

## Introduction

The University of Northampton has a responsibility to manage traffic and travel to and from its sites to ensure that the University complies with its legal obligations and to encourage staff, students and visitors to actively adopt more sustainable travel modes to reduce congestion and carbon emissions.

However, it is recognised that for some University members, driving is the only viable mode of transport. Student Permits are awarded following strict criteria to students most at need.

Responsibility for parking is managed by the Estates and Campus Services Team, who reserve the right to amend these Regulations during the year as necessary in the interests of the University community.

The University is a member of the British Parking Association and parking enforcement is operated under the Approved Operator Scheme.

Please read the guidance and conditions below before submitting your parking permit application to ensure that you comply with the University's parking conditions and that your parking application is completed and submitted correctly.

## The Permit Management System

Permits are issued on the following basis:

1. All parking permits must now be applied for using the online [Permit Management System \(PMS\)](#). This system is controlled by Total Parking Solutions (TPS) and their Privacy and Data Protection agreement can be found here: <https://permitmanagement.co.uk/northampton/privacy>
2. The PMS is developed by TPS but permit applications will be processed utilising the tool by members of staff from the University Estates and Campus Services team, in line with GDPR regulations.
3. Payment for permits will now be facilitated through the PMS instead of the UON online shop.
  - Permits requiring a one off fee (residential permits) will require bank card details on application, these details are not held by the University or TPS, instead they are passed to secure banking solutions [Stripe](#) and a token is provided to TPS to utilise should a permit be approved.
  - Permits requiring pay as you go payment (commuting permits) will require bank card details on approval. Approved permit holders should credit their PMS account with funds, and the money for parking will be

deducted from here as and when you park, determined by the ANPR cameras.

### General Advice

- ✓ Visit the PMS online tool [here](#), register as an applicant or sign in if you have already registered.
- ✓ Apply for a new permit, reading the permit types carefully and selecting the required one, or review a permit request you have already submitted.
- ✓ Ensure you read the permit questions carefully and input the answer or select the correct drop-down option. Ensure you answer all questions.
- ✓ Applications can only be submitted between the opening period as specified on the website, after this, applications will go on a waiting list only.
- ✓ Responses to permit applications (approved or denied) can be found on the PMS by the deadline specified on the UON website [here](#). (Usually two weeks after the closing date).
- ✓ Permits are only valid once payment has been cleared (residents) or funds have been added (commuters).

### Terms and Conditions

1. Parking Permits are only valid for one term – please read the details carefully on the Permit Management System when applying to ensure you are applying for the term that you require.
2. Permits will not be allocated to students whose permanent/home address is within the exclusion zone highlighted on the permit (the exclusion zone varies among permits so please read the details carefully when applying).
3. Completion of the application form does not guarantee that a permit will be issued. There are a limited number of permits available, applications are judged on a need based criteria.
4. Only one 'permit' (and barrier access fob where applicable) will be allocated per successful applicant.
5. Payment will be required to secure the permit and is non-refundable for successful applications.
6. Permits (and barrier fobs where applicable) will be cancelled and de-activated at the end of the permit period that has been paid for, and/or when students move out of Halls of Residence or end study at the University.
7. Permits (and barrier fobs where applicable) will be issued in accordance with the information supplied on the Permit Management System. If this information is subsequently found to be inaccurate or factually incorrect, Estates & Campus

Services reserves the right to terminate the permit and deactivate the barrier card in question and require the affected vehicle to be removed from the University's campuses.

8. Appeals on any decisions/outcomes should be made in writing, with the reason for the appeal and all relevant details explained. Appeals should be sent to [studentparking@northampton.ac.uk](mailto:studentparking@northampton.ac.uk)
9. The permit enables parking in the specified car park(s) on the University estate only.
10. The permit facilitates parking but does not guarantee a space.
11. Please park your vehicle responsibly within marked spaces in order to avoid creating an obstruction or blocking pavements, verges and doorways, otherwise a Penalty Charge Notice may be issued.
12. Cars brought onto campus must have valid VED (car tax), insurance (third party minimum) and MOT (if applicable).
13. All cars belonging to students without a valid permit or granted access must be removed from the University's campuses.
14. Car parking is monitored by University Security and the University's appointed enforcement agent. A Penalty Charge Notice (£70 charge, reduced to £35 if paid within 14 days) will be issued to any vehicle not complying with parking T's & C's; such as parking where not authorised to do so, causing an obstruction or not registered for and/or displaying a valid permit.
15. Barrier ANPR access and fob usage data will be held centrally on a University computer server, and will be used to monitor permit and barrier card usage and adherence with these T's & C's;
16. The University's Student Records System will be used to check and judge eligibility for a permit based on the data held for each applicant.
17. The University accepts no responsibility for any loss from, or damage to, vehicles parked in its car parks.
18. Each permit and barrier fob is non-transferable, and must only be used by the student to whom it is allocated for their own personal use. Permits and barrier fobs must not be used to gain access or give parking to other students or third parties. Estates & Campus Services reserves the right to terminate the permit and deactivate the barrier fob (either temporarily or permanently) of any student who allows others to gain access or park on campus. The affected vehicle(s) will be required to be removed from the University's campuses.
19. Students or staff may not park a caravan, motorhome, vehicle with trailer or other oversized vehicle at the University without the permission of the Head of Security.

## Unacceptable conduct

Unacceptable conduct will not be tolerated. The following are examples of unacceptable behaviours:

- Making a false statement to obtain a permit
- Parking without a valid permit or credit on your valid permit account
- Parking in a parking area where the permit is not valid
- Parking in a prohibited area, on double yellow lines or a hatched area
- Operating a motor vehicle unsafely (travelling above the posted speed limit or driving recklessly)
- Operating an unroadworthy or uninsured vehicle
- Operating a vehicle without an appropriate driving licence
- Causing obstruction to other vehicles
- Abusive behaviour towards Security staff or the Transport Team
- Members of staff or students parking in the visitor parking bays
- Parking when otherwise subject to parking restrictions

Unacceptable conduct may result in the removal of parking privileges including the issuing of a parking charge notice, withdrawal of parking permission and the loss of any future right to a parking permit.

Drivers who obtain, or attempt to obtain, a parking permit through fraudulent means will have their permit invalidated and will be dealt with under the University's disciplinary procedures. A parking charge notice will be issued if the vehicle is parked on University property. The individual will lose any future right to a parking permit.

## Parking Enforcement

Vehicles that are parked in breach of the terms and conditions displayed in the car parks and around the University are liable to receive a parking charge notice. These are issued under contract law.

Drivers of cars and motorbikes who park without permission or in a way that causes disruption and inconvenience to others will be issued with a PCN. This has a £70 fine, which is reduced to £35 if paid within 14 days.

All parking charges are collected by a contracted service provider who works within the British Parking Association Best Practice guidelines and has legitimate access to the DVLA database of vehicle owners. The provider manages all aspects of the charging process, including the appeals procedure and debt recovery action.

## Student Parking Permit Guidance and Terms & Conditions



The University reserves the right to affix a 'warning notice' to vehicles on the first occasion of a breach of the terms and conditions. The warning will remain on record for twelve months. On a second breach of the terms and conditions the vehicle will be issued with a parking charge notice without warning. The use of a warning notice is discretionary and would normally be issued for a minor infringement of the parking regulations.

Students who accumulate three or more unpaid parking charge notices will be dealt with under the University's student disciplinary procedures, and may include the loss of any future right to a parking permit. Failure to pay outstanding parking charge notices may result in a student being recorded as a University debtor.

### Data Protection Policy

Personal data collected from applications for parking permits is held within the Parking Management System hosted by Total Parking Solutions Ltd.

Information held in the permit record about vehicle ownership is for the purpose of administering these Regulations and will not be disclosed to a third party for commercial purposes or in connection with legal proceedings or insurance claims without the consent of the data subject unless the University is required to by law.

Vehicle registration details will be used by Total Parking Solutions Ltd in their capacity as our Parking Enforcement Agency (<https://www.totalparking.co.uk/>) for the purpose of ensuring that those vehicles may park in designated areas without receiving Parking Charge Notices (PCNs).

The personal data is processed in accordance with data protection legislation including the General Data Protection Regulation and the Data Protection Act 2018.

If you have any further questions please contact us at:

[studentparking@northampton.ac.uk](mailto:studentparking@northampton.ac.uk)