bringing the campus into disrepute by inconsiderate parking will be referred to the institutions for further investigation. (see **section 10.0**)

2.3 All students and staff are strongly encouraged to consider their personal and corporate contribution to the reduction of personal car use and car parking demand. Without a universal commitment to the objectives of our green travel plan, the opportunity for further growth and development at the Penryn Campus could be put at risk.

2.4 An annual travel card – The Fal Mussel Card Uni – will be available to students and staff as part of the bus contract arrangement. This card will allow unlimited travel for one year (52 weeks) on all First Bus buses in Cornwall; unlimited travel on Fal River Links ferries; unlimited travel on the Maritime Line Railway Line which runs between Falmouth and Truro, and promotional offers from local attractions, shops and food and drink outlets. This Fal Mussel Card Uni will be made available at a vastly reduced cost of £480 per annum. Students and staff can either make a one-off payment or spread the cost. Students can pay three instalments by direct debit to coincide with their student loan payments. Staff from Falmouth, UoE, FXU and FX Plus will be able to pay for the Fal Mussel Card Uni via monthly deductions from their salary (conditions will apply).

2.5 Permit applications are required to be submitted annually online. The 2018/19 permit year commences on the 1st September 2018. The granting of a permit is made shortly after application, and issued strictly in accordance with the approved eligibility criteria (see **Section 3.0**). Manual applications will be accepted where personnel do not have access to a computer. The online portal application process is available throughout August. All permits will require a processing period. Permits being processed at the start of the permit year will mean that applicants must pay to exit the car park until their permit has been processed. Staff and students are therefore advised to submit their application as early as possible.

2.6 The granting of a permit for the current year does not imply automatic qualification for future applications.

2.7 Proof of term time residence address is required for students & agency staff and it would be the applicant's responsibility to provide this. This should be dated within 6 months of the application date.

2.8 The granting of a permit does not guarantee that a parking space will be available on all occasions.

2.9 Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our data hosting service. All information is hosted securely at the Peer1 data centre in Portsmouth and is used solely for car park management purposes. If you wish to opt out of the new ANPR parking system please email carparking@fxplus.ac.uk. We regret that we cannot offer permits in these instances:
Permit Holders/Pre-Booked Passes: Vehicle registration and name is retained in the system until the expiry date plus 31 days;
General Users: Vehicle registration is retained in the system for 31 days.

2.9 Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our barrier and ANPR systems. All information for these services is held securely at the Newpark data centre within the UK specifically for car park management purposes. If you wish to opt out of the ANPR parking system please email carparking@fxplus.ac.uk. We regret that we cannot offer permits in these instances:

Barrier system data retentions

Permit Holders/Pre-Booked Passes: Vehicle registration and name is retained in the system until the expiry date plus 31 days;

General Users: Vehicle registration is retained in the system for 31 days unless required for longer for enforcement (e.g. repeated tailgating) then it will be retained for the duration of any investigation and further proceedings.

2.10 Electric vehicle charging facility: There are two electric vehicle chargers available to staff & students, located in car park A at Penryn Campus. The portal where people can buy and register a card is <https://www.chargepointgenie.com/Account/RegistrationForm/FXPlus>. The cards are charged at £7.50 each. To use the chargers the user is billed a £0.60 connection fee and then £0.30/kwhr. A penalty charge of £10 will be applied if people charge their vehicle for more than 6 hours.

2.11 Falmouth Exeter Plus has introduced their own car sharing scheme which is open to all staff & students currently entitled to a standard parking permit. The saving is in the sharing and is a private arrangement between driver and car sharer(s). The car share portal can be accessed via the following link: carshare.fxplus.ac.uk

2.12 A 20 mile an hour speed limit will be imposed on most of main campus and 10 miles in residences.

3.0 Parking Permit Eligibility Criteria

3.1 Applications will be considered with reference to the following criteria, and the issue of permits will be made in this order of preference.

(a) Students and staff with a disability and are blue badge holders. Standard permit tariff applies (see **Section 9.0**). Blue badge holders that have a Nil/Disabled duty tax disc are exempt from paying the permit tariff.

(b) Staff and students living outside a five-mile radius of the Penryn Campus, with the exception of Students residing in Halls of Residence.

(c) Students and staff with a temporary disablement will be given consideration and should apply under the Special Circumstances permit type, but permit issue and parking will be subject to availability and supporting evidence. Standard Permit Tariff applies (see **Section 9.0**).

(d) Staff and students living within a five-mile radius of the campus but more than one mile from a bus stop or who live within one mile of a bus stop but have to change bus to travel to the campus, may be eligible for a car parking permit. Staff and students using an environmentally friendly vehicle** who live within 5 miles (but not residents of Student Halls) are also eligible for a car parking permit.

(e) Staff and students living within a five mile radius of the campus may be eligible for a car parking permit if using alternative transport impacts childcare, working hours (i.e. shifts outside the hours that public transport operate) and other carers responsibilities. These applications are to be made through the parking portal under '**special circumstances**'.

(f) Staff and students who use an electric car to travel to their respective campus (See section 3.3)

(g) Motorcycles, scooters & mopeds. There is no eligibility criteria to be met for motorcycles, scooters and mopeds, however users will need to complete the application process and park in designated motorcycle parking areas. There will be an administration charge. Please refer to **(section 9.0)**.

3.2 Applications may be made online for a parking permit under '**special circumstances**'. Those without access to a computer can apply in person at Penryn Security Reception. These applications will be decided by senior representatives of FX Plus and each institution.

3.3 All permits are subject to availability.

**A vehicle is classed as an environmentally friendly vehicle where it emits 110g of carbon (or less) per kilometre. An environmentally friendly vehicle permit will be charged at 50% of the relevant permit rate, where the present eligibility criteria is met. In addition, vehicles up to 6 years old (first registered on or after 1 October 2012) with carbon emissions up to 120g/km can be reviewed on an individual basis

4.0 Disability Parking

4.1 An application is required through the standard procedure but allocation to blue badge holders is automatic. Charges usually apply and will be in-line with the overall permit tariff for 2018/2019. Blue badge holders that have a Nil/Disabled duty tax disc are exempt from paying the permit tariff.

4.2 Blue badge holders are permitted to park within the disabled bays, but also in any designated parking bay within the main car parks (with the exception of reserved parking areas) – blue badges must be displayed at all times. Abuse of disabled parking spaces by unauthorised users is not tolerated and penalties will apply.

5.0 External Fitness Centre Users

5.1 Fitness Centre external users (external is defined as any member who is not a student or member of staff of Falmouth, UoE, FXU or FX Plus) are allowed to park for up to 2½ hours within the main car parks. All gym members must visit a pay station before returning to their vehicle to validate their exit in case of a discrepancy between arrival times. A fee will only be levied if the vehicle has been in the car park for over 2½ hours. Fitness Centre staff must have validated the permit prior to exit.

5.2 External gym members who remain on campus beyond this 2½ hour period will be charged on exit for their stay.

6.0 Business Users Day Permits (BUDs)

6.1 The BUD enables any member of staff on essential business to purchase a one-day permit (covering you to come and go as necessary) to park in the main car parks (**at Penryn Campus**). It can accommodate both planned and unplanned business needs.

6.2 The first time you purchase a BUD you will need to email parking.reservations@fxplus.ac.uk (a minimum of 24 hours' notice is essential to enable the request to be approved and processed) so you can be registered on the ANPR system. Please provide the following details in this email: Name, Department, Institution, Date and Time first required, Vehicle Registration, Cost Centre, name of principal Budget Holder and finally, please state which campus you require your BUD for. Your request has to be approved by your Institution and this has to happen before we are able to action the BUD for you.

6.3 Once you've registered all your details there will be no need to do anything else for subsequent trips - unless you have a change of vehicle.

6.4 The principal budget holder will then be given a regular statement of usage to ensure maximum transparency in this process. Your department will be invoiced monthly for your BUD use.

6.5 To cancel or amend your BUD, please email parking.reservations@fxplus.ac.uk.

7.0 Visitors Parking

7.1 Reserved parking bays can be booked by giving the name and vehicle registration details of the visitor plus the date and time of booking required, by emailing parking.reservations@fxplus.ac.uk at least 24 hours in advance of the visit. Spaces are subject to availability and are limited to 10 spaces per booking per day between the hours of 08:30 and 17:30.

7.2 A department must to cover the cost of their visitors' stay, visitor permits can be purchased. Permits are sold in sets of 6 and 12 at the cost of £25.20 or £50.40 and cannot be purchased individually. A purchase order must be raised and emailed to parking.reservations@fxplus.ac.uk where the permits will be added to a database ready to be used as required (they do not expire). Department's will be charged retrospectively for this service by invoice.

7.3 If parking in one of the main car parks you will need to visit a pay station prior to exiting the campus, enter your vehicle registration number and pay the appropriate tariff. Anyone without reserved parking will park in main parking.

7.4 No guarantee for visitor parking can be made for reservations with less than 24 hours' notice.

8.0 Parking Charges (Main Car Parks)

8.1 The parking tariffs are set out below:

Monday – Friday (between 09:00 and 17:00)

0 to 1 hour: Free
 1 – 2 hours: £2.00
 2-3 hours: £3.00
 3-4 hours: £4.00
 4-5 hours: £5.00
 5+ hours: £6.00

Monday to Friday
 Between 17:00 and 09:00 - Free

Weekends
 Friday 17:00 – Monday 09:00 - Free

9.0 Permit Tariff

9.1 For parking permits allocated by the eligibility criteria, the annual tariff is structured as follows:

Annual permit 2018/19	
blue badge holders	Chargeable in line with standard parking permit tariff. Concessions apply to blue badge holders who possess a tax disc marked NIL or DISABLED, or use a specially adapted vehicle who will avail of a free permit.
Students (who do not live in Glasney Village and live more than 5 miles from Penryn Campus)	£92.60 pa
Staff earning less than £10,000pa	£92.60 pa
Staff earning between £10,001 and £20,000pa	£158.00 pa
Staff earning between £20,001 and £40,000pa	£219.00 pa
Staff earning between £40,000 and £50,000pa	£335.00 pa
Staff earning more than £50,000pa	£ 425.50 pa
Environmentally Friendly vehicles	£50% of the relevant permit rate of applicant as outlined above
Business Users Day Permits	£2.90 per day
Motorcycles and mopeds	£11.50 per year in dedicated solo motorcycle bays only (motorcycles can be added as a 2nd vehicle if someone holds a vehicle permit)
Fleet vehicles	£49.00 pa per vehicle

9.2 Salary/postcode checks will be carried out by HR/HEI's to ensure accuracy.

9.3 Options for payment of your parking permit are available on the Car Parking Portal.

9.4 Pro rata prices will be taken from the 1st of the month; part months will incur a full month charge.

9.5 Refunds will be based on the number of full months left of the permit, i.e. if an individual rescinds their permit on 15 March 19, they would be entitled to a refund of 6 months pro rata.

9.6 Part time employees should select the salary banding which reflects their part time gross salary as permits cannot be purchased specifically on a pro-rata basis.

9.7 For the purpose of your earnings, this will include salary payments and any allowances you may receive. If you are entering into a salary deduction arrangement it is the level of pay you receive before the salary deduction.

10.0 Unauthorised Parking

10.1 Vehicles will be issued a Parking Charge Notice (PCN) if they contravene the following policies:

- Vehicles not parked in designated parking spaces will receive a PCN.
- Vehicles straddling parking space demarcation lines will receive a PCN.
- Any vehicle which is parked obstructing operations, service or emergency access will receive a PCN.
- Vehicles that exceed the 30 minute loading/unloading period in allocated loading/unloading bays will receive a PCN.
- Abuse of disabled parking spaces will not be tolerated. Only vehicles displaying a Blue Badge or valid Temporary Disablement paper permit may be parked in a disabled bay. Failure to display the relevant permit will result in a PCN.
- Motorcycles, scooters and mopeds (driving licence categories P, A and B1) must park within the designated motorcycle parking areas and not in a car parking bay. Failure to do so will result in a PCN.
- If your car breaks down on campus please notify Campus Security so that they can provide assistance as you may otherwise receive a PCN.
- Fleet vehicles owned by UoE, Falmouth and FX Plus must adhere to all parking regulations. Failure to do so will result in a PCN.

10.2 Parking charges will be applied for breaching the above policies at £60 for a fixed penalty, or £50 if paid within 14 days (increasing to £80 thereafter). Failure to pay the amount due within 28 days of receiving the PCN will result in a debt recovery agency taking action to recover the monies owed and may lead to a ban on entering the Penryn campus car parks.

10.3 It is usual practice for a vehicle to be issued with one warning for the first breach of parking policy. Thereafter, the vehicle will receive PCNs for further infringements, regardless of the nature of the original warning. There are circumstances where a warning will not be issued and vehicles will receive a PCN without one warning, these breaches include: Parking on double yellow lines, parking in a dangerous manner, vehicles causing an obstruction and any instances of deliberate fraud including tailgating through barriers and use of fake/forged permits.

10.4 Any vehicle receiving Multiple Parking Charge Notices (PCN's) may result in direct contact with line management or Student Support Services.

10.5 County Court Judgements (CCJ's): Failure to pay a PCN can result in a County Court Judgement(s). Further information regarding CCJ's can be accessed via the following link: <https://www.moneyadviceservice.org.uk/en/articles/dealing-with-county-court-judgements-ccjs>

10.6 Unauthorised exits from campus (i.e. tail gaiting) is prohibited and will result in a retrospective charging or PCN. Multiple incidents may result in direct contact with line management or Student Support Services.

10.7 All vehicles parked on campus must be road-worthy, e.g. taxed, insured and where applicable, have a current MOT certificate. Vehicles without these may be reported to the relevant agencies.

10.8 Any vehicle left unattended for more than 30 days, without prior written permission from the car parking team, will be considered abandoned. After this 30 day period, ownership of the vehicle will be forfeited and will result in FX Plus contacting DVLA to facilitate its removal.

10.9 Hazardous or discourteous driving on campus may lead to a ban from bringing your vehicle onto campus, without compensation.

10.10 With the exception of campus registered vehicles, parking is only available for vehicles of driving licence categories, P, A and B (except by specific authorisation) and excludes motor homes, campervans, vehicles with living accommodation and vehicles with boats/trailers.

10.11 Overnight sleeping in vehicles is prohibited.

10.12 Cleaning or general maintenance of vehicles on campus is prohibited

10.13 Discourtesy to staff will not be tolerated by FX Plus and could result in direct contact with line management or Student Services.

All queries in relation to this policy or any other parking queries should be directed to carparking@fxplus.ac.uk