



ROBERT GORDON UNIVERSITY ABERDEEN

Car Parking Policy

Policy Owner	University Secretary and VP Corporate Operations	Policy Author	Director of Estates
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Version Number	Purpose/Change	Date
8	Policy updated into new standard template	September 2021
9	Policy updated into standard accessible template, minor grammatical corrections and links tidied up. Change to the tariff; allowing flexibility with the option to pay on a monthly or daily basis in line with the new hybrid working policy.	May 2023

Car Parking Policy

1. The RGU Parking Policy

- 1.1 The Robert Gordon University (RGU) Parking Policy is designed to assist in the management of traffic and travel to and from the University in an environmentally responsible manner. The management of parking at the University is an important part of this process.
- 1.2 The main aims of the policy are to:
 - 1.2.1 ensure the safety of road and car park users
 - 1.2.2 encourage alternatives to one-person car commuting wherever possible
 - 1.2.3 enhance surveillance, control, and management of all vehicle parks through sanctions for breach of the rules specified in this policy.
- 1.3 Transport issues, particularly in relation to car parking, are of great interest to staff, students, and visitors to the University. This policy will ensure that resources for car and other vehicle parking are used to maximum effect and will be as fair as possible to staff and students and benefit the whole University community.
- 1.4 Car parking at the Garthdee Campus is controlled by the RGU nominated car parking services provider who have day to day responsibility for the operational aspects of the car parks.

2. Permits

- 2.1 Any member of staff, student or visitor to the University wishing to park a vehicle at any RGU site or use the electric vehicle charging spaces must hold a valid permit. Permits fall into the following categories:
 - 2.1.1 Staff Permits–, Executive, Garthdee, Woolmanhill.

- 2.1.2 Student Permits – Garthdee, Woolmanhill
- 2.1.3 Car Share Permits
- 2.1.4 Mobility Impairments
- 2.1.5 Exceptional Circumstance Permits
- 2.1.6 Visitor Permits
- 2.1.7 Governor Permits
- 2.1.8 RGU Sport Permits
- 2.2 Permits will not be required for staff, students, or visitors using motorcycles, mopeds, motorised scooters or bicycles but these must be parked within the designated areas.
 - 2.2.1 Motorcycles, mopeds, motorised scooters and bicycles cannot occupy a car parking space.
 - 2.2.2 Motorcycles, mopeds, and motorised scooters cannot park within bicycle parking areas, these vehicles must park in a designated Motorcycle space.
- 2.3 Permits are not required for users of the disabled parking bays however a valid Government Scheme Blue Badge must be displayed at all times when using these facilities.
- 2.4 Staff Permits
 - 2.4.1 Garthdee Permits
 - 2.4.1.1 Members of staff based at Garthdee, whether full-time or part-time, can apply for a permit to park at Garthdee. Applications should be made on-line annually during the application period via the RGU nominated car parking services provider website for the following academic year, details of which can be found via the [RGyU](#) website.

- 2.4.1.2 Applications for existing staff will only be accepted during the published application period.
- 2.4.1.3 Applications for staff commencing employment after the closure of the application period may be accepted subject to availability of permits.
- 2.4.1.4 All staff members who apply for a permit during the published application period will be allocated a permit.
- 2.4.1.5 Applications received out with the published application period will be considered on review and at the discretion of the Director: Estates and Property Services
- 2.4.1.6 Staff members on Grades 1-3 will be eligible for a reduced rate on their daily or monthly parking tickets.
- 2.4.1.7 Staff whose contracted hours are for the period 0600 to 0900 or 1600 to 1900 hours will be exempt from permit charges due to their working hours being proportionately out with the parking restriction hours.
- 2.4.1.8 Allocation of a Staff Permit does not guarantee a parking space.

2.4.2 Woolmanhill Permits

- 2.4.2.1 Any member of staff who works at a city centre location can apply to Transport@rgu.ac.uk for a parking permit for the Woolmanhill Student Residences car park. Permits will be allocated at the discretion of the Director: Estates and Property Services

2.4.3 Executive Members Parking

- 2.4.3.1 In order to recognise the working patterns and commitment required by the Executive group, dedicated parking spaces are allocated at the Garthdee

House car park. Consequently, Executive members pay an additional cost on top of the staff permit rate.

2.5 Student Permits

2.5.1 Garthdee Permits

- 2.5.1.1 Any student based at the Garthdee campus can apply for a car parking permit, which will allow parking at the Garthdee site only.
- 2.5.1.2 Applications for returning students should be made on-line annually, during the application period, for the following academic year. The link to the RGU nominated car parking services provider application form is available via the [Transport](#) webpage on RGU website.
- 2.5.1.3 Applications for new students should be made once the new student has been allocated their student number. The application period for new students opens when the returning student application period has closed. New students should apply on-line, within the application period, using the link to the RGU nominated car parking services provider application form via the [Transport](#) webpage on RGU website
- 2.5.1.4 If the number of applications exceeds the allotted number of permits, priority will be given to those whose term time address is furthest from the University and have fewer public transport options.
- 2.5.1.5 Unsuccessful applicants will be kept on a waiting list and will be contacted should any permits become available.
- 2.5.1.6 All student permits are allocated based on the student's term time address. The University reserves the right to withdraw a student permit where it is found that this information has been falsified.

- 2.5.1.7 Students resident at the Garthdee flats (Round and Square Towers) on campus may apply for a permit for the Garthdee Campus.
- 2.5.1.8 Allocation of a Student Permit does not guarantee a parking space.
- 2.5.2 Student Accommodation Permits
 - 2.5.2.1 Woolmanhill Accommodation
 - 2.5.2.2 Students who are resident at Woolmanhill and wish to park their vehicle at Woolmanhill can apply for a permit at the time of accepting their accommodation offer. Those residents wishing to apply for a permit in the course of the academic year should contact accomodationcarparking@rgu.ac.uk. Permits will be allocated on a first come first served basis.
 - 2.5.2.3 Crathie Student Village
 - 2.5.2.4 Limited on-site parking is available for residents only but not guaranteed. The vehicle requires to be registered with Accommodation Services prior to arrival. Successful applicants will be notified, and a permit issued which requires to be displayed in the vehicle.
 - 2.5.2.5 Ramsay Gardens
 - 2.5.2.6 Limited on-site parking is available for residents only but not guaranteed. The vehicle requires to be registered with Accommodation Services prior to arrival. Successful applicants will be notified, and a permit issued which requires to be displayed in the vehicle.

2.6 Car Share Permits

- 2.6.1 As part of the University's commitment to reducing the environmental impact of vehicular access to its sites, a car sharing scheme has been developed. The aims of the car share programme are to:
 - 2.6.1.1 reduce the impact of single car occupancy on the local environment
 - 2.6.1.2 offer staff and students an alternative to lone driving wherever possible
 - 2.6.1.3 utilise RGU's limited car parking resources as efficiently as possible.
- 2.6.2 Priority is given to those who choose to car share. To encourage car sharing, the cost of permit is reduced and dedicated car share parking bays are available near each building on the Garthdee Campus.
- 2.6.3 Car sharing is defined as when two or more registered drivers, who reside at different term time addresses, share the journey to and from the University by car. Individuals wishing to car share must apply online using the RGU nominated car parking services provider application form. The link can be found via [RGyoU](#) on the Transport web page. Car Share permits must be applied for during the published application period. Application received out with the published application will only be accepted at the discretion of the Director: Estates and Property Services.
- 2.6.4 The scheme is specifically for staff and students based at the Garthdee Campus, and all members must live (term time address) at least 3 miles from the University. A car share team can include a mix of both staff and students as long as team members are registered drivers who reside at different addresses.
- 2.6.5 Only one car share parking permit will be given to each team and can be used by any of the designated drivers indicated on the application forms on the appropriate vehicle. Only one vehicle from the car share group may park on Campus at one time.

- 2.6.6 To encourage car sharing the University collaborates with Liftshare Scotland to provide access to a search facility that can be used to find a Liftshare or car share match. This search facility can be used to identify members for a car share team or for informal car sharing arrangements. Details can be found on the [RGU Transport website](#). Allocation of a Car Share Permit does not guarantee a parking space.

2.7 Mobility Impairments

- 2.7.1 The University's Board of Governors has declared a commitment to ensure that those who have mobility impairments have every possible assistance in accessing University premises for the purpose of academic study, employment or attending the Garthdee Campus on legitimate University business.
- 2.7.2 Parking bays for the mobility impaired are located as near as possible to the most appropriate entrance of the University building, having due regard for:
- 2.7.2.1 restriction and directives of current legislation
 - 2.7.2.2 the health and safety of persons with mobility impairments and other users of the premises
 - 2.7.2.3 the numbers of people requiring to use the facilities.
- 2.7.3 There is no limit on the number of parking bays which can be allocated for the mobility impaired, but the minimum provision will comply with current legislation.
- 2.7.4 Permanent Mobility Impairments
- 2.7.4.1 Staff, students, and visitors attending on legitimate University business who are holders of a Blue Badge are permitted to park in any recognised disabled parking bay throughout the University. They do not require an RGU Parking Permit and may park free of charge. A current badge must be displayed on the vehicle when parked in the recognised disabled bays.

2.7.4.2 The University reserves the right to verify the authority for the driver of the vehicle to utilise the blue badge.

2.7.5 Temporary Mobility Impairments

2.7.5.1 Any member of staff or student who has a temporary mobility impairment, but is not eligible for a Blue Badge, can apply for a permit under the “exceptional circumstances” clause (see section 2.9). The following conditions apply:

2.7.5.2 Student applications are to be evaluated by the Inclusion team (inclusion@rgu.ac.uk)

2.7.5.3 Staff applications are to be evaluated by Human Resources, utilising other professional advice as appropriate

2.7.5.4 The administration of permits will remain within Estates and Property Services

2.7.5.5 The issue of a permit under “exceptional circumstances” does not permit the holder to park in a yellow “disabled” space.

2.7.5.6 Where a parking bay close to a building is desirable for reasons of temporary mobility impairment, the University will take reasonable steps to accommodate this, but this cannot be guaranteed. Such instances are to be confirmed by the Inclusion team or Human Resources as appropriate on the basis of reports/advice received from a GP or other health professionals.

2.7.5.7 A parking permit issued under “exceptional circumstances” will require full payment in relation to the permit type. Any subsidy for payment will be authorised by the Inclusion/Human Resources team as appropriate.

2.7.5.8 The allocation of a permit does not guarantee a parking space.

2.7.6 Mobility Impaired Visitors

2.7.6.1 Visitors to the University displaying a valid Blue Badge on their vehicle will be accorded free parking in an available designated bay or alternatively the nearest suitable parking bay to the relevant building entrance point.

2.7.6.2 A Blue Badge is for ID purposes only and badge holders parking on University property are still required to adhere to the rules and regulations of the University's car parks.

2.7.6.3 Failure to display a blue badge will result in a Parking Charge notice being issued.

2.8 Visitor Permits

2.8.1 RGU welcomes external visitors who have business with the University. At Garthdee all visitors must report to the building's reception where they will be added to the electronic visitor parking database for the period of their visit. This entitles the visitor to park in a red visitor parking space. If no visitor spaces are available visitors may park in a standard white parking bay.

2.8.2 Staff and students are not eligible for a visitor permit.

2.8.3 A visitor permit may be requested in advance by the School/Department secretary provided the vehicle registration and date of arrival are completed. Requests for visitor parking should be sent to transport@rgu.ac.uk 24 hours in advance of the visit. The information required for registration is: Name, Vehicle Registration, Date of visit, Reason for visit.

2.8.4 External visitors to RGU: SPORT (not including staff and students) during normal business hours will be issued with a visitor permit by the centre allowing a maximum of two hours parking.

2.9 Governor Permits

2.9.1 Governors of The Robert Gordon University will be issued with a Governor's Parking Permit to facilitate the discharge of their duties.

2.10 RGU Sport Permits

2.10.1 Monthly visitor permits are available to monthly and annual community, alumni, concession and corporate members.

2.10.2 12-month parking permits (valid for the academic year) are available for customers who pay for an annual membership in advance. They are also available for corporate members.

2.10.3 The above excludes current staff & students.

2.11 Permit Costs

2.11.1 Information regarding the annual permit costs can be found on the [Transport](#) section of the RGU website.

2.12 Exceptional Circumstances

2.12.1 The University reserves the right to allocate a parking permit to an individual, either staff or student, in exceptional circumstances.

2.12.2 Exceptional Circumstances Permits are available by application. Staff should apply to HR and Students should apply to inclusion@rgu.ac.uk on the authorised form. The link to the form is available at [RGyoU](#). The issue of permits is subject to the approval of the Director: Estates and Property Services or their nominated deputy.

2.12.3 Permits issued under exceptional circumstances will be charged at the same rate as standard parking permits.

2.12.4 Allocation of a permit does not guarantee a parking space.

3. Permit Holders – Conditions of Use

3.1 General Conditions

3.1.1 All permit holders must comply with the rules governing the use of RGU parking facilities as outlined in section 4.

3.1.2 The responsibility for the accuracy of the data held on the RGU nominated car parking services provider database lies solely with the applicant. Incorrect data on the database may result in a PCN being issued.

3.1.3 A corresponding payment should also be made for the vehicle with which the permit holder has recorded on their permit.

3.1.4 Permits are normally held on the RGU nominated car parking services provider database and can be verified by RGU nominated car parking services provider staff utilising a hand-held device.

3.1.5 Where a paper/hard copy permit is issued, permit holders are required to display their allocated permit within their vehicle, on the bottom left hand corner of the front windscreen (as seen from the inside), at all times.

3.1.6 All permits remain the property of the RGU nominated car parking services provider and are not transferable. If a permit is lost or misplaced this must be reported to RGU nominated car parking services provider and a replacement will be issued. There will be an administrative charge for this service.

3.1.7 Permits must be returned to Transport / will be cancelled if:

- 3.1.7.1 a permit is revoked for any reason
- 3.1.7.2 the permit holder ceases working for the University
- 3.1.7.3 the permit is no longer required for any other reason
- 3.1.7.4 permit payment ceases
- 3.1.7.5 if a student completes or leaves their University course
- 3.1.8 It is prohibited to alter, tamper, duplicate or forge in any way the parking permits. This will render the permit invalid and is likely to result in disciplinary action.
- 3.1.9 The allocation of a permit does not guarantee a parking space.

3.2 Car Share

- 3.2.1 In addition to the above, car share teams must cancel/return a permit if the team no longer fulfils the criteria of the RGU formal car share scheme. A permit will also be revoked if persons not registered within the team are using the permit.
- 3.2.2 Car share team members must all hold a current vehicle insurance certificate. It is the responsibility of the individual drivers in each team to check the terms and conditions of their insurance policy and refer any queries to their insurers.

3.3 Electric Car Charging

- 3.3.1 As part of RGU's endeavours to support sustainable travel, Electric Car charging points are available across campus. These facilities are located close to Sir Ian Wood Building, Ishbel Gordon Building/RGU Sport, Riverside Building and Gray's School of Art.
- 3.3.2 All users of the electric vehicle charging points must hold a valid parking permit.

- 3.3.3 Non RGU staff/students may obtain a permit from the nearest building reception point.
- 3.3.4 Staff, Students and Visitors can use the car charging points for a maximum of 4 hours each day. All users of the charging points must move their vehicle from the charging point space at the end of the 4-hour charging period.
- 3.3.5 Failure to do so will result in a Parking Charge Notice being issued.
- 3.3.6 Users of the Electric Charge Points require to be registered with Chargepoint Scotland (Chargeyourcar – CYC) Email: admin@chargeyourcar.org.uk

4. Rules Governing the Use of RGU Car Parks

4.1 Introduction

- 4.1.1 All RGU vehicle parks are inspected and controlled by attendants who regularly supervise all parking areas and ensure that the rules are adhered to and inspect vehicles for the verification/display of valid parking permits within the parks. Although the attendants will always give as much help as they possibly can, they are also authorised to act where they see a vehicle and/or driver breaking legitimate RGU rules for traffic movement or vehicle parking.
- 4.1.2 The following rules apply to ALL users of the University Car Parks (staff, student, or visitor).
- 4.1.3 The RGU Parking Policy covers all RGU Car parks at Garthdee and Woolmanhill.

4.2 Period of Enforcement

- 4.2.1 The RGU parking policy and enforcement period applies all year round, Monday-Friday, 8am-4pm.

4.3 Failure to Comply

4.3.1 Failure to comply with these rules may result in any or all of the following:

4.3.1.1 Parking Charge Notice – the RGU nominated car parking services provider reserves the right to affix a parking charge notice to any vehicle in breach of any part of the rules

4.3.1.2 Temporary or permanent withdrawal of permit – the University may, for persistent offenders, withdraw a permit on a temporary or permanent basis

4.3.2 In line with current guidance on parking charges, set by the British Parking Association, the parking charge notice is set at £50, reduced to £30 if payment is made within 14 days.

4.3.3 Where access, due to inappropriate parking, is being compromised for emergency or service vehicles, the University reserves the right to contact the police who may remove the vehicle at the owner's expense.

4.4 The Rules

4.4.1 Vehicles are only to be parked on RGU premises where the driver has legitimate business at the University.

4.4.2 Any vehicle parked on University premises must comply with the provisions of the relevant Parking Permit Scheme.

4.4.3 Any vehicle parked on University premises must hold a valid digital permit or display a valid paper/hard copy parking permit.

4.4.4 All vehicles parked in designated disabled bays must display a valid, Government approved Blue Badge

- 4.4.5 All car park users have a responsibility to act in a civil manner towards the car park attendants and RGU staff. Failure to do so may result in disciplinary action being taken or permits being revoked.
- 4.4.6 Parking is available at each campus for visitors on legitimate business. Visitors can arrange a digital permit in advance by contacting their local contact who will arrange the necessary permit approval through the Transport team. Visitors who do not register in advance will be required to report to the building's reception where they will either be provided with a digital permit or be issued with a one-day visitor's hard copy permit which must be clearly displayed on their vehicle dashboard. Any vehicle parked in a visitor, or other, space without a valid permit will be liable to a fixed penalty fine. Visitors who have not made prior arrangements will have to be verified with the person or persons they are visiting.
- 4.4.7 Drop-off spaces are provided across the Garthdee campus. Parking in these areas is limited to 15 minutes maximum and any vehicle exceeding this time will be liable to a parking charge notice.
- 4.4.8 There is a 10 mile per hour speed limit within all RGU car parks, and roadways which must be observed at all times.
- 4.4.9 All persons are expected to follow accepted driving practice within the vehicle parks/access roadways and any action which would be considered an offence in a court of law will be considered an offence on site.
- 4.4.10 Persons parking vehicles on University property do so at their own risk. No responsibility or liability is accepted by the University, its employees or its agents for damage to, or loss of, any vehicle, or its contents whilst parked on University property.

- 4.4.11 Vehicles without a current road fund licence or which are uninsured must not be parked anywhere on University premises. The University may also take legal action against persons breaching the rules and reserves the right to instigate any other appropriate legal procedures available.
- 4.4.12 All accidents and injuries in any University vehicle parking area must be immediately reported to Transport (01224 262063) or RGU Reception.
- 4.4.13 Access to all University premises, including vehicle parks, is by permission of the University. The University retains the right to refuse entry to vehicle parks and to require users to leave parking areas and to remove their vehicle, at any time and at its own discretion.
- 4.4.14 The University may authorise parking areas to be temporarily cordoned off and dedicated for specific and temporary operational purposes.
- 4.4.15 All vehicles must be properly parked within a designated bay.
- 4.4.16 Major repairs, servicing or valeting of vehicles are prohibited within the vehicle parks or grounds of RGU. However, where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles (e.g., AA, RAC, Green Flag, garage recovery) for the purpose of undertaking minor repair and/or recovery.
- 4.4.17 Parking is prohibited specifically in the following areas, locations or circumstances:
 - 4.4.18 on yellow lines, areas hatched with lines or areas denoted within the Highways Code as such,
 - 4.4.19 in a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes,
 - 4.4.20 on grassed areas, on foot and cycle paths or turning circles

- 4.4.21 in areas temporarily cordoned off and dedicated by the University for specific and temporary operational purposes,
- 4.4.22 by staff or students in an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work,
- 4.4.23 in areas for which the digital permit issued/permit displayed does not apply or parking without a permit in a permit only zone, or
- 4.4.24 overnight except where prior permission has been granted by the Director: Estates and Property Services or their nominated deputy.

4.5 Parking Charge Notices

- 4.5.1 Queries on Parking Charge Notices issued by the RGU nominated car parking services provider must be directed to the RGU nominated car parking services provider.
- 4.5.2 RGU Transport will not undertake any discussion/review on the issue unless contacted directly by the RGU nominated car parking services provider
- 4.5.3 Payment of a Parking Charge Notice
 - 4.5.3.1 Payment of parking charge notice/s should be made to the RGU nominated car parking services provider following the payment section on the parking charge notice. Payment can be made as notified in the RGU Transport web pages.
- 4.5.4 Non Payment of a Parking Charge Notice
 - 4.5.4.1 If a parking charge notice is issued and the payment is not forthcoming the debt plus administration costs will be passed to a third party debt collection agency at the discretion of the RGU nominated car parking services provider

4.5.5 Appeals

4.5.5.1 Appeals against a parking charge notice must be made in writing to the RGU nominated car parking services provider

4.5.5.2 RGU Transport will not deal with any appeals relating to parking charge notices or the administration of the permit system. All enquiries must be made to the RGU nominated car parking services provider 14

4.5.6 Full information is available on the parking charge notice issued to the vehicle.

4.5.7 All appeals must be made within 28 working days of the parking charge notice being issued. If the appeal is upheld the parking charge notice will be withdrawn. If the appeal is lost, the parking charge notice must be paid within 28 working days of the appeal decision.

5. Contact Details

5.1 For information on the University's Parking Policy please contact:

5.1.1 Transport

Estates and Property Services

Robert Gordon University

Central Services Building

Garthdee Road

Aberdeen

AB10 7FY

5.1.2 Email: transport@rgu.ac.uk

5.1.3 www.rgu.ac.uk/transport

6. Review

6.1 This policy will be reviewed every three years or as required.