Car Park Terms and Conditions

Parking Permits

- Eligibility: Only current staff members and enrolled students are eligible to request a parking permit.
- Application: Staff and students must formally request a parking permit via the designated process.
- Permit Issue: Upon approval, you will be issued with a free parking permit that must be clearly displayed on the vehicle's dashboard or windscreen at all times, and visible from the outside of the car while parked on the premises.
- Bus Pass or Car Park Permit: Students may apply for either a bus pass *or* a car park permit, but not both.

Permit Conditions

- Vehicle Registration: The parking permit will display your vehicle registration number and is non-transferable between vehicles or individuals.
- Multiple Vehicles: Staff may request permits for up to two separate vehicles (maximum of two permits).
- Annual Renewal: Permits are valid for one academic year only and will be issued in a different colour each year. A new application must be made annually.
- Return of Permits: Permits must be returned to the issuing office when:
    - Staff employment ends
    - Students complete, withdraw, or suspend their studies

Use of the Car Park

- Permit Display: A valid permit must be displayed at all times. Vehicles not displaying a permit may be:

    - Issued with a warning
    - Asked to leave the premises immediately
    - Subject to further sanctions (at the College's discretion). Having a permit but failing to display it clearly still counts as non-compliance.
- Parking Responsibility: All vehicles must be parked considerately within designated bays. Improperly parked vehicles (e.g., blocking access, emergency routes) may result in disciplinary action.
- No Guarantee of Space: A parking permit does not guarantee the availability of a parking space.
- Speed Limit: The designated speed limit must be observed within the car park at all times.
- Liability: The College accepts no liability for loss, theft, or damage to vehicles or their contents while parked on the premises.
- Parking Zones: The car park includes clearly marked zones designated for staff, students, and visitors. All drivers must ensure they park in the appropriate zone.
- New Staff Parking: Staff who are new starters must park in the visitor bays and sign in at reception until they have applied for and received their staff parking permit.
- Non-Compliance Notes: Where a vehicle is found parked in the incorrect zone or otherwise in breach of these terms, a note of non-compliance will be placed on the vehicle with instructions on any required action, including moving the vehicle if necessary.

Misuse

- Permits must not be copied, altered, or tampered with.
- Misuse of the parking permit (e.g., transferring to an unauthorised vehicle) may result in the withdrawal of parking privileges and possible disciplinary action.

General

- Monitoring: Car park usage will be monitored regularly, including random checks of permit validity and registration numbers.
- Updates: Terms and conditions are subject to change, and permit holders will be informed of any updates.