

BOURNEMOUTH UNIVERSITY TERMS AND CONDITIONS OF PARKING

Responsibility for parking

1. Responsibility for implementation of BU Terms and Conditions of Parking has been delegated to the University Travel Plan Implementation Group. BU Terms and Conditions of Parking are enforced by University site operations staff or staff working for the University's parking services contractor, who act on the University's behalf. The BU Terms and Conditions of Parking cover the use of any motor vehicle on any University grounds and sit alongside the BU Parking Privacy Policy.

Data Protection Statement

2. Any information which you provide to the University by completing the BU online car parking application system will be processed in accordance with the Data Protection Legislation (the General Data Protection Regulation (EU 2016/679) and the Data Protection Act 2018) and the University will not use this information for any purpose other than the management of the parking services. This [privacy notice](#) explains how your personal data will be processed in connection with your application for a Permit and management of University car parks.

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3. Subject to sub-sections 3.1 and 3.2, parking enforcement is in operation in all University car parks between the hours of 7am and 4pm, Monday to Friday (other than the Bournemouth Gateway Building, Studland House, and the Executive Business Centre which is subject to parking enforcement as set out in section 3.2):
 - 3.1 subject to sub-section 3.2, parking enforcement is not in place:
 - on public and bank holidays and;
 - on any official University closure. An official University closure does not include University vacation periods i.e., the spring, summer and winter break periods in which University offices remain open and operational.
 - 3.2 Parking enforcement in the Bournemouth Gateway Building, Studland House, and Executive Business Centre car parks is in place 24 hours a day / 7 days per week. Any users parking in these car parks must ensure they purchase a valid parking ticket or hold a valid University permit or ticket (as defined in section 5 below) at all times. Outside of the hours of 7am and 4pm, Monday to Friday (see sections 4 and 15.9) these car parks may be open for public parking ("Public Parking Sessions") (see section 4 below) and parking is subject to purchasing a valid parking ticket unless a valid University permit or ticket is held (as defined in section 5 below).

PLEASE NOTE: Any user parking in a University car park continuously from before midnight on one day until after 7am on the next day must comply with sections 12 and 13 below.

4. Parking enforcement may also be in operation in some University car parks during additional time periods such as evenings and weekends, where car parks are open for Public Parking Sessions. The timings of any Public Parking Sessions will be stated in on-site signage along with the method for making payment.
5. At all times when parking enforcement is in operation, any motor vehicle parked in a BU car park must be covered by a “valid University permit or ticket” (as detailed in sections 5 and 6) of a type which is available in and accepted for that car park. This may include a permit issued by the University (either a virtual (e-permit) or hard copy form), an occasional use / daily-permit ticket, a pay and display ticket or e-ticket (together being a “University permit or ticket”).
 - 5.1 A “valid University permit or ticket” must:
 - 5.1.1 cover the whole period during which the vehicle is parked; and
 - 5.1.2 be used in accordance with any restrictions stated at the point of issue (through on-site signage or otherwise) as regards the locations and time periods within which it can be used (see section 15.6 below); and
 - 5.1.3 be used by the named holder of the University permit or ticket only i.e., it is not used by a family member or friend that may be permitted to use the registered vehicle; and
 - 5.1.4 be registered to the specific vehicle being parked.
 - 5.2 Annual permits are issued upon application and approval through the BU car parking permit application system. Staff and students must complete an application through the BU car parking permit application system. Only eligible staff or students will be able to access an annual car parking permit. The University will notify the student or staff member if their application is successful. The student or staff member must ensure that they complete the whole process including registering their vehicle registration number(s) with the car park management company / contractor as advised by the University from time to time.
 - 5.3 Alternatively all staff may apply for an ‘occasional use’ permit through the same system which grants access for up to 10 days per month at a fixed daily price with higher price if exceeding 10 days use per month. Prices are published annually and are subject to inflation. This system is not available for students.

PLEASE NOTE:

- not all categories of University permit or ticket will be available or accepted in every University car park (see section 15.6 below). It is your responsibility to ensure that you are relying on a ticket or permit which is available in and acceptable for the area in which you park your vehicle and is otherwise valid as defined in these BU Terms and Conditions of Parking Terms & Conditions. For example, **students are not permitted to park in any University Car Park based in the Lansdowne Campus whether or not they hold a University permit during hours**

of 7am to 4pm. Outside these hours students may use the car parks as a member of the public subject to paying for their parking in accordance with the requirements of the car park used.

- the separate requirements for use of the Electric Vehicle Charging Points (“EVCP”) as detailed in section 7.

6 A reference to “valid University permit or ticket” does not include:

6.1 a Blue Badge or temporary disabled parking pass. Whilst this gives permission to use specific designated parking bays it is not a valid parking permit or ticket for the purpose of parking in a University car park unless accompanied by a valid University permit or ticket (see section 8); or,

6.2 a right to use a University permit or ticket to park more than one registered vehicle in any University car park at any one time. Where two specified vehicles are registered to a valid University permit or ticket, only one of those vehicles may be parked on any University grounds at the same time.

7 This section applies to the users of the EVCP situated in the contractors parking area to the side of Poole House at Talbot Campus (“Public EVCP”), or users of the EVCP owned by BU situated in University car parks (“BU EVCP”).

7.1 Whilst using the Public EVCP or BU EVCP the following applies:

- for Public EVCP use –
 - sections 5 and 6 of these terms do not apply and users do not need to hold or display a valid University permit or ticket.
 - access to the Public EVCP spaces shall be maintained at all times (24 hours a day, 7 days a week), unless otherwise stated.
 - parking in the designated Public EVCP spaces is limited to 60 minutes (or as advised through on-site signage) and is permitted for the sole purpose of actively charging electric vehicles. Parking in the designated Public EVCP spaces for any other purpose is not permitted.
 - any vehicle parked in the designated Public EVCP space must be connected to the charger at all times and be actively charging (except for when the vehicle is being connected or disconnected from the charger).
- for BU EVCP use -
 - sections 5 and 6 of these terms apply to users of BU EVCP and must hold or display a valid University permit or ticket at all times.

- access to the BU EVCP spaces shall be maintained during the opening hours of the University car park at which the charger is located, unless otherwise stated.
- parking in the designated BU EVCP spaces is limited to 3 hours or as advised through on-site signage and is permitted for the sole purpose of actively charging electric vehicles. Parking in the designated BU EVCP spaces for any other purpose is not permitted.
- any vehicle parked in the designated BU EVCP space must be connected to the charger at all times and actively charging (except for when the vehicle is being connected or disconnected from the charger).

7.2 Sections 5 and 6 above do not apply to the following:

- authorised users of University fleet electric vehicles;
- users of the designated loading / unloading / contractor bays and pick-up/drop-off zones. Permission to park in such areas is time limited. The specific timings and terms of use of such areas will be detailed on co-located signage and ground markings near to the zone / bay. Parking in such areas is permitted for the sole purpose of loading/unloading/contractor bays and to pick-up/drop-off passengers (as appropriate). Drivers of any vehicle parked in these areas must switch off the vehicle engine while stationary;
- motorised two-wheeler vehicles (motorcycles or scooters) do not require a valid university permit or ticket but must register with the University by emailing parking@bournemouth.ac.uk .

8 Any vehicle parked in a designated disabled parking bay must be covered by one of the following **in addition to** a valid University permit or ticket:

8.1 a valid (current) Blue Badge; or

8.2 a valid temporary disabled parking pass which covers the period of parking. This is a pass issued by the University which allows a member of staff or a student who does not have a Blue Badge to park a specified vehicle or vehicles in disabled parking bays. Decisions on whether to issue such passes are taken by the University's HR Department or Occupational Health (for staff members) or Additional Learning Support team (for students) (as appropriate) and are subject to the individual submitting appropriate evidence of a short term medical condition or impairment significantly affecting their mobility. Please contact the Parking Services team at parking@bournemouth.ac.uk for further information.

- 9 Motorised two wheeler vehicles (motorcycles or scooters) must be parked in a marked motorised two wheeler vehicle parking bay and must not be parked in car parking bays.
- 10 Before 10.00am designated lift sharing bays can only be used by those participating in the University's lift sharing scheme. Staff wishing to utilise the dedicated lift share bays will need to contact Parking Services to register for the scheme and obtain a lift sharing permit. A minimum of **two** lift share permits are required to be displayed (for the driver and at least one passenger), and both driver and passenger(s) must arrive to the bay together. The vehicle used to park must be registered to a valid University permit or ticket. If a designated lift sharing bay is available after 10.00am it may be used by any user holding a valid University permit or ticket (see sections 5 and 6 above), as appropriate and available.
- 11 SportBU community gym members are issued electronic parking permits as part of their annual SportBU gym membership and must park in the Talbot Campus Park and Stride car park (also known as Car Park H) at the Talbot Campus. Community members who hold a monthly or daily gym pass will need to use the Talbot Campus Visitor and Events car park and must purchase a pay and display ticket.
- 12 Parking is for daily use only any day of the week. Any user holding a valid University permit or ticket may park in any University car park up to midnight on the day of parking. Vehicles must not be parked in University car parks overnight (i.e., parked continuously from before midnight on one day until after 7am on the next day) unless the overnight period falls within a Public Parking Session or express permission for overnight parking has been given as provided for in section 13.
- 13 Permission for overnight parking should be requested from Parking Services via parking@bournemouth.ac.uk. Requests should usually be made no later than 3 working days in advance of the date on which the parking period would commence. Parking Services will respond to requests within 2 working days. Permission to park overnight is at the discretion of Parking Services. Overnight parking will not be permitted for a period exceeding 2 nights. If a period longer than 2 nights is required you must make alternative arrangements for parking your vehicle. In deciding whether to grant permission, Parking Services will consider all relevant factors, including the reason for the request and the impact of the overnight parking in light of scheduled campus works, scheduled University events, and parking capacity generally. Permission may be granted subject to conditions, including conditions as to the duration of the parking or the location in which the car may be parked.
- 14 The following permits, tickets and badges/passes must be displayed whilst parking in University car parks:
 - 14.1 For any vehicle parked in a designated disabled parking bay, a Blue Badge or BU temporary disabled parking pass (which is required in addition to a valid University permit or ticket);

- 14.2 For any vehicle parked in a designated lift-sharing bay before 10.00am, **two** valid lift share permits (which is required in addition to a valid University permit or ticket)

A permit or ticket referenced above is only valid if it is displayed in accordance with this section. A reference to “displayed” means that the permit or ticket is placed so that the details of the permit or ticket are visible through the front windscreen from outside the vehicle.

Enforcement of the BU Terms and Conditions of Parking

- 15 The following actions or omissions are considered to be a breach of the BU Terms and Conditions of Parking:
- 15.1 Failing to have in place a valid University permit or ticket for the time period and location in which you are parked;
- 15.2 When parking in a designated lift share bay before 10.00 am, failing to display **two** current and valid lift share permits and/or failing to have in place a valid University permit or ticket linked to the parked vehicle;
- 15.3 Occupying more than one space with only a single valid University permit or ticket in place, including but not limited to:
- parking a single vehicle across two spaces;
 - parking a very large vehicle which does not fit within a marked parking bay; or
 - parking two registered vehicles within a parking enforcement area at the same time;
- 15.4 Leaving a vehicle in a place causing unnecessary obstruction – for example, on clearly demarcated restricted areas or on access ways/roads etc.;
- 15.5 Parking on, or adjacent to, double yellow lines;
- 15.6 Parking in an area of a designated car park where not entitled to do so under the BU Terms and Conditions of Parking. This includes any of the following:
- Parking in a marked parking bay formally designated (in accordance with any floor markings or signage in place at that location) for use by a particular category of vehicle or user when not entitled to do so and without meeting the conditions for use of such a bay;
 - Parking in a Public EVCP space or BU EVCP space unless charging a vehicle (and holding a valid University permit or ticket whilst using a BU EVCP);

- Parking in an unmarked area (i.e., an area not designated for parking);
- Parking in a demarcated, reserved or restricted areas or car parks if not permitted to do so by the BU Terms and Conditions of Parking or as otherwise communicated by way of signage or floor markings, for example, a University permit or ticket holder parking in any visitor bay;
- Parking in the designated loading / unloading / contractor bays and pick-up/drop-off zones unless in accordance with section 7.3;
- Students parking in any University Car Park based in the Lansdowne Campus whether or not they hold a University permit or ticket;
- Visitors parking in alternative locations to the: Visitor and Events car park, or, visitor bays in the Poole House front car park (both at Talbot Campus), or to the visitor bays at Bournemouth Gateway Building and The Executive Business Centre (at Lansdowne Campus) as directed
- Community Gym Members with annual permits parking in alternative locations to the Park and Stride car park (car park H) or gym members with a monthly or daily pass parking in alternative locations to the Visitor and Events car park, both at Talbot Campus.
- Parking in the Poole House front car park if the vehicle has not been authorised. This applies to both permit holders and visitors.

In all cases such parking is prohibited and breaches the BU Terms and Conditions of Parking regardless of whether the user has a valid University permit or ticket, or other ticket, for the period during which they are parked.

- 15.7 Parking on, or in a manner which causes an obstruction of, any access routes;
- 15.8 Being parked in contravention to, or failure to conform to, traffic signs and notices;
- 15.9 Parking overnight where this is not covered by a Public Parking Session and / or specific permission for the vehicle to be parked overnight on that date has not been granted through the process in section 13 above;

- 15.10 Parking overnight in breach of any conditions attached to permission for overnight parking given under section 13 above;
- 15.11 Parking a motorcycle or scooter in or on any area other than a marked motorised two-wheeler vehicle parking bay;
- 15.12 Allowing a family member or friend (that may be permitted to use the registered vehicle) to use the valid University permit or ticket to park within a University car park without the attendance of the named holder of the University permit or ticket;
- 16 The University engages a car park management company / contractor to act on the University's behalf in monitoring car parking on its grounds and enforcing the BU Terms and Conditions of Parking. The University's site operations staff may also undertake these activities.
- 17 The University and its car park management company / contractor use manual inspection and automatic number-plate recognition (ANPR) technology for the purpose of monitoring parking on University grounds and enforcing the BU Terms and Conditions of Parking. The University reserves the right to introduce additional monitoring and enforcement mechanisms, such as CCTV (in addition to any CCTV already located in University car parks for security purposes), subject to compliance with applicable laws including data protection legislation.
- 18 Any breach of the BU Terms and Conditions of Parking may result in the issue of a Parking Charge Notice (PCN) in respect of the relevant vehicle.
- 19 Where a PCN is imposed, you will be liable to pay a parking charge of up to £70 in relation to the vehicle in addition to any payment already made through purchase of a valid University permit or ticket. Please note that this sum may increase if the PCN is not paid in accordance with the timescales notified to the user. All appeals must be made directly to UK Parking Administration as detailed on the back of the PCN letter.
- 20 If payment of the PCN is made within 14 days of its issue, the PCN charge is reduced to £40. If payment is not received within 28 days of its issue, action may be taken to enforce the PCN and recover the full cost of the additional parking charge plus any other reasonable costs incurred including, but not limited to, County Court costs. Such action will be taken by the University's contractor and / or passed to a third party to pursue, as they see fit.

Responsibilities of the University and vehicle owners/drivers

- 21 All motor vehicles are brought onto the University grounds at your risk as the owner of the vehicle and the University undertakes no responsibility for their safety or security. The use of any University car park is permitted subject to compliance with the BU Terms and Conditions of Parking.
- 22 With the exception of:

- 22.1 the Public EVCP spaces which are open to members of the public for use; and
- 22.2 users of the car parks during Public Parking Sessions,

the University car parks are only to be used for parking vehicles that have a valid University permit or ticket registered or displayed unless as agreed by or on behalf of the University Travel Plan Group.
- 23 To the fullest extent permitted by law, the University is not responsible for loss or damage of any kind whatsoever, including to property or person, arising from bringing a motor vehicle onto any University grounds. While the University endeavours to enforce the BU Terms and Conditions of Parking it is not obliged to do so and not liable for failure to do so.
- 24 Any vehicle abandoned on the University's grounds is liable to be removed by the University's parking contractor or the University's site operation staff. This is permitted in certain circumstances by the Torts (Interference with Goods) Act 1977. A vehicle may be deemed abandoned e.g., due to physical signs of abandonment or because there is no tax or MOT in place for the vehicle.
- 25 The University has sole discretion:
 - 25.1 to accept or refuse any application for a permit or ticket of a type within sections 5 and 6 and does not guarantee that applications will be accepted. On occasion the University may request further information before deciding whether to issue a University permit or ticket;
 - 25.2 to revoke and cancel a University permit or ticket issued in the event of misconduct or upon a breach or repeated breaches of these Terms and Conditions.
- 26 The issue of a valid University permit, ticket or visitors parking request does not guarantee a parking space or confer any rights other than to park temporarily in a designated car park or other authorised area in accordance with the BU Terms and Conditions of Parking if space is available. It is the University's policy to maximise use of the car parks by issuing more permits and tickets than there are spaces available. The University reserves the right to refuse access to any spaces in any car park from time to time in order to accommodate bona fide visitors and special events e.g., University open days. Demand for parking space across the University is particularly acute on open days; during the autumn and spring term; and often, during any term-time weekday, car parks may be full by 10.30am - 11.00am.
- 27 Car park users must drive carefully and responsibly in car parks and on University access roads and should comply with all rules of the Highway Code.

Valid from March 2026

Date of last review: March 2026

Date next due for a review: July 2027