

# **Penryn Campus Car Parking Policy 2014/2015 (Phase 1)**

This Car Parking Policy applies to all employees (including those engaged in short-term or temporary contracts, directly or indirectly) and students of Falmouth University (Falmouth), the University of Exeter (UoE), FXU and Falmouth Exeter Plus (FX Plus) as well as all visitors and external individuals and organisations who use the Penryn Campus car parks. This policy comes into force on Monday 1 September 2014, and is continuously operational with a chargeable tariff on Mondays until Fridays from 08:00 until 18:00 each day, all year round (with the exception of bank holidays).

In accordance with Government Policy, Falmouth, UoE, FXU and FX Plus are committed to reducing our reliance on the private car in connection with our operations. To assist this, a Travel Plan has been developed which aims to reduce reliance on the car through a number of mechanisms, initiatives and targets aimed at reducing the impact that travel and transport has on the environment.

The continuation of car parking charges and this Car Parking Policy are at the core of this Travel Plan. Revenue generated by car parking charges is used to fund other initiatives designed to encourage staff and students to use alternative forms of transport.

The Travel Plan must be ratified with Cornwall Council on a yearly basis to demonstrate to the Council that we are proactively reducing reliance on car usage.

Any queries with regards to this policy should be directed by email to [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk).

## **1.0 Car Parking Management System**

- 1.1 The Penryn Campus operates a sustainable, state of the art, Automated Number Plate Recognition (ANPR) system.
- 1.2 The main barrier for car park entry is located on the spine road between the Exchange and the Academy for Innovation & Research (AIR). Three lanes operate in this location: 'in', 'out' and 'flex', the 'flex' barrier is bi-directional and will switch according to traffic flow at key times during the operational hours. It also doubles as a large vehicle lane for deliveries and service vehicles.

- 1.3 The barriers will rise for all vehicles automatically on entry and all vehicle registration numbers will be recorded by the system.  
If you are an approved permit holder, (please see [Section 5.0](#) for Eligibility Criteria) the barrier will raise automatically on exit. **Permit holders may register up to two vehicles; however the system will only allow one registered vehicle per permit free exit at any one time when multiple vehicles registered against the same permit have entered the car park.** The system will not allow duplicate registration numbers to be registered.
- 1.4 Our aim is to make the parking permit application process as simple, efficient and sustainable as possible, with this in mind we have an **online application and payment portal** which can be found at <https://carparking.fxplus.ac.uk>. Those without access to a computer can apply in person at Penryn reception.
- 1.5 The main entry/exit barriers are also fitted with an intercom system manned 24 hours per day, 7 days a week (24/7 service) allowing barriers to be raised remotely, following verification, should this be a requirement e.g. permit holder driving a hire car.
- 1.6 All non-permit holders will be required to visit a pay station when ready to leave the campus prior to returning to their vehicle and enter their vehicle registration number; the pay station will then display the tariff due based on the amount of time since entry through the barrier. Pay stations accept coins as well as debit and credit cards. When the tariff is paid, the system will be updated ensuring that the barrier will lift automatically on exit. Tariffs can be found at [Section 11.0](#)
- 1.7 The car park nearest to the Multi-Use Games Area/Glasney Lodge (MUGA) is the car park for car sharers, electric vehicles and residential guests. There will be no barriers installed in this car park. **All users of this car park will be required to apply and display the relevant permit. Parking charges will be administered where vehicles do not meet this criteria.**

**Policies specific to car sharers include:**

- The 5+ miles from campus eligibility criteria applies, however, the lead applicant need only live 5+ from Penryn campus.
  - In the interests of flexibility, if you have a car sharing permit you must aim to car share at least 80% of the time (i.e. 4 days out of 5)
  - Cameras will help monitor that users are complying with the Car Parking Policy.
- 1.8 The Penryn Campus also offers a dedicated on-site student car park for those students who live on campus. Although we actively discourage student residents of Glasney Village from bringing cars to Cornwall because of the wide range of subsidised public transport on offer, some students do bring cars and park them for long periods in residential areas which has a negative impact on our neighbours in the wider community.

To try and ease this situation, the car park nearest to Tremough Barton Cottages is a dedicated Glasney Student Long Stay car park for student residents of Glasney Village. Students must apply to park in this area and space is managed on a first-come, first-served basis. Please refer to [Section 12.0](#) for more information of charges. Limited spaces are available – all prospective users can apply online via <https://carparking.fxplus.ac.uk>.

- 1.9 The main visitors' car park will be located outside The Exchange, close to Penryn Reception. Spaces should be pre-booked wherever possible and all visitors must report to Reception on arrival. More information can be found in [Section 9.0](#). There are also limited building specific visitor spaces, the booking of these are managed locally by the building though normal parking charges will apply.
- 1.10 The majority of wheelchair accessible parking bays are located outside The Exchange within close proximity to Penryn Reception. Additional spaces can be found at various locations across the campus should proximity to other areas of campus be more convenient.
- 1.11 FX Plus will manage the car parking regime – vehicles which contravene this Car Parking Policy will be penalised (see [section 14.0](#) below).

## **2.0 General Information**

- 2.1 Parking at the Penryn Campus is primarily for the use of permit holders, authorised visitors and customers paying the parking tariff; this provides flexible parking for those occasions when a car is the only practical alternative.
- 2.2 Inconsiderate parking causes problems in the local community; staff and students are politely requested to park compliantly on campus, or utilise the subsidised public transport provided. Student residents of Glasney Village are permitted to park in the designated Glasney Student Long Stay car park – limited spaces are available. (See [Section 12.0](#) below).
- 2.3 In the context of the above, parking is seen as a privilege and not a right. All students and staff are strongly encouraged to consider their personal and corporate contribution to the reduction of personal car use and car parking demand. Without a universal commitment to the objectives of our Travel Plan, the opportunity for further growth and development at the Penryn Campus could be put at risk.
- 2.4 An annual travel card – the Fal Mussel Card Uni – will be available to students and staff as part of the new bus contract arrangement. This card will allow unlimited travel for one year (52 weeks) on all First Bus buses in Cornwall; unlimited travel on Fal River Links ferries; unlimited travel on the Maritime Line Railway Line which runs between Falmouth and Truro, and promotional offers from local attractions, shops and food and drink outlets. This Fal Mussel Card Uni will be made available at a vastly reduced cost of £450 per annum. Students and staff can either make a one-off payment or spread the cost. Students can pay three instalments of £150 by direct debit to coincide with their student loan payments. Staff from

Falmouth, UoE, FXU and FX Plus will be able to pay for the Fal Mussel Card Uni via monthly deductions from their salary (conditions will apply).

2.5 Data Protection: Falmouth Exeter Plus uses Newpark Solutions to provide our data hosting service. All information is hosted securely at the Peer1 data centre in Portsmouth and is used solely for car park management purposes. If you wish to opt out of the new ANPR parking system please email [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk). We regret that we cannot offer permits in these instances:

- Permit Holders / Pre-Booked Passes: Vehicle registration and name is retained in the system until the expiry date plus 31 days;
- General Users: Vehicle registration is retained in the system for 31 days.

### **3.0 Operation of the Car Parks**

3.1 It is our intention that the car park barriers at Penryn Campus will be operational continuously all year round.

3.2 An intercom system will be staffed 24/7.

3.3 Event Parking: Parking is chargeable for all events on campus (see [Section 10.0](#) for full details)

3.4 Under exceptional circumstances, restrictions may be modified by prior negotiation with FX Plus's Head of Facilities Operations. Ordinarily, restrictions would only be lifted if it is considered that the number of vehicles expected on campus significantly impacts on space availability for general users e.g. Graduation Days. Applications should be made in writing no less than one month in advance.

### **4.0 Allocation of Parking Permits**

4.1 Temporary disability parking permit holders will be issued with a paper permit which should be displayed if they choose to park in any of the dedicated disabled parking bays on Penryn Campus.

4.2 UoE Campuses Pay & Display car parks - Staff and students of UoE/Falmouth/FX Plus and FXU who purchase a permit for the Penryn Campus, and require access to the car parks at Streatham/St Luke's for work related reasons can request a paper permit to display on their windcreens when visiting Streatham/St Luke's.

4.3 Falmouth/FXU/FX Plus users - Permit holders will be able to access car parks at both the Penryn and Falmouth Campuses.

4.4 UoE Streatham campus permits are valid at Penryn. However, the process is not automated. Wherever possible, users are required to register ([carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk)) no less than 48 hours ahead of their visit citing their vehicle registration and date of visit. It is accepted that short notice/last minute arrangements may also occur. It is requested that on such occasions all drivers report to Penryn Reception and present their permit on arrival so validity of their vehicle can be authorised for exit. This process only needs to be carried out once per permit year. Please note UoE

'Authority to Park' permits are not valid at Penryn. Car Share Permits purchased under the University Car Share Scheme which operates at the Exeter campuses are not valid at the Penryn campus.

- 4.5 For motorcycles/scooters/moped/tricycle/quadricycle users, there are no eligibility criteria to be met. Users will need to complete the application process at <https://carparking.fxplus.ac.uk>. Permits will be free for those users who wish to park in a dedicated motorcycle bay, and a permit rate applies if a user wishes to park in a regular parking bay.
- 4.6 Permit applications are required to be submitted annually on line. The granting of a permit is made shortly after application, and issued strictly in accordance with the approved eligibility criteria (see [Section 5.0](#) below). Manual applications will be accepted where personnel do not have access to a computer.
- 4.7 The granting of a permit for the current year does not imply automatic qualification for future applications.
- 4.8 Proof of residence may be required and it would be the applicant's responsibility to provide this. This should be dated within 6 months of the application date.
- 4.9 The granting of a permit does not guarantee that a parking space will be available on all occasions.

## **5.0 Parking Permit Eligibility Criteria**

- 5.1 Applications will be considered with reference to the following criteria, and the issue of permits will be made in this order of preference.
  - (a) Students and staff with a disability who are Blue Badge holders. Standard permit tariff applies (see [Section 13.0](#) below)
  - (b) Staff and students living outside a five-mile radius of the Penryn Campus.
  - (c) Students and staff with a temporary disablement will be given consideration and should apply under the Special Circumstances permit type, but permit issue and parking will be subject to availability and supporting evidence. Standard Permit Tariff applies (see [Section 13.0](#) below)
  - (d) Staff and students living within a five-mile radius of the campus but more than one mile from a bus stop or who live within one mile of a bus stop but have to change bus to travel to the campus, may now be eligible for a car parking permit.
  - (e) Students and staff who car share, and who live more than 5 miles from their campus (lead applicant only). Only one permit will be made available to each 'pod' of car sharers with a maximum of 4 members/vehicles per car share pod. If you have a Car Share Permit and a Main Users permit it is not possible to be the lead name on the Car Share permit.

- (f) Staff and students who use an electric vehicle to travel to their respective campus.
- (g) Students who live within Glasney Village may qualify for a permit for the designated Glasney Student Long Stay car park. The permit will expire on the last day of June 2015 in line with the 2014/15 accommodation agreement.
- (h) \*\*Staff and students who use an environmentally friendly vehicle to travel to their respective campus.
- (h) Fleet vehicles owned by UoE, Falmouth and FX Plus for non-independent travel. These vehicles should be used for the purposes of teaching and group activity only.

5.2 Applications may be made online for a parking permit under 'special circumstances'. Those without access to a computer can apply in person at Penryn Reception. These applications will be decided by a panel of Senior FX Plus Managers.

5.3 All permits are subject to availability.

It is appreciated that timetabled frequency may also have an impact on suitability of travel arrangements. Where this applies permit applications should be submitted under Special Circumstances.

\*\*A vehicle is classed as an Environmentally Friendly Vehicle where it emits 110g of carbon (or less) per kilometre. An Environmentally Friendly Vehicle permit will be charged at 50% of the relevant permit rate, where the present eligibility criteria is met. In addition, vehicles up to 6 years old (first registered on or after 1 October 2008) with carbon emissions up to 120g/km can be reviewed on an individual basis.

## 6.0 Disability Parking

- 6.1 Disability parking bays are located conveniently to allow close proximity to Penryn Reception and access to buildings. An application is required through the standard procedure but allocation to a Blue Badge holder is automatic, subject to availability. Charges usually apply and will be in-line with the overall permit tariff for 2014/2015.
- 6.2 Blue Badge holders are permitted to park within the disabled bays, but also in any designated parking bay within the main car parks (with the exception of reserved visitors parking areas/Glasney Students Long Stay car park) – Blue Badges must be displayed at all times. Abuse of disabled parking spaces by unauthorised users is **not tolerated** and penalties (see [Section 14.0](#) below) for unauthorised parking will apply (permit holders and campus registered vehicles\* included).

\* A campus registered vehicle is one that is owned, hired or leased by FX Plus, FXU, UoE or Falmouth.

## 7.0 External Fitness Centre Users

- 7.1 Certain levels of external membership to the Fitness Centre (external is defined as any member who is not a student or member of staff of Falmouth, UoE, FXU or FX Plus) are allowed to park for up to 2 hours within the main car parks without charge. It is recommended that all gym members visit a pay station before returning to their vehicle to validate their exit in case of discrepancy between arrival times. A fee will only be levied if the vehicle has been in the car park for over 2 hours. The Fitness Centre staff must have validated the permit details giving them 2 hours free parking ahead of time.
- 7.2 External gym members who remain on campus beyond this 2 hour period will be charged on exit for the remainder of their stay.

## 8.0 Business Users Day Permits (BUDs)

- 8.1 The Business User Day Permit (BUD) is available for staff needing to use their car periodically.
- 8.2 The BUD enables any member of staff on essential business to purchase a one-day permit (covering you to come and go as necessary) to park in the main car parks (**at Penryn Campus**). It can accommodate both planned and unplanned business needs.
- 8.3 **Purchasing your BUD:** The first time you purchase a BUD you will need to email [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) (a minimum of 24 hours' notice is essential) so you can be registered on the ANPR system. Please provide the following details in this email: Name, Department, Institution, Date and Time first required, Vehicle Registration, Cost Centre, name of principal Budget Holder and finally, please state which campus you require your BUD for.
- 8.4 Once you've registered all your details there will be no need to do anything else for subsequent trips - unless you have a change of vehicle. The

principal Budget Holder will then be given a regular statement of usage to ensure maximum transparency in this process. Your department will be invoiced quarterly retrospectively for your BUD use.

- 8.5 **Cancel Your BUD:** Please email [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) if you need to cancel/amend your BUD (i.e. you're purchasing an individual permit), confirming the end date.

## **9.0 Visitors Parking**

- 9.1 Visitors' parking spaces can be reserved by giving the name and vehicle registration, details of the visitor plus the date and time of booking required, by emailing [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) at least 48 hours (2 working days) in advance of the visit. Spaces are subject to availability and are limited to 15 spaces per booking per day between the hours of 08:30 and 17:30. Visitors will proceed through the barrier system and enter the Visitors car park, located in front of The Exchange. Pay stations will be located at convenient locations across the campus, whereby the visitor can enter their registration plate before returning to their vehicle, pay the tariff, and exit the car park.
- 9.2 Should a Department wish to cover the cost of their visitors' stays, an arrangement will be in place that allows Penryn Reception to 'validate' visitors registration plates to allow them free exit from the car park. Departments will be charged retrospectively for this service by invoice. Wherever possible vehicle registration details should be emailed to: [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) at least 48 hours in advance. It is understood that it is not always possible to secure this information ahead of time. In these instances, when the visitor is checking in with Penryn Reception they will need to confirm their registration for exit validation.
- 9.3 Visitors without a parking reservation will have to proceed through the main barrier and find an available parking space in any authorised parking location.
- 9.4 No guarantee for visitor parking can be made for reservations with less than 48 hours' notice or where no reservation has been made at all.
- 9.5 Discourtesy to Penryn Reception or any other staff from visitors or hosts when Visitor parking has not been reserved by the organiser of the visit, or in any other circumstances, will not be tolerated by FX Plus.

## 10.0 Event Parking

10.1 Both UoE, Falmouth and FX Plus shall be entitled to x 6 'free' event days parking per year (1 October 2014 – 30 September 2015). Each institution will nominate an administrator for this process so that applications can be made through one central point;

10.2 To use on the allocated days please email: [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) with a minimum of 5 working days' notice (this is to allow time for any disruption notices that may need to be sent to other car park users); All other event parking is chargeable. To manage event parking in conjunction with the new ANPR system where the event organiser wishes to absorb the parking charges, one of the following two processes will need to be followed:  
Email [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) with the following information at least 5 working days in advance:

- Event Name
- Vehicle Registrations
- Date(s) and Times
- Cost Centre Information to be charged (Falmouth and FX Plus) or contact details for invoicing purposes (UoE)

10.3 It is appreciated that it is not always viable to gather and capture all vehicle registration information ahead of time. Delegates can also be issued with an 'event code'. On leaving the event and returning to their vehicles, guests must visit a Pay Station to enter their vehicle registration. A tariff will be displayed as well an Event Code button – this can be pressed, the relevant code inputted and zero tariff (or discounted tariff) will then be displayed. The code can either be issued to attendees ahead of time in delegates packs or offered at registration. For event codes, please email [parking.reservations@fxplus.ac.uk](mailto:parking.reservations@fxplus.ac.uk) with the following information at least 5 working days in advance:

- Event Name
- Date(s) and Times
- Cost Centre Information to be charged (Falmouth and FX Plus) or contact details for invoicing purposes (UoE)

### **Please note that there are separate arrangements for the Performance Centre car park and external, ticketed events.**

10.4 Loading/Unloading: Drop off zones at the Penryn Campus are located near to all buildings. They are for loading/unloading purposes only and are limited to a 30 minute stay. Delivery vehicles that need to pass through the car park barrier system will use the intercom system for exit where their stay exceeds one hour.

## **11.0 Hourly Charges (Main Car Parks)**

11.1 The parking tariffs are set out below:

Monday – Friday (between 08:00 and 18.00)  
Up to 1 hour – FREE  
1 – 2 hours - £1.75  
2 - 4 hours - £2.25  
4 -10 hours - £3.25

Monday to Friday  
Between 18:00 and 08:00 - Free

Weekends  
Friday 18:00 – Monday 08:00 - Free

11.2 **In addition to Pay-as-you-leave parking charges you can purchase a one week pass (valid for five consecutive days including weekends)**

Weekly passes are available allowing you the flexibility to come and go during the day, throughout the week. The pass is available from the Pay-as-you-leave Pay Stations and the weekly cost is £15.

You can purchase (card or coins) a weekly pass from a Pay Station at Penryn Campus for £15 after you have entered your car registration number.

A weekly pass is normally valid for 5 consecutive days (including weekends). If a weekly pass includes a bank holiday\* - *parking is free on bank holidays* – the system will identify this and your weekly pass will be extended accordingly.

The expiry date/time of a weekly pass is based on when the vehicle being paid for 'enters' the car park; not when it is actually paid for, i.e. the entry time on the first day of the weekly pass will be the expiry time on the last valid day of the pass.

The £15 tariff allows unrestricted entry and exit over a 24 hour period, within the validity of a weekly pass, through the main barriers. It is your responsibility to record when your weekly pass expires (receipts are available from Pay Stations) and to make sure you purchase a new pass in time.

If you have any queries about weekly passes please contact Penryn reception or email [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk).

## **12.0 Glasney Long Stay Car Park for Residents of Glasney Village**

- 12.1 This car park encourages students who live in Glasney Village, who have gained permission to bring a car to Cornwall to store their vehicles, as they only pay for parking if they use their cars regularly. Students are encouraged to leave their vehicles in the car park during the working week, and use it only at the weekend. If they do so, car parking will be free. If they come and go during the working week, the tariff of charges for this car park are set out below:

### **Weekdays**

**If you leave the car park anytime between 08:00 on a Monday and 18:00 on a Friday you will be charged:**

£2.00 for each entry / exit

### **Weekends and Bank Holidays**

- Between 18:00 on Friday and 08:00 on Monday there are no charges for multiple entries and exits to/from this car park.

All prospective users of this car park must complete the online application at <https://carparking.fxplus.ac.uk>. **Please note that these permits are valid until 28 June 2015 in line with accommodation contracts.**

APPLICANTS FOR THE GLASNEY STUDENT LONG STAY CAR PARK WILL PAY A TARIFF UPON LEAVING THE CAR PARK PLUS A £40.00 ADMINISTRATION FEE PAYABLE UPON APPLICATION.

### 13.0 Permit Tariff

13.1 For parking permits allocated by the eligibility criteria, the annual tariff is structured as follows:

	<b>Annual permit 2014/15</b>
Blue badge holders	Chargeable in line with standard parking permit tariff. Concessions apply to Blue Badge holders who possess a tax disc marked NIL or DISABLED, or use a specially adapted vehicle who will avail of a free permit.
Students (who do not live in Glasney Village and live more than 5 miles from Penryn Campus)	£80.00pa
Glasney Students Long Stay car park	£40.00 flat rate Application Fee with 'pay upon leaving tariff'
Staff earning less than £10,000pa	£80.00pa
Staff earning between £10,001 and £20,000pa	£130.00pa
Staff earning between £20,001 and £40,000pa	£180.00pa
Staff earning between £40,000 and £50,000pa	£275.00pa
Staff earning more than £50,000pa	£350.00pa
Environmentally friendly Vehicles **	£50% of the relevant permit rate of applicant as outlined above
Electric vehicles	£50% of the relevant permit rate of applicant as outlined above
Car sharers payment per pod	Permit rate relevant to primary applicants annual permit as detailed above
Business Users Day Permits	£2.25 per day
Motorcycles and mopeds	Free in dedicated solo motorcycle bays only (motorcycles can be added as a 2 <sup>nd</sup> vehicle if someone holds a vehicle permit)
Motorcycles and mopeds in regular parking bays	Annual permit rates or daily tariff rates apply as above (motorcycles can be added as a 2 <sup>nd</sup> vehicle if someone holds a vehicle permit)
Fleet vehicles	£40.00pa per vehicle

\*\*A vehicle is classed as an Environmentally Friendly Vehicle where it emits 110g of carbon (or less) per kilometre. An Environmentally Friendly Vehicle permit will be charged at 50% of the relevant permit rate, where the present eligibility criteria is met. In addition, vehicles up to 6 years old (first registered on or after 1 October 2008) with carbon emissions up to 120g/km can be reviewed on an individual basis.

Replacement permits for car share permit holders will cost £10.

- 13.2 Salary/postcode spot checks will be carried out by HR/HEI's to ensure accuracy.
- 13.3 Options for payment of your parking permit are available on the Car Parking Portal.
- 13.4 Pro rata prices will be taken from the 1<sup>st</sup> of the month; part months will incur a full month charge.
- 13.5 Refunds will be based on the number of full months left of the permit, i.e. if an individual rescinds their permit on 15 March 15, they would be entitled to a refund of 6 months pro rata.
- 13.6 On application, part time employees should select the salary banding which reflects their part time gross salary as permits cannot be purchased specifically on a pro-rata basis.
- 13.7 Individuals who pay through monthly salary deductions, and who leave during the academic year will be able to stop their payments by emailing [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk) who will then carry out the necessary notifications.

#### **14.0 Unauthorised Parking**

14.1 Vehicles will be issued a Parking Charge Notice (PCN) if they contravene the following policies:

- All vehicles parked in the car park nearest to the Multi-use Games Area (MUGA) must display a legitimate parking permit.
- If you are a car sharer and have a car sharing permit, you must endeavour to car share for 80% of your journeys - this will be monitored on a daily basis by the camera system and your permit will be revoked if you do not fulfil this criteria
- Blue Badge holders must display their Blue Badge so that it can be clearly seen through the windscreen of the vehicle
- Vehicles must not be parked in any of the driveways or access routes on campus at any time
- If your car breaks down on campus and you have not notified Penryn Reception of the anticipated duration before its removal
- Vehicles must be parked in designated parking spaces and must not 'straddle' demarcation lines
- Motorcycles/mopeds/motor/tricycles/quadracycles (driving licence categories P, A1, A and B1) must park within the designated Motorcycle Parking Area
- No abuse of disabled parking spaces will be tolerated
- With the exception of campus registered vehicles\*, parking is only available for vehicles of driving licence categories P, A and B (except by specific authorisation) and excludes motor homes, campervans, vehicles with living accommodation and vehicles with boats/trailers.
- Hazardous or discourteous driving on campus may lead to a ban from bringing a motor vehicle onto campus, without compensation.

\* A campus registered vehicle is one owned, hired or leased by FX Plus, FXU, UoE or Falmouth.

14.2 Parking charges will be levied for infringing the above policies at £60 for a fixed penalty, or £30 if paid within 14 days (rising incrementally thereafter). Failure to pay such a parking charge notice may lead to a ban on entering the Penryn Campus car parks.

14.3 There will be a one warning system in place, as in previous years.

14.4 Appeals against a parking charge can be made in writing to [parkingappeals@fxplus.ac.uk](mailto:parkingappeals@fxplus.ac.uk) within five working days of receiving the parking charge. Where an appeal has been lodged parking charges will be held at the lower rate until the result of the appeal is confirmed. Abusive behaviour towards Estates staff in relation to car park infringements will not be tolerated and could affect the validity of any appeal.

14.5 All vehicles parked on campus must be road-worthy, e.g. taxed, insured and where applicable, have a current MOT certificate.

All queries in relation to this policy or any other parking queries should be directed to [carparking@fxplus.ac.uk](mailto:carparking@fxplus.ac.uk)