Car Parking Procedure

Campus Services

1 Purpose
This procedure establishes a set of standards and processes for the management of car parking within the University precincts.

The aims of this procedure are:

- To ensure transparency, consistency and equity in car parking management
- To maximise the benefit of the car parking amenity to the wider university community

2 Organisational Scope
This procedure applies to all staff, students, contractors and visitors at the Kelburn, Pipitea and Te Aro campuses.

3 Definitions
For purposes of this procedure, unless otherwise stated, the following definitions shall apply:

Illegally Parked: A vehicle which is parked improperly or in a space for which it is not authorised. Criteria for illegally parked vehicles include:

- failure to clearly display a valid pass or permit (including an expired Pay and Display ticket);
- parking in a reserved space without appropriate authorisation;
- parking in a no-parking location or area not designated for parking;
- parking in a manner likely to cause a hazard;
- parking on a campus other than that for which the permit is issued for.

Parking Permit: A valid parking permit issued, or authorised for issue, by either Victoria University or VUWSA. This includes pay and display tickets, mobility permits, visitors and contractor permits issued by Security, and staff and student permits.

Staff: Victoria University employees whose primary business at the University is work, rather than study.

Restricted Hours: Parking restrictions apply between the hours of 0700 and 1700 Monday to Friday and at such other times as may be determined and promulgated by the Director Campus Services with the exception of all designated Reserved parking spaces on all campuses.
4 Processes and Rules

4.1 General

a) Victoria University of Wellington (VUW) promotes the use of sustainable transport. All staff, students and visitors are encouraged to walk, cycle, use public transport, motorcycle or car pool to the University.

b) The management of parking on Victoria University of Wellington campus sites is the responsibility of the Director Campus Services. Exceptions to this procedure may be applied at the discretion of the Director Campus Services.

c) The Safe Campus Policy provides for the Director Campus Services to maintain a car parking allocation and management protocol.

d) Any vehicle parked on campus during restricted hours and not displaying a valid parking permit will be treated as illegally parked.

e) Outside of the restricted hours, free parking is available on all VUW campuses to any person on University business, staff attending any function at the university, service vehicles and contractors undertaking VUW business but excluding designated Reserved parking spaces to which parking restrictions apply 24 hours a day seven days a week.

4.2 Staff Parking Permits

All vehicles (excluding services vehicles) parked on campus must display a valid parking permit. All parking permit holders must comply with these procedures. The regulations for each type of permit are detailed below:

4.2.1 Designated “Reserved” Parking Permit

a) Reserved parks will be clearly defined with signage and are for the exclusive use of the authorised reserved parking permit holder. Any vehicle found parked illegally in a reserved park will be towed away.

b) A Reserved parking permit holder can only park in the car park allocated to them.

c) A Reserved parking permit and allocated car park is available on request, as of right, for the Vice Chancellor and any member of the Senior Leadership Team (SLT). SLT members cannot reallocate their own reserved parking permit to another person.

d) A Reserved parking permit and allocated car park is available on request for any vehicle owned or leased by the University.

e) A Reserved parking permit and/or allocated car park will not be provided to schools or CSUs for the purpose of visitor and/or departmental staff parking. This excludes the reserved parks on the Kelburn campus allocated to faculties and institutes located off-campus to allow for the high number of staff needing to attend meetings at Kelburn.

f) A Reserved parking permit and allocated car park is available for Commercial Tenants when provided for within the terms of their lease. It is intended that Reserved parks are not automatically made available as part of the lease negotiations but, when necessary, they are to be negotiated on a commercial market rental basis.
g) A Temporary Reserved park may be requested, subject to availability and at the sole
discretion of the Director Campus Services for contractors or consultants appointed by
the University for the duration of their contract with the University, visitors on official
University business under the following conditions:
   • Temporary Reserved parks will state clearly the hours and day(s) for which the
     permit is valid. Vehicles parked outside the stated temporary permit times will
     be treated as illegally parked.
   • Temporary Reserved parks are issued free of charge for the first week, thereafter
     at a casual rate fee which will be charged on a monthly basis. These permits are
     not transferable to any other person.
   • Temporary Reserved parks are issued by Security and/or the Carparking team
     and are subject to Director of Campus Services approval.

h) A Reserved parking permit will allow for multiple vehicle registrations to be logged
against the permit issued, however only one permit will be allocated and can be
displayed on only one vehicle at any time during restricted hours. Photocopies will not
be accepted as valid permits.

i) The permit holder is responsible for ensuring that the permit is clearly displayed on
the front windscreens of the vehicle. VUW accepts no responsibility for action taken
against vehicles with permits displayed in any other location on the vehicle or which do
not have a permit displayed or whereby the permit is obscured.

j) The permit holder is responsible for notifying carparking@vuw.ac.nz of any changes to
the vehicles registered under the permit and will return the permit to Campus Services if
they leave the University.

k) Reserved parking permit holders are required to pay a fee set annually by Campus
Services. Parking fees are to be paid by automatic salary deduction for staff who are on
the permanent fortnightly or monthly payrolls.

l) Applications for Reserved parking permits can be made by contacting
carparking@vuw.ac.nz

m) Reserved parking permits are valid for a calendar year.

n) An administration fee of $30 will be charged for the replacement of a lost
permit.

4.2.2 Licence to Hunt Parking Permit

a) Any unsigned or unmarked car park on campus is designated as a “Licence to Hunt” car
park.

b) Licence to Hunt permits are issued for specific campuses and can only be used to park
at the campus noted on the permit. If a staff member has personal offices (this does not
include faculty or shared offices) at multiple campuses they may request a multi-campus
permit that is valid for each campus they work at.

c) A Licence to Hunt parking permit does not reserve or guarantee any permit holder a car
park at any particular location, rather, it authorises the permit holder to park in a Licence
to Hunt parking space provided that a vacant space is available.

d) Due to the limited number of car parking spaces on campus only a predetermined
number of permits will be issued. This number will be determined and amended as
necessary from time to time by the Director Campus Services and will take into account
the entitlement to Reserved spaces, contractual obligations with VUW tenants and the number of permit holder spaces available.

e) Only staff members may apply for a permit to park on campus within restricted hours. People employed on a casual basis, students (including postgraduate students), contractors and visitors are not eligible for a Licence to Hunt permit except in circumstances specifically outlined in these procedures.

f) Licence to Hunt parking permits are available on request (as of right) for a Head of School or Central Services Unit Director, or other managerial roles reporting directly to an SLT member.

g) An SLT member may allocate 1 further Licence to Hunt parking permit each calendar year as a recruitment incentive.

h) All other new Licence to Hunt parking permit applications which exceed the predetermined number of permits available will be placed on a waiting list for the relevant campus. The permit will be issued when the applicant reaches the top of the waiting list as a result of other staff relinquishing their permits.

- Applicants will be notified when they have reached the top of the waiting list and are eligible for a parking permit.
- Staff cannot move up the waiting list because of a change in domestic circumstances (including changes to a relationship, child care or pregnancy) or due to the location of their home.
- Where staff have applied for a multi-campus permit, they will be placed on the waiting list for each campus. The permit will be issued when they reach the top of the waiting list at any one campus, however they will not be able to park at the other campuses until they reach the top of the respective waiting lists.

i) Licence to Hunt parking permits are not transferable and are solely for the staff member’s own use. The permits cannot be used by family members or lent or sold to other members of staff, students or members of the public.

j) A temporary or short-term “Licence to Hunt” permit may be requested, subject to availability and at the sole discretion of the Director Campus Services for contractors or consultants appointed by the University for the duration of their contract with the University, visitors on official University business, conference organisers/participants under the following conditions:

- Temporary Licence to Hunt parking permits will state clearly the hours and day(s) for which the permit is valid. Vehicles parked outside the stated temporary permit times will be treated as illegally parked.
- Temporary Licence to Hunt parking permits are issued free of charge for the first week, thereafter at a casual rate fee which will be charged on a monthly basis. These permits are not transferable to any other person.
- Temporary Licence to Hunt parking permits are issued by Security and/or the Carparking team and are subject to Director of Campus Services approval.

k) A Licence to Hunt parking permit will allow for multiple vehicle registrations to be logged against the permit issued, however only one permit will be allocated and can be displayed on only one vehicle at any time during restricted hours. Photocopies will not be accepted as valid permits.
l) The Licence to Hunt parking permit holder is responsible for ensuring that the permit is clearly displayed on the front windscreen of the vehicle. VUW accepts no responsibility for action taken against vehicles that have permits displayed in any other location on the vehicle or which have the permit obscured.

m) The Licence to Hunt parking permit holder is responsible for notifying carparking@vuw.ac.nz of any changes to the vehicles registered under the permit and will return the permit to Campus Services if they leave the University.

n) Licence to Hunt parking permit holders are required to pay a fee set annually by Campus Services. Parking fees are to be paid by automatic salary deduction for staff who are on the permanent fortnightly or monthly payrolls.

o) Licence to Hunt permit holders are able to put their permit ‘On-Hold’. This provides a facility for staff going on leave or travelling by alternative means for an extended period of time. The minimum period of time to place a permit ‘On-Hold’ is three months. To go ‘On-Hold’ permit holders must provide written advice to their HRMIS advisor and the Campus Services Car Parking team (along with the return of the permit). Payment deductions will not cease until Campus Services advises HRMIS of receipt of the permit. Should the permit holder want to revalidate their permit upon their return, staff must advise the Carparking team by email at carparking@vuw.ac.nz. They will then go to the top of the waiting list and will be eligible for the next available permit.

p) Terminating staff who wish to cease their payroll deduction must return the permit to the Campus Services Carparking team with a written request to that effect. To avoid deductions being made from any termination payout, the staff member should return the permit to the FM Car parking team two weeks prior to the date of cessation. If required, a temporary permit will be issued for the intervening period.

q) Applications for Licence to Hunt parking permits can be made by contacting carparking@vuw.ac.nz

r) Licence to Hunt parking permits are valid for a calendar year.

s) An administration fee of $30 will be charged for the replacement of a lost permit.

4.3 Pay and Display Parking
Pay and Display parking is available at the Kelburn campus. This is available for use by anyone. All vehicles parked in the Pay and Display parks must display a current parking ticket issued from the Pay and Display machine. Parking can be purchased by the hour or all-day.

4.4 Student Parking
VUWSA administer student parking on-campus. All student parks are marked with VUWSA signage. Students must apply to VUWSA for a student parking permit and must clearly display their permit when parking in VUWSA parks. Students are not permitted to park in any other parks on campus, excluding Pay and Display.

4.5 Mobility Parking
Designated on-campus parking is provided for people with limited mobility.
4.5.1 **Staff Mobility Parking**

a) Staff with a long-term mobility issue may use a designated mobility car park. Applications for mobility parking permits can be made by contacting carparking@vuw.ac.nz with a copy of their CCS mobility parking permit application form, signed by their doctor. Before a mobility permit is granted to a staff member, they must be assessed and gain approval from the Occupational Health Nurse. A current CCS mobility permit does not automatically entitle you to a mobility park on campus. To be eligible for a permit, staff must either:

- be unable to walk and be reliant on a wheelchair for mobility, or
- rely on mobility devices (e.g. crutches, walking sticks, walking frames), or
- be unable to walk 200 metres unassisted because of the nature/severity of their condition.

b) Staff with a short-term mobility issue may receive a temporary designated reserved car park. Before a mobility permit is granted to a staff member, they must gain approval from the Occupational Health Nurse and meet the eligibility criteria listed above. The temporary mobility park will be located as conveniently as possible for the user and will have signage indicating the vehicle registration that it is reserved for and the time period the park will be reserved for.

c) Staff with a long-term mobility issue (longer than two months) will receive a designated reserved car park and will be issued a Licence to Hunt parking permit if they do not already have one. The staff member will be charged for their permit at the same rate as Licence to Hunt permit holders.

d) Staff must adhere to the following conditions if they hold a mobility permit

- Staff must park in a designated spot if one is allocated to them
- Staff must let Carparking know when they no longer have need for a mobility park
- Reviews of eligibility for a mobility park may be undertaken by the Occupational Health Nurse at any time.

4.5.2 **Student Mobility Parking**

Student mobility parking is administered by [Disability Services](https://www.vuw.ac.nz/disability). Mobility Parking is available for those students who are holders of CCS mobility cards or who have been assessed as needing mobility parking by a Disability and Inclusion Adviser. Parking is timetabled to fit in with students’ lecture/ tutorial and lab hours. There is a small cost for mobility parking.

4.5.3 **Visitor Mobility Parking**

Visitors to the University who hold a CCS mobility card are able to park in any of the visitor parking facilities. In addition, the following mobility carparks are available:

a) Kelburn campus: one park at the eastern entrance to the Alan MacDiarmid building on campus and four public mobility parks on Kelburn Pde

b) Pipitea campus: five public mobility parks on Bunny St

c) Te Aro Campus: two public mobility parks on Marion St
4.6 Visitor Parking
   a) Victoria encourages visitors to travel by foot or public transportation as visitor parking on all campuses is severely restricted. Limited visitor parking is available. Kelburn campus visitor parks are booked by Security or Hunter Reception; Pipitea visitor parks are booked by Hunter reception and Te Aro visitor parks are booked the faculty reception.

   b) A booking must be made in order to use these parks

   c) Visitor parks are available to be used by:
      - people from outside the University coming on campus for University business (this excludes students);
      - staff travelling between campuses on University business where the staff member has a parking permit issued for a different campus to where the visitor park is located.

   d) Pay and Display parking is available at the Kelburn campus.

4.7 Contractor Parking
   a) Contractor parking is available on the Kelburn campus on the southern side of the Rec Centre. These parks must be booked through Security with a permit issued when the contractor signs-in. To be eligible for the use of these parks the contractor must have a current contract with the University for building and infrastructure maintenance or construction work on campus. Tenants, students and staff are not eligible.

   b) Carparks may be re-designated temporarily as contractor parks for construction projects to allow for the delivery of materials, erection of scaffolding, collection of demolition waste etc. The number of parks allocated to each project will be reviewed on a case by case basis and is at the discretion of the Director of Campus Services. Temporary contractor parks will be signed and the contractor will be responsible for policing the usage of the parks.

4.8 Service Vehicle Parking
   a) Service vehicle carparks are available for external companies making deliveries, pick-ups or performing maintenance at the University.

   b) Service vehicle parks are indicated with road-marking and/or signage.

   c) There is no requirement for a parking permit to be displayed in a service vehicle, however the vehicle must visibly display what company the vehicle belongs to.

   d) Service vehicle parking is available for a maximum of 4 hours.

   e) Staff and students are not eligible to use service vehicle parks.

4.9 Motorcycle and Scooter Parking
   a) Parking permits are not required for motorcycles or scooters on campus.

   b) Motorcycles and scooters are to be parked in designated motorcycle parking areas.

   c) Motorcycles and scooters must not be parked in bays designated for other vehicles or obstruct vehicle paths, pedestrian paths or access to parked vehicles.

4.10 Bicycle Parking
   a) Parking permits are not required for bicycles on campus.
b) Cyclists should use the provided bicycle racks on campus. This includes the secure cycle enclosure in the basement of Alan MacDiarmid building which is available to staff and postgraduate students – access to this enclosure can be arranged by contacting security@vuw.ac.nz

c) For the safety of building occupants in an emergency and to prevent damage to flooring and paintwork, bicycles are not permitted inside and must not block the entry or exit to any building.

d) Bicycles must not be parked in bays designated for other vehicles or obstruct vehicle paths, pedestrian paths or access to parked vehicles.

4.11 Conference and Event Parking

Temporary reserved parking for events may be arranged depending on demand for parking on campus at the time of the event. The location and number of parks allocated is at the discretion of the Campus Services. It cannot be guaranteed and should not be advertised or encouraged to event attendees. A maximum of five parks will be allocated to any one event.

4.12 Recruitment Incentives

Parking permits cannot be offered as a recruitment incentive for new staff outside of these policy requirements without prior written approval from the Director Campus Services and Director Human Resources.

4.13 Liability

The University takes no responsibility for the safety of vehicles accessing or parking within any of its campuses. All cars on campus are solely at the owner’s risk.

4.14 Loss or Damage to Vehicles

a) If a staff member discovers that their car is missing, they should contact Security, to ascertain whether the car has been towed.

b) Theft from or damage to cars should be reported to the Security office, telephone extension 8366 or email Security@vuw.ac.nz

4.15 Enforcement

a) Parking Enforcement Services, a division of Wilson Parking, has been engaged to provide enforcement of this procedure on Kelburn, Pipitea and Te Aro campuses.

b) The responsibility for illegal parking lies solely with the vehicle owner. The University will take action against illegally parked vehicles and such action may be taken without warning.

c) The University has a number of options for dealing with illegally parked cars:

i. Infringement notice

Illegally parked vehicles including motorcycles and scooters, will receive an infringement notice for $65.

Where a staff parking permit holder has forgotten to clearly display their permit the infringement will be waived upon request at the first occurrence; the second occurrence will incur an infringement of $45; thereafter all occurrences will incur an infringement of $65.

Any vehicle found displaying a copied permit or a permit reported as stolen or lost will be issued an infringement notice. Campus Services will pass the information of suspected breaches to HR to investigate. The University views this type of action as
dishonest conduct which may be a potential breach of the Staff Conduct Policy and could result in disciplinary consequences and potentially permanent confiscation of the original permit.

ii. Towing
Any vehicle that is found illegally parked in a reserved park or blocking access for emergency vehicles around campus will be towed away immediately and the vehicle owner will incur any charges for the contracted towing company for the release of the vehicle.

iii. Revocation of an issued permit
The Director of Campus Services has the right to permanently revoke a parking permit issued to any permit holder that breaches the processes and rules detailed in this procedure.

5 References
Safe Campus Policy

6 Appendices
None

7 Approval Agency
Director, Campus Services

8 Contact Person
The following person may be approached on a routine basis in relation to this protocol:

Andrew Wilks
Environmental Manager
Ext: 9988