



# UCD Car Parking Management Policy

## 1. Introduction

UCD is one of the largest journey generators in the Greater Dublin Area. Under its commitments to sustainable development and in conjunction with the National Transportation Authority (NTA), Dun Laoghaire Rathdown County Council and other statutory authorities, UCD must put in place policies and procedures to manage mobility and commuting to the University.

UCD advocates sustainable commuting. Most of UCD's population arrives to campus by public transport or other sustainable transport and only 24% of faculty, staff and students travel to UCD by car. To promote a modal shift away from car journeys towards sustainable transport modes, UCD is now introducing car park demand management. This policy sets out UCD's Car Parking Management Policy for the Belfield and Blackrock Campuses including demand management measures.

The implementation of a demand management system will re-inforce that UCD is not a public car park through the introduction of permit system for the University Community, and also seek to minimise spill over of parking into neighbouring residential neighbourhoods.

## 2. Responsibility

The University Management Team (UMT) is responsible for approval of the Car Parking Management Policy. The UMT may update and amend the policy at any time, including which groups of the UCD community may be eligible to apply for permits.

The UMT will approve any pricing for permits and occasional parking to achieve the objectives of car park demand management and commuting management.

Responsibility is delegated to UCD Estate Services for the implementation of this policy and the development of associated Parking Regulations.

### Policy Objectives

- a) Promote and support a modal shift towards sustainable transport options amongst the UCD commuter community.
- b) Management of parking demand.
- c) Minimise overspill into neighbouring communities.
- d) Foster and protect the Sustainable and Living Campus, i.e. that Faculty, Staff and Students are encouraged to remain on campus.
- e) Facilitate participation of the wider community in after-hours activities on campus.
- f) The parking management system should be convenient for users, have a low administrative burden and be cost effective to support.



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- g) Promote and support quality facilities and services to enhance commuting to and connectivity on campus.

## 3. Policy

It is the University parking management policy to:

- Manage and administer parking infrastructure in a transparent, equitable, prudent manner in support of the strategic objectives of the University, and in conformance with national policies.
- Ensure that parking is confined to the parking areas on campus.
- Implement a parking demand system which will promote modal shift in commuting whilst also promoting UCD as a vibrant, healthy, sustainable and living campus.
- Develop, communicate and enforce clear, reasonable parking rules and regulations with clear sanctions and appeals processes.
- Collect and provide information to inform operational requirements and future Estates Strategy and Commuting Strategy documents respectively.
- Provide clear information to help occasional visitors plan their commute to UCD.
- Review and adjust pricing points for occasional parking and permits which are in accordance with the intent of this policy.

### Parking Principles

- UCD is private property. Parking at the University is not a right, nor a public car park. UCD reserves the right to close, assign, restrict, reduce and/or eliminate parking capacity at any time at its sole discretion. UCD reserves all its property rights and entitlements without prejudice to an individual's statutory rights.
- Use of UCD parking infrastructure is restricted to eligible members of the UCD Community and occasional visitors to UCD.
- Eligibility to apply for a permit or possession of a permit is not an entitlement to or a guarantee of a parking space.
- Nothing in this policy shall be interpreted that UCD is providing dedicated car parking to individuals.
- UCD will manage car parking capacity to support Events (academic and 3<sup>rd</sup> party) in semester and out of Semester as deemed appropriate.



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## Disclaimers

UCD will not accept liability for any loss from or damage to any vehicle using the campus facilities however caused. Users of the campus do so entirely at their own risk and subject to this policy.

## 4. UCD Parking Regulations

UCD's parking regulations have evolved over time to ensure orderly access to the campus and to the car parks on campus for commuters. The current parking regulations applicable from September 2015 are set out below for the purposes of clarity and transparency. The regulations will continue to be monitored and reviewed in line with the operational needs of the University.

### General

- Parking a vehicle on campus is an implicit acceptance of UCD's parking policy and regulations.
- UCD is private property and UCD reserves the right to refuse admission to any or all car parks for whatever reason at any time without notice.
- Car parking is not permitted on campus other than in designated parking areas
- Cars parked on campus are parked solely at the owners' risk.
- UCD will not be held liable for any loss no matter how arising from the enforcement of the parking regulations.

### UCD Permit

Eligible members of the UCD Community may to apply for a UCD Parking permit (See Appendix 1 for the eligible categories of the UCD Community). The application process is set out on the University's Commuting Services website.

The UCD Permit will be an electronic permit (ePermit), and permit holders will be able to administer their own permit.

The permit service allows registered members to register their nominated car registration plate number as their primary parking credential. The nominated car can be changed/updated by entering the car registration number on-line by the permit holder. This change is available free of charge.

Registered vehicles will be allowed to search for a parking space in designated parking areas and car parks. They are required to comply with the UCD Parking Rules and to park safely and with consideration for other parkers.



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Please note the following points:

- Only cars with valid UCD Permit shall be entitled to park in permit only parking areas
- A parking permit is not an entitlement to a parking space
- Cars parking in hourly paid parking must comply with the posted regulations
- A parking permit shall not be valid in hourly paid parking areas.
- UCD may designate parking spaces for categories of parking permit
- UCD will decide on the eligibility and category of parking eligibility.
- Parking permits will be virtual (digital permits). No physical permit will be issued.
- Community permits will be restricted to one per member.

## **Times of Permit / Paid Parking**

The hours of permit parking / paid parking shall be as posted on local signage, but in general shall be 8am to 5pm, Monday to Friday (Excluding Bank Holidays) during Semester 1 and 2.

## **Parking Charges – Parking Permits, Hourly Parking**

UCD reserves the right to set and apply such parking charges for each permit as it deems appropriate, having regard to demand management and other circumstances

UCD reserves the right to set and apply such parking charges for each occasional parking (hourly paid) as it deems appropriate, having regard to demand management and other circumstances

Parking charges are non-refundable.

Parking charges are inclusive of applicable VAT and other taxes.



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Permit Type	Charge	Duration	Comment
Student Permit	€50	Academic Year 2015/16	
Other Community	€50	Academic Year 2015/16	
Interim Faculty and Staff Permit	€0	Temporary Semester 1 only	Pending Labour Court Recommendation on Standard regarding €50 Faculty and Staff Permit
UCD Sport and Fitness Permit	Included in membership subscription	UCD Sport and Fitness Private Membership	

## Restrictions on Parking Permits

UCD may in the interests of demand management, apply restrictions in terms of quantity, duration or eligibility to the sale of permits. For example

- Students Residing on Campus will not be eligible to apply for parking permits, other than in exceptional circumstances, and those living on the Blackrock Campus.

## Renewal of Parking Permits

Commuters may apply to renew their permit based on their eligibility at expiry of their existing permit. Permits will not automatically renew.

UCD reserves the right not to consider an application for a renewal of a permit for non-payment of fines, clamp release fee's, parking permit charges or persistent non-compliance etc.



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## **Data Management / Privacy**

UCD will collect and store information necessary for the proper sale of permits and enforcement of the parking regulations on campus. UCD will use third parties to manage aspects of car parking including permit sales.

## **Disabled Parking**

UCD provides Disabled Parking Bays in appropriate locations on campus. These will be clearly marked and signed. The use of these spaces will be reserved for cars displaying on the dashboard or front windscreen a current valid disabled parking permit (Blue Badge) or temporary permits as advised from time to time by the UCD Safety Office. Use of the Disabled Parking spaces is not chargeable. Cars parked in Disabled Parking Spaces without blue badges or temporary permits will be clamped.

## **Park and Charge Spaces (Electric Vehicle Charging Spaces)**

UCD will provide Electric Vehicle parking bays with battery recharging facilities in appropriate locations. These will be clearly marked and signed. The use of these spaces will be reserved for electric vehicles. The arrangement and fees for battery re-charging will be posted on local signs. The use of such spaces will be strictly enforced. Drivers of electric vehicles are required to comply with all UCD parking rules and regulations.

## **Go Cars**

UCD supports the use of vehicle sharing schemes such as Go Cars. UCD provides 2 bases for Go Cars on campus for collection or drop off of the GoCar.

Go Cars are exempt from street parking charges in Dublin City Centre. Go Cars may also be parked on campus free of charge in any Pay and Display or Super Pay and Display Spaces.

## **Events**

The university retains the right to reserve car parking spaces for events as required.



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## 5. Sanctions for Contraventions of the UCD Parking Regulations

The University through its 'Parking and Traffic Enforcement Service' will monitor parking compliance on campus. The 'Parking and Traffic Enforcement Service' (PTES) will be provided by a professional regulated third party service provider on behalf of UCD. Vehicles which are parked contrary to the UCD Parking Rules may be sanctioned.

The University will apply sanctions based on where vehicles are found to be parked in breach of the parking regulations as follows:

### (a) Registered Vehicle of a UCD Permit Holder

Registered vehicle of a UCD Permit Holder found to be parked in contravention of the UCD Parking Rules may be sanctioned in a progressive manner as follows:

1<sup>st</sup> contravention Fine of €30 payable to the PTES. The fine will be increased to €40 if not paid within 21 days of issue

2<sup>nd</sup> contravention Clamp – release fee €80 payable to the PTES, any outstanding fines must be paid at this time also.

At permit expiry date all outstanding fines must be paid before a new application for a parking permit will be considered.

Persistent offenders may be deemed ineligible for future parking permits.

### (b) Other Vehicles

All other vehicles (not registered vehicle of a UCD permit holder) found to be parked in contravention of the UCD Parking Rules may be sanctioned as follows:

1<sup>st</sup> and subsequent contraventions: – Clamp release fee €80 payable to the PTES



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## Parking Contrary to Orderly Traffic Management

Vehicles may be clamped or towed and clamped if they are found to be interfering with the orderly flow of traffic on the campus, for example but not limited to:

- Obstructing other traffic
- Obstructing access or egress to buildings, structures, open spaces
- Parking on pedestrian footways, on or adjacent to pedestrian crossings etc
- Parking other than in designated parking areas
- Parking other than in designated parking spaces
- Parking in bus stops, taxi ranks, loading bays etc

### Fees:

Clamp Release fee: €80.00

Towing Charge: €50.00

Storage Charge per day: €35.00 per day or part thereof

## Abandoned Vehicle

Vehicles left on campus for more than 3 weeks will be deemed to be abandoned and will be towed and clamped. Reasonable efforts will be made to identify and contact the registered owner of the vehicle including via An Garda Síochána. Current Registered Vehicles of UCD Permit Holders will not be considered abandoned vehicles.

To reclaim the vehicle the owner must satisfy UCD that they are the registered owner of the vehicle and must pay all clamping, towing and storage charges before the vehicle will be released.

In the event the vehicle remains unclaimed for a period of more than 8 weeks UCD will arrange for the vehicle to be sold for scrap.

UCD will accept no liability for any costs or alleged losses for such vehicles.

### Fees:

Clamp Release fee: €80.00

Towing Charge: €50.00

Storage Charge per day: €35.00 per day or part thereof





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## 6. Appeals

A two stage parking appeals process will apply.

Stage 1: Motorists may appeal to the 'Parking and Traffic Enforcement Service' (PTES) as notified on the enforcement notice.

Stage 2:- Following an unsuccessful Stage 1 parking appeal, a motorist may submit a second appeal to UCD's Independent Parking Appeals Officer (external 3<sup>rd</sup> party). Stage 2 appeals must be accompanied by a fee of €20 which if the parking appeal is successful will be refunded along with the amount of fine/clamp release fee refunded. An appeal fee will not be refunded in the event of an unsuccessful parking appeal.

Parking appeals will only be considered when submitted in writing. UCD will use its reasonable endeavours to ensure that appeals are considered and determined within 28 working days of receipt by the Independent Parking Appeals Officer.

## 7. Policy Review

The effects of this policy will be reviewed after one year and periodically thereafter and any necessary revisions to maximise congruency between the policy as implemented and its objectives.



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## 8. Appendix 1: UCD Community Parking Eligibility

Category (see Note a)	Parking Permit Eligibility	Comment
All Students registered in Banner (including occasional and part-time)	Student Permit	Excluding Residents Living on Campus (exceptions for research students on making a valid case, Blackrock Campus)
All full-time, part-time staff – permanent & temporary	Faculty & Staff Permit	
Staff on short-term Career Breaks	Faculty & Staff Permit	
Emeritus Faculty	Faculty & Staff	
UCD Foundation Staff	Community	
Non-Contractual Appointee	Community	Includes Hospital Consultants
Hourly Paid Staff (setup in Core)	Community	
Staff of Recognised Colleges	Community	
Industry Partner	Community	
Job Bridge	Community	
Term Contractor	Community	
Occasional Contractor	Community	
Staff of Campus Licensee	Community	
Visiting Academic/Researcher	Community	
Research Fellow	Community	
Temporary or Affiliate Admin or Professional	Community	
UCD Sports Coach or Player	Community	
Research Collaborator	Community	
Staff of UCD Nova Companies/Co-labs	Community	
UCD Sport and Fitness Private Member	Sport and Fitness Permit	Restricted to the Sports and Fitness Car Park
Campus Sport and Leisure	Community	



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## Notes:

- a) Categories are per the UCD Identity Management System database, eligibility will evolve in accordance with the categories within the UCD Identity Management Database.
- b) Please refer the UCD Commuting Website for the most up to date version of this document.

## 9. Policy Revision History

Version	Date	Description	Author
1.0	21/07/2015	Policy approved by UMT	Estate Services