



Appendix 'A' to
Traffic Management and Parking
Edinburgh Campus - Policy

Procedures

In
support of:

Traffic Management and Parking on Edinburgh Campus - Policy

PROCEDURES

Procedures relating to:	Traffic Management and Parking on Edinburgh Campus - Policy
Approving authority:	University Executive
Consultation via:	Secretary's Board, Estates Operations
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Responsible Executive	Secretary of the University
Responsible Office:	Estates Operations

HERIOT-WATT UNIVERSITY
Traffic Management and Parking on Edinburgh Campus

CONTENT

Section	Page(s)
1. Introduction	3
2. Procedures:	3 - 6
2.1 Vehicle Insurance	3
2.2 Road Tax	3
2.3 Edinburgh Campus – Car Parks and Parking Areas	3
2.4 Parking Permits	3 - 4
2.5 Visitors	4
2.6 Contractors	4
2.7 Motor Cyclists	4
2.8 Mobility Parking	4
2.9 Liability	4
2.10 Compliance	4
2.11 Statutory Off Road Notification (SORN)	4
2.12 Abandoned Vehicles	5
2.13 Delivery and Service Yards	5
2.14 Overnight and Long Stay Parking	5
2.15 Car Parks and Parking Zones	5
2.16 Emergencies – Movement of Vehicles	5
2.17 Speed Limit	5
2.18 Traffic Offences	5 - 6
3. Related Policies, Procedures & Further Reference	6
4. Further Help & Advice	6
5. Policy Version & History	6
Appendix 'A'. Parking Permit Application form	
Appendix 'B'. Campus Plan – Authorised car parks & parking zones	

1. INTRODUCTION

The Secretary of the University is responsible for Traffic Management and Parking on Edinburgh campus.

The Security and Operations Manager is responsible for the implementation and enforcement of the procedures relating to Traffic Management and Parking on Edinburgh campus.

Personnel intending to drive and/or park a private motorised vehicle on Edinburgh campus must comply with these procedures and also read the **Traffic Management and Parking on Edinburgh Campus Policy**.

www.hw.ac.uk/documents/traffic-management-policy-edinburgh.pdf

2. PROCEDURES

These procedures set out the action required by all drivers who intend to drive and/or park a private motorised vehicle on Edinburgh campus.

2.1 Vehicle Insurance

All vehicles parked on campus must be insured for at least third party fire and theft.

2.2 Road Tax

All private vehicles parked on campus must be registered with the DVLA as having a valid road fund licence.

2.3 Edinburgh Campus - Car Parks & Parking Areas. (See Appendix 'B').

2.3.1 Car parks on campus have been grouped in to zones.

2.3.2 Zone 1 – Staff Only (Parking Permit required).

Incorporates the following car parks:-
'K', 'L', 'M', 'N', 'P', 'Q', 'R' and 'S'

Zone 2 – Staff, Students and Visitors (Non-Permit Car Parks).

Incorporates car parks 'A', 'B', 'G', 'H' and 'J'.

Zone 3 – Health Centre - Staff Only (Parking Permit required)

Incorporates car park 'D'. Patients to the Health Centre may also use this car park but they do not require a parking permit.

Zone 4 – Chaplaincy - Staff Only (Parking Permit required)

2.3.3 Car Park 'E'

This car park is barrier controlled and permits are not required. Staff wishing to use this car park must apply to the Estates Office for a barrier access card. This car park is primarily used by senior members of staff. Staff on termination of employment / retirement from the University must return their car park access card to the Estates Office. The access card is not to be handed over to any other member of staff without approval from the Estates office.

2.3.4 Car Park 'F' - Edinburgh Business School

This car park is barrier controlled and managed by the Director of Edinburgh Business School and is for use by EBS staff and visitors to EBS.

2.4 Parking Permits

2.4.1 Parking permits are valid for a maximum period of three years, and will show; permit serial number, zone allocated and an expiry date (30th Sept 20***) on them.

2.4.2 Only staff intending to park in Zone 1, 3 or 4, and currently resident students in Yarrow, Caddon and Ettrick halls, are required to apply for a permit. Resident students may only use car park 'Q'.

See Appendix 'A' – Permit Application Form, for more details.

2.4.3 Permits should be applied for during the month of August or as required for new members of staff on arrival.

2.4.4 The parking permit must be clearly displayed in the vehicle.

2.4.5 The act of having a valid parking permit does not guarantee a parking space. If a space is not available in the parking zone allocated, the vehicle must be parked in a Non-Permit car park.

2.5 Visitors.

Visitors should park in a non-permit car park and walk to their destination. In the event that a reserved space is required near the visitors destination, then the Estates Office is to be advised **in advance** by the University host of the date of the visit and vehicle registration number.

2.6 Contractors.

On campus for short periods will be issued a Visitors Parking Permit by the University representative or the Estates Office when collecting a Permit to Work. Contractors on campus for major projects can be issued a parking permit produced locally by the Estates Office based on information from the University representative.

2.7 Motor Cyclists.

Are not required to apply for a parking permit but must only park in a designated motor cycle bay.

2.8 Mobility Parking

Only drivers with a valid / recognised blue mobility badge may use the designated mobility parking areas. There is no requirement for a parking permit to be requested. If there are no available designated mobility spaces, then vehicles may be parked in any authorised car park. The mobility badge must be clearly displayed.

2.9 Liability

The University accepts no liability for the loss from, loss of, or damage to any private vehicle whilst parked on campus.

2.10 Compliance

A person in charge of a vehicle will comply with:-

- a. University Traffic Management and Parking on Edinburgh Campus Policy and Procedures
- b. All road signs and speed restrictions as displayed on campus
- c. All instructions given by University staff (Parking Attendants and Security staff) who are authorised by the Secretary of the University to undertake traffic control duties.

2.11 Statutory Off Road Notification (SORN)

Vehicles registered with the DVLA as SORN, are not to be parked on campus. Any such vehicle will be regarded as abandoned and removed. See paragraph 2.12.

2.12 Abandoned Vehicles

Subject to the provision of paragraph 2.14, a vehicle will be deemed abandoned, if:

- a. It has not moved within a 14-day period.
- b. It is classed as SORN.
- c. It is in an extremely poor condition.

The University reserves the right to dispose of such vehicles as deemed appropriate and will not be liable for any damage caused during such a move or financial cost to recover such a vehicle.

2.13 Delivery and Service Yards

The numerous delivery and / or service yards on campus are not authorised parking areas and are the responsibility of the respective School, Department or Institute to manage.

2.14 Overnight or Long Stay Parking

2.14.1 Apart from resident students and staff away on business, private vehicles are not to be parked on campus overnight.

2.14.2 **Returning Resident Students.**

May leave their vehicle on campus during semester break periods.

2.14.3 **Staff away on University business.**

May leave their vehicle on campus.

2.14.4 Details of such vehicles, the car park it is parked in and the duration must be passed to the Estates Office. Failure to do so might result in the vehicle being deemed as abandoned. See paragraph 2.12.

2.14.5 **Resident Students remaining on campus during semester break periods.**

May continue to use the car parks.

2.14.6 **Non-Resident Students.**

Are not to leave their private vehicles on campus overnight or during semester break periods.

2.15 Car Parks and Parking Zones

For authorised car parks and parking zones, see Appendix 'B'. Private vehicles must only be parked in an authorised zone / car park.

2.16 Emergencies – Movement of Vehicles

2.16.1 On the grounds of extreme emergencies, the Secretary of the University or the Security and Operations Manager, may suspend all parking in designated areas and arrange to have vehicles removed.

2.16.2 The University will not be liable for any damage caused to vehicles during such a move.

2.17 Speed Limit

The speed limit at Edinburgh campus is 20mph.

2.18 Traffic Offences

The following are regarded as traffic offences at Edinburgh Campus.

Offence Number	Offence
01	Failure to display a valid University parking permit if so required
02	Parking on double yellow lines
03	Parking on single yellow lines in excess of the time period allowed
04	Parking on a yellow hatched area
05	Obstructing access to a fire hydrant or emergency services vehicle
06	Parking in an unauthorised zone or area
07	Excessive speeding

The above traffic offences are in force 24 hours a day, every day of the year.

Having committed a third offence, the respective driver will be informed that they are no longer permitted to park their private vehicle on campus for the remainder of the academic year and their permit (if issued) will be withdrawn.

3. RELATED POLICIES AND PROCEDURES AND FURTHER REFERENCE**Related Policy:**

All personnel intending to park a private motorised vehicle on Edinburgh campus must read the stated policy.

Traffic Management and Parking on Edinburgh Campus

www.hw.ac.uk/documents/traffic-management-policy-edinburgh.pdf

Appendix 'A'

Parking Permit application form

Appendix 'B'

Campus plan showing the locations of authorised car parks and parking zones.

4. FURTHER HELP AND ADVICE

For further help, advice, queries or complaints, please contact:

Bill Taylor

Security and Operations Manager

Telephone: 0131 451 3404

Email: W.J.Taylor@hw.ac.uk

Lynne Turner

Estates Office

Telephone: 0131 451 4089

Email: L.A.Turner@hw.ac.uk

5. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V. 03 December 2014		Secretary's Board	This procedure is a supporting document to Traffic Management and Parking on Edinburgh Campus - V.03 dated December 2014

**Appendix 'A' to
Traffic Management and Parking
Edinburgh Campus - Procedure**

**Edinburgh Campus
Vehicle Parking Permit Application Form**

I confirm that I have read both the Traffic Management Policy and Procedures documents.

Parking permits are only required by personnel intending to use one of the following car park zones:

Zone	Car Park/s	Comments
1	K, L, M, N, P, Q, R & S	Staff Only (Students - see Note 1 below)
3	D	Health Centre – Staff Only
4	Chaplaincy	Chaplaincy - Staff Only

**All other car parks are Non-Permit for use by Staff, Students and Visitors.
See Appendix 'B' – campus plan showing authorised car park zoning.**

NOTE:

1. Resident students in Residences 2 (Yarrow, Caddon & Ettrick) who intend to park a private vehicle on campus are to apply for a parking permit for Zone 1 and may use Q car park only. This permit will only be valid until such time as Residences 2 are vacated and prepared for demolition.
2. If a space is not available in your allocated zone, you must use a Non-Permit car park.

Permits will have an expiry date on them and it is the responsibility of the individual to re-apply to the Estates Office for a new permit.

Please print details:

Full Name:		Staff / Student *
School / Department / Institute:	:	
Building:	:	
HWU Email address:		
Resident Student (Residence 2)	Name of Residence:	
Zone Requested:		
Vehicle Details: (If applicable, enter details of two vehicles)	Make:	
	Colour:	
	Registration:	
	Make:	
	Colour:	
	Registration:	
Applicants Signature:		
Date Submitted:		

Once completed, please forward to the Estates Office.

NOTE:

The Estates Office must be informed immediately of any changes to the above information.

For Office Use Only:

Permit No. Issued		Date Issued:	
Details to Central Database:		Yes / No *	

Estates Office contacts:

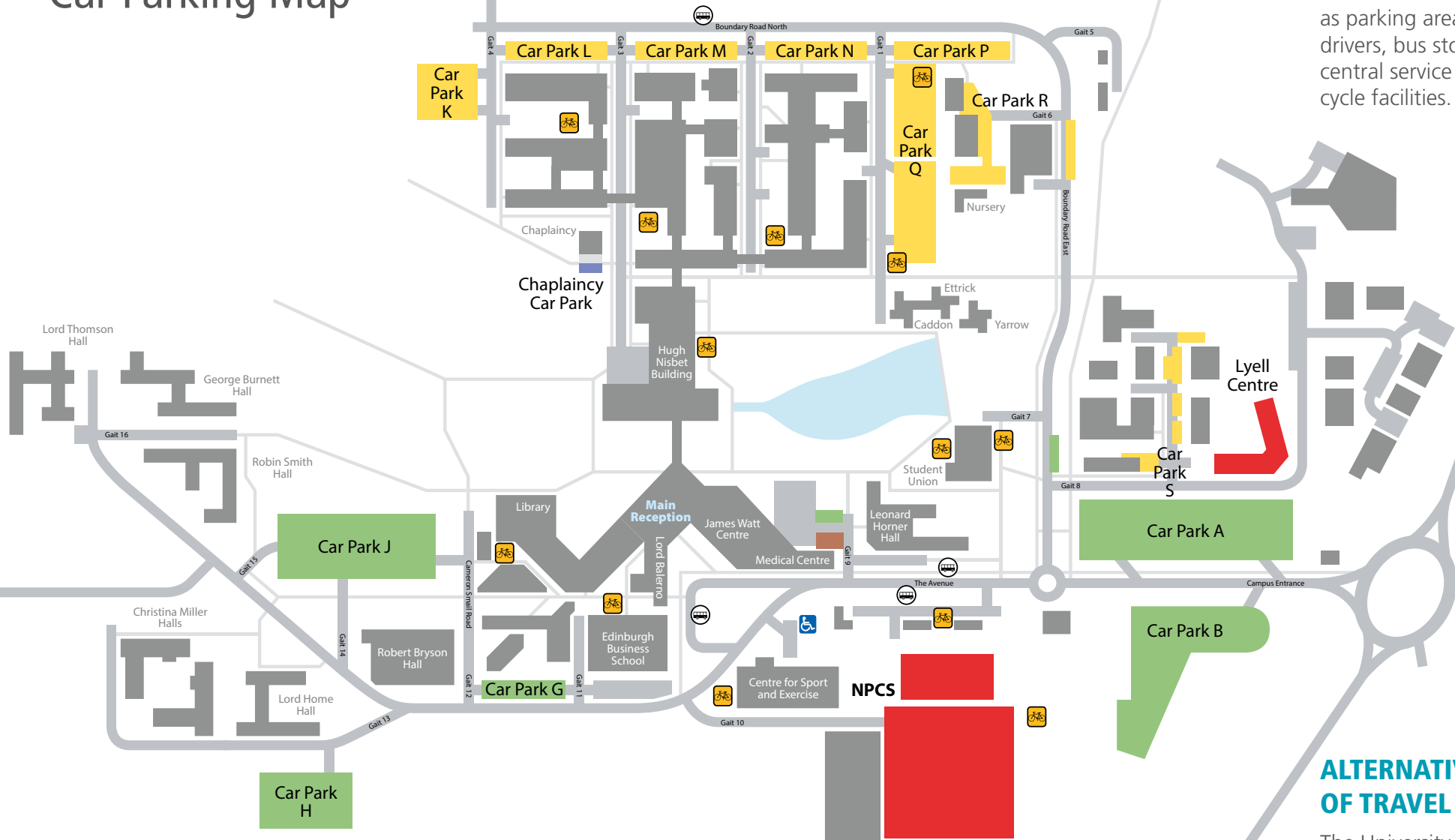
William Taylor. Security & Operations Manager. Ext: 3404. E: W.J.Taylor@hw.ac.uk
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PROCEDURES

Edinburgh Campus Car Parking Map

CAR PARKING MAP

Our car parking map shows the location of our car parks as well as parking areas for disabled drivers, bus stops, academic and central service buildings and cycle facilities.



ALTERNATIVE METHODS OF TRAVEL

The University encourages staff, students and visitors to use alternative methods of travel to our campus. For more information visit www.hw.ac.uk/directions-edinburgh

1	Staff Only	Permit Required
2	Staff, Students, Visitors	Permit NOT Required
3	Health Centre Staff Only	Permit Required
4	Chaplaincy Staff Only	Permit Required
Mobility: Blue Badge holders only		