



# The University of Nottingham Traffic Regulations governing all UK University of Nottingham sites

Last reviewed March 2024

## Introduction

The roads within the University sites, although private property, may be used by the public and therefore come within the definition of 'roads' in the Road Traffic Acts. Accordingly, they are subject to the general law regulating road traffic. In addition, the University has made the following Traffic Regulations. They are applicable to all users of the University sites and seek to promote the safety of drivers and pedestrians, ensure the best use of limited parking space and promote good relations with our neighbours.

## Regulations

### Vehicles and Drivers not permitted on the University sites

1. No motor vehicle may be driven or kept on the University sites by a member of staff, student or other site user unless:
  - (a) it is insured;
  - (b) is has a current road fund licence;
  - (c) it is roadworthy and, where applicable, covered by a current MOT certificate.

Breach of this regulation is an offence.

2. Members of staff, students and other site users are not permitted to bring or drive a motor vehicle on the University sites between 9.15am and 4.00pm weekdays unless they have a current permit granted under regulations below.

Breach of this regulation is a contravention.

3. Privately owned e-scooters are not permitted on the University sites. The only e-scooters which are permitted on the University sites are those hired through Nottingham City Council's e-scooter trial. Authorised e-scooters must be used in accordance with the University's traffic regulations and in accordance with relevant national and local road traffic legislation.

Breach of this regulation is a contravention.

## Permits

4. (a) All drivers of motor vehicles requiring a permit must apply to the Head of Security Services, Security Office, Hallward Library, University Park, for permission to register them by completing the appropriate form, before bringing vehicles on to the sites. Forms can be downloaded from the Security Parking Website may be obtained from the Security Office at the rear of Hallward Library or Main Building Sutton Bonington. Staff are encouraged to apply online through [this](#) website. Permits are granted at the discretion of the Head of Security Services. The grant of any permit will be subject to compliance with these

Regulations. A permit for a vehicle will not be granted unless the person wishing to register it possesses a full driving licence. Individuals may be asked at the time of registration to produce documents relating to the vehicle.

- (b) Permits are only valid for the period(s) shown thereon.
- (c) The University imposes charges for parking and for breaches of the Traffic Regulations. Details of the current car parking charges are explained on the Security Parking Website.
- (d) Motorcycles must be registered with the Security Office but do not require a permit.

#### ***Staff Permits***

- (e) All Staff on the University Payroll who have a contract of employment from Human Resources are eligible for a Staff Car Parking Permit or Occasional Use Vouchers.

#### ***Associate Staff Permits***

- (f) All Associate Staff who have a working connection with the University are eligible for an Associate Staff Car Parking Permit or Occasional Use Vouchers. All forms must be signed by an authorised manager.

#### ***Student Permits***

- (g) Students who live locally will not be granted a permit under regulation 4(a) for a motor vehicle. For this purpose, "locally" is defined as having a term-time address within a radius of 15 miles of University Park. Use of motorcycles without a permit is allowed providing they are registered with the Security Office under regulation 4(d).
- (h) A permit for a motor vehicle may be granted at the discretion of the Head of Security Services in the case of:
  - (i) students who live locally; and
  - (ii) subject to the provision of satisfactory documentary (including where appropriate, medical) evidence, to students who fall into any of the following categories: students with a disability; students who are the parents or legal guardians of children under 16 years of age who live at the term-time address; students who must regularly attend elderly parents, or parents with a disability, at their permanent home address; students with other certified medical reasons; Hall tutors; JCR Presidents.
- (i) All students at the Sutton Bonington Campus will be eligible for a permit for a motor vehicle for parking at this campus only.

#### ***Residents Permits***

- (j) Resident permits will only be issued to tenants or family members of a tenant who do not use their vehicles for parking on University sites other than at (or near) their address. These applications will need to be approved by the University Housing Coordinator.

#### ***Contractor Permits***

- (k) Contractor parking permits are issued to contractors who are doing work for the University. They are only issued to contractors who have heavy tools and equipment to carry around, otherwise contractors are expected to use alternative transport arrangements or use the pay and display car parks. A contractor application form must be approved by an appropriate Project Officer within the Estates Office.

### **Event Permits**

- (l) All Event parking is limited to the orange zone areas at University Park, Jubilee and Sutton Bonington Campuses and the East Midlands Conference Centre Car Park. Event parking permits, showing the name of the Event, must be displayed in all vehicles.

### **Open Day Permits**

- (m) Open Day parking is limited to the orange zone areas at University Park, Jubilee and Sutton Bonington Campuses. Open day parking permits must be displayed in all visitors' vehicles. Park and Ride facilities may apply for UCAS Open Days.

### **Visitors**

- (n) All general visitors who do not meet the criteria for a permit must park in the pay and display car parks. Students are not classed as visitors and are not allowed to park in the pay and display car parks unless specifically permitted. Parking can be paid for through the RingGo app or using the pay & display facilities.

### **Day Voucher**

- (o) Schools and Departments may purchase books of 25 one day parking vouchers from the Security Office for discretionary issue to important visitors who are not registered Students or University Staff.
5. It is a contravention of these regulations to give incorrect or misleading information when applying for a permit.
6. Occasional Use permits and vouchers must be displayed on the vehicle so that it is clearly visible and, where possible, it must be placed at the bottom right-hand corner of the windscreen.

### **Parking**

7. (a) Permits will allow a vehicle to park in the zone/site indicated by the permit. Where the specified zone is full, parking is permitted in the Orange Zone. A permit granted in respect of University Park, Jubilee Campus, Sutton Bonington or King's Meadow Campuses also authorises parking at each site, except Sutton Bonington student permits which are restricted to the Sutton Bonington Campus only.
- (b) Permits are not required before 9.15am and after 4.00pm weekdays or at weekends and Public Holidays.
8. The following are contraventions under these regulations:
- (i) to park without a valid permit or displaying a valid voucher during the core hours of 9.15am-4.00pm weekdays, a valid pay and display ticket during times of operation in the pay and display areas or unauthorised use of the pay and display areas.
  - (ii) to park a vehicle other than in accordance with the terms of a current parking permit or pay and display directions.
  - (iii) to park a vehicle in a loading bay other than for the immediate purpose of loading or unloading.
  - (iv) to park a vehicle in a reserved disabled bay without a valid blue badge displayed.
  - (v) to park a vehicle on yellow lines, cross hatched area, grassed area or obstructing cycle lanes.

- (vi) to park a vehicle in an electric vehicle charging bay if the vehicle is not using the electric vehicle charging point.
  - (vii) to charge an electric vehicle in an electric vehicle charging bay for more than 4 hours during the core hours of 9.15am-4.00pm weekdays.
  - (viii) to park a non-fleet vehicle in a space which is allocated for use by University/School/Estates fleet vehicles only.
  - (ix) to park a vehicle in such a manner so as to cause danger or an obstruction.
  - (x) to leave a motorcycle at a place other than a designated motorcycle parking bay.
  - (xi) to leave a cycle secured at a place other than one of the cycle stores or a designated cycle parking stand.
  - (xii) to leave an e-scooter at a place which is not a designated e-scooter parking area.
  - (xiii) for a member of the University to park a vehicle on any street, road or other place near any of the University sites so as to cause or be likely to cause unreasonable obstruction or annoyance to local residents or businesses.
  - (xiv) for a member of the University to refuse any reasonable request by the Manager for Off-Campus Student Affairs or, by or on behalf of the Head of Security Services to move a vehicle parked in any street, road or other place near any of the University sites.
9. Any motor vehicle left abandoned on a University site will be removed and the individual responsible will be required to pay the cost of removal.
10. Security staff are authorised to ask the driver to remove a vehicle which they regard as being improperly parked. In the case of need, where they consider any vehicle is in a dangerous position, they are authorised to move the vehicle in absence of the driver. Security staff may at their discretion immobilise any vehicle improperly or illegally parked. A fee is payable before such vehicles are released.
11. Any vehicle which has not been registered with the University as required by these regulations but which is regularly left unattended on roads or car parks within the sites is liable to be removed, after due warning, to a location, from which it may be reclaimed on payment of the cost of the removal. In all cases where a motor vehicle has to be removed, neither the University nor its servants will be responsible for any damage to such vehicle however caused.

### **Heavy Goods Vehicles**

12. Access by heavy goods vehicles to University Park is restricted between the hours of 8.30am to 5.00pm weekdays. This applies to vehicles exceeding 3.5 tonnes when in normal laden use, excluding buses. Exceptions may be granted by application to the Head of Security Services, Hallward Library, University Park.

### **Driving and Cycling within the University Sites**

13. Acts which could be crimes on roads outside the sites may also be crimes if done on roads within the grounds and may therefore render the offender liable to prosecution by the police. In order to help effective investigation, the University Security staff are authorised to report directly to the police:
- (i) accidents with a motor vehicle, e-scooter or cycle involving death or personal injury.
  - (ii) driving, cycling or using an e-scooter whilst apparently under the influence of drink or drugs.
  - (iii) accidents involving damage to property in circumstances suggesting dangerous or careless driving or cycling or e-scooter use.
14. The following are contraventions under these regulations:

- (i) driving, cycling or using an e-scooter under the influence of drink or drugs.
- (ii) driving, cycling or using an e-scooter recklessly, dangerously, without due care and attention or without reasonable consideration for other road users.
- (iii) failure to observe the speed limit of 20mph, which applies to all roads within all University sites, or any other specified speed limit.
- (iv) failure to observe a road sign ('Stop', 'Give Way', 'No Entry', 'Keep Left', etc).
- (v) failure to observe normally accepted traffic regulations, including the display of obligatory lights at the appropriate times.
- (vi) failure to stop when signalled to do so by Security staff.
- (vii) indiscriminate or excessive sounding of vehicle horns, hooters or sirens.
- (viii) driving, cycling or using an e-scooter on footpaths intended for pedestrians.
- (ix) cycling or using an e-scooter without lights during the hours of darkness.

### **Enforcement of Regulations**

15. All the regulations apply, according to the circumstances of the case to:
  - (i) the legal owner of the vehicle, or
  - (ii) the person in whose name it is registered with the University, or
  - (iii) the person in charge of it at the time, or
  - (iv) any two or all of these if they are different persons.
16. Where a contravention against these regulations is committed, a fine not exceeding £150.00 may be imposed by the Head of Security Services. In addition, where a contravention is committed under regulation 8(xiii) and (xiv) a fine not exceeding £150.00 may be imposed by the Manager for Off Campus Students Affairs. Any person who is fined under this regulation can apply to the Head of Security Services for a review of the fine. An appeal thereafter lies to the Registrar.
17. Where any contravention against regulations 8(i) to 8(x) is committed, a Parking Charge Notice charge of £45.00 may be imposed for each contravention by the Head of Security Services or by Security staff or agents acting on behalf of the Head of Security Services. A reduced charge of £25 will be given for payment within 24 hours. Where the reduced charge has not been chosen, the £45.00 charge will be payable within 14 days and will increase to £75.00 if unpaid.
18. Repeat offenders may be charged up to £150.00 under the regulations and the Head of Security Services may exercise a power to withdraw or withhold, for an appropriate period, permission to have a vehicle on the sites and/or ban driving on the University sites.
19. Where a Civil Parking Notice is served and paid within 24 hours an appeal seeking a refund lies to the Head of Security Services. An appeal against a Civil Parking Notice not paid within 24 hours lies to the agents acting on behalf of the Head of Security Services, in accordance with the instructions issued with the Civil Parking Notice.
20. Where a contravention against these regulations appears to call for a penalty greater than or different than that described above, or where there is a refusal to pay a fine or charge imposed by the Head of Security Services or by Security staff or agents acting on behalf of the Head of Security Services or by the Manager for off Campus Students, the matter may be reported to the Registrar or, in the case of a student, to the University Assessor, who will determine what action shall be taken.
21. Where a student commits a contravention against these regulations, it will be treated as an offence against University discipline and dealt with in accordance with the disciplinary regulations.

22. Any fine or charge imposed on a student will be treated as a debt to the University. If it is not paid, this may prevent the student from re-registering or graduating.
23. Where a member of staff commits a contravention against these regulations the University may wish to consider deducting any fine or charge from salary. This will be a last resort when all other recovery and appeal options have been considered.
24. Without prejudice to para 17, the Head of Security Services may authorise the Security Services Manager to exercise specified powers under these regulations on his behalf.