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1.0	Campus Services	Estates Committee	24/06/2021	?

This document is currently under review and this is the latest version to refer to until the review is complete.

**Estates**

# TERMS AND CONDITIONS UNDER WHICH VEHICLE ENTRY PERMITS ARE GRANTED

1. **Coverage.** These Terms and Conditions (**Terms**) apply to parking at the following University of Reading (**University**) permit parking locations:
  - a. Whiteknights campus (including Car Parks 1 and 1a, when using a permit to park);
  - b. London Road campus;
  - c. all University Halls of Residence (including Northcourt, St Georges, Wantage);
  - d. the Museum of English Rural Life car park; and
  - e. all University residential areas (for example Martindale on Redlands Road),with the exception of the following locations (for which separate rules apply):
  - f. Kendrick Halls of Residence;
  - g. Car Park 5;
  - h. the Science & Technology Centre (STC) car park;
  - i. the Reading Scientific Services Limited (RSSL) car park; and
  - j. the Enterprise Centre car parks.
2. **Permit Types.** These Terms apply to all types of University vehicle entry permits, including the following:
  - a. Staff permits;
  - b. Staff Day permits;
  - c. Student permits (both Campus permits and Halls permits);
  - d. Visitor Day permits;
  - e. Associate permits;
  - f. Contractor permits;
  - g. Senior Common Room permits;
  - h. Tenant permitted parking and Tenant permitted visitor parking (in accordance with the relevant lease/licence arrangement); and
  - i. Vacation period Stay@Reading permits.
3. **Permit Application Process.** For details of the permit application process – for example fees (where applicable), payment terms and methods, any additional permit eligibility criteria (over and above those stated in these Terms) and how, where and when to apply - please see [www.reading.ac.uk/parking](http://www.reading.ac.uk/parking). Further details around Tenanted permit and Tenant visitor permit parking can be found in your lease / licence. All information you provide as part of the application process must be true and accurate, and you must keep the University updated of any changes to this information. There is no right of appeal against a decision by the University to not issue a permit (other than for Student Permits – in respect of which appeals may be lodged prior to the appeal panel meeting held in October of each year). Please note that, if you acquire a permit online via the University shop ([www.store.reading.ac.uk](http://www.store.reading.ac.uk)), you will additionally be subject to the University shop's terms and conditions of purchase.
4. **Staff + Staff Day Permits.** Staff permits and Staff Day permits are available to University members of staff who are on the University payroll. Persons employed as part of Campus Jobs are not entitled to either form of Staff permits.
  - a. **Staff Permit Duration.** Staff permits are valid from the date of issue and remain valid until such time as the member of staff gives notice that the permit is no longer required, the member of staff leaves the employment of the University, or otherwise until the University cancels the permit in accordance with Clause 9 below (Termination). Permits must be returned to the University if any of these cases apply.



15. **Parking of Vehicles.** Vehicles should only be parked in the designated bays appropriate to their vehicle. Vehicles must not be parked in dangerous places causing an obstruction, on double yellow lines, white lines or on yellow hatched areas.
16. **Fields etc.** Vehicles must not be driven over or parked on playing fields, lawns, grass verges or flower beds. Any resultant damage will incur a charge for the reinstatement of the ground.
17. **Disabled Parking.** Vehicles parked in marked disabled bays must display a valid disabled badge, together with a valid University vehicle entry permit, inside the front windscreen at all times.
18. **Vehicle Requirements.** Vehicles must be insured against third party risks for use on public and private roads, be of roadworthy condition with the relevant road tax and MOT certification. The driver must hold an appropriate driving licence for the class of vehicle that the permit is issued to. Vehicles used for business purposes must hold valid business related insurance. No vehicle must be used for living or sleeping in on site.
19. **Due Care / Speed Limits.** Drivers must comply with all traffic signs and drive in accordance with the Highway Code. The University campuses and Halls are very busy pedestrian areas so please drive carefully, giving priority to pedestrians as appropriate. The general speed limit of 20mph and the 10mph limit in some areas must be observed. Failure to adhere to the speed limits is a breach of these Terms and may result in vehicle entry permit withdrawal.
20. **Learner Drivers.** The University roads and car parks must not be used for giving driving instruction to 'L' drivers but Driving Schools may collect customers from the University.
21. **Overnight Parking.** Overnight parking is allowed in Hall car parks provided permission has been obtained from the relevant Hall's management. Overnight parking is **not** allowed in Campus car parks.
22. **Broken Down Vehicles.** If a vehicle breaks down or there is a legitimate reason why it cannot be moved, Security Control (0118 378 7799) must be informed and the vehicle moved as soon as possible.
23. **Vehicle Abandonment.** The long term storage of vehicles on University property is not permitted. Vehicles must not be abandoned. If they are they will be dealt with in accordance with the Civic Amenities Act 1967, after due notice has been served on the vehicle.
24. **Reporting of Issues.** Please inform Security Control (0118 378 7799) of any incident involving theft or damage to vehicles, or injury to persons, on University property (providing insurance details where necessary).
25. **Prohibited Activities:**
  - a. Cleaning and general of maintenance of vehicles is not permitted in University car parks.
  - b. Parking anywhere than within a clearly marked parking space.
  - c. Tailgating into car parks with controlled access.
  - d. Photocopying, copying or otherwise attempting to duplicate existing authorised permits is not permitted.
26. **Loading Bays.** Loading bays shall only be used for the purpose of loading or unloading goods.
27. **University Liability**
  - a. Nothing in these Terms excludes or limits any liability which cannot legally be excluded or limited by applicable law, including (but not limited to) liability for death or personal injury caused by negligence, or fraud / fraudulent misrepresentation.
  - b. Subject to Clause 27.a, the University accepts no responsibility for:
    - i. the security of either vehicles or their contents and recommends vehicles are empty when parked (before leaving a vehicle you must ensure it is locked, that windows and any sunroof is securely closed and that no valuable possessions are left on display); or
    - ii. loss or damage caused to vehicles parked on University property.

28. **Severability.** If any provision of these Terms (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.
29. **Liability of Registered Keeper.** The registered keeper is responsible for any infringement involving his/her vehicle.
30. **Registration on Vehicle Database.** Permits are only valid with the vehicle(s) they are registered with on our vehicle database.
31. **Lost / Damaged Permits.** Lost or damaged permits may be replaced subject to an administration fee of £10 + VAT (where applicable). In the case of proven theft of a vehicle no charge will be made.
32. **Parking Charge Notices (PCNs).** PCNs will apply to vehicles/permit holders that do not adhere to these Terms. By failing to comply with these Terms, you are likely to incur a PCN of £75 (reduced to £30 if paid within 14 days). If payment is not made within 28 days, further administration costs may be incurred including costs of debt recovery and/or court action.

If car sharing is an option for you please see [www.rucarsharing.com](http://www.rucarsharing.com)

**Janis Pich**  
Director of Estates