

<b>Version control VERSION</b>	<b>Author</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Review frequency</b>
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# 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.

- b. **Staff Day Permit Duration.** Staff Day permits are valid on the day and at the times indicated on the Staff Day permit. These are limited to 25 permits, per member of staff, per calendar year.
5. **Student Permits.** Student permits are issued annually and are valid in line with the University calendar, commencing from the start of Welcome Week until the end of the academic year, or unless an earlier date is indicated. Student permits are renewed annually. Student Campus permits are only valid in the relevant University Campus car parks, whilst Student Halls permits are only valid in the relevant Hall car park(s).
6. **Visitor Permits.** Visitor permits are valid for the day, date and times stated on the permit. Only one permit, per visitor, per day will be issued.
7. **Associate / Contractor / Stay@Reading / RUSU Permits.** Associate, Contractor and Stay@Reading permits are valid for the duration and location (where applicable) described on them. The maximum duration of Associate and Contractor permits is 12 months.
8. **SCR Permits.** SCR permits are issued on an annual basis and are valid for a 12 month period from issue.
9. **Termination of Permits (General).** The University may terminate your permit by giving you two (2) weeks' notice of termination. In such circumstances the University will provide you with a pro-rata refund of the fee you paid for the permit (calculated with reference to the outstanding duration of the permit as at the date of termination). The University may additionally terminate your permit immediately:
  - a. For persistent breach of these Terms; and/or
  - b. For any material (serious) breach of these Terms (which shall include any failure to keep the University updated of changes to information submitted as part of the application process (including, in particular, changes that may affect permit eligibility)).In these circumstances you will not be entitled to any refund. All permits must be returned to Whiteknights House or Palmer Building reception upon termination or expiry. Breaches of these Terms may additionally constitute misconduct under the University regulations relating to staff or student discipline.
10. **Data Protection.** Personal data including your name, contact details and vehicle details, will be collected and stored by the University of Reading (Whiteknights House, Reading, RG6 6UR) for the purposes of administering your vehicle entry permit. Your personal data will be shared with Total Parking Solutions Limited, who monitor compliance with, and enforce, these Terms on behalf of the University. Personal data will be stored securely in line with University Policies and records management schedules. To find out more about your Data Protection rights please visit <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> or you can contact our Data Protection Officer at [imps@reading.ac.uk](mailto:imps@reading.ac.uk).
11. **Additional Car Park Rules.** You must additionally comply with any rules or restrictions detailed in University, or Total Parking Solutions Limited, signs as appear at University sites.
12. **Display of Permits.** Permits must be displayed clearly, face up in the windscreen, window or dashboard of your vehicle allowing clear visibility for the parking attendant. The registered keeper is responsible for displaying a valid permit. Plastic display pockets may be available on request.
13. **Car Park Closures.** The University reserves the right to close any University car parking spaces and/or car parks on a temporary or permanent basis without notice. The University is under no obligation to provide alternative parking solutions as a result of works carried out that result in a temporary or permanent reduction to the number of available parking spaces.
14. **Parking Space Availability.** Issued permits are vehicle entry permits and allow entry to the relevant site. They do not guarantee a parking space. Should there not be any parking spaces available at any given time, you should seek alternative offsite parking arrangements. There

is no entitlement to parking on site, and there is no obligation, implied or otherwise, on the University to provide parking for users.

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**