



# HARTPURY

## Car Parking Management Policy

### **1. General Policy Statement**

Hartpury has a generous amount of car parking around all main areas of the estate and, for the majority of the time this is more than adequate to cope with the parking demands placed on the campus. However, with ever-increasing student numbers, the pressure on the available spaces will also increase, therefore, a clear & concise policy is required to ensure all staff, students, contractors and visitors understand the parking regulations.

Hartpury has a variety of parking options on campus, designed to support students, staff and visitors in parking safely and appropriately. In order for this to be achieved, users of the parking facilities are required to engage with this policy.

### **2. Scope**

This document outlines the car parking policy for all parts of the estate and applies to all road users including; motorists, motor cyclists and cyclists. As well as complying with the current Road Traffic Act Legislation whilst on Hartpury owned or leased land, all students, staff and visitors are also required to comply with Hartpury's regulations of which the car parking policy forms a part.

### **3. Policy Statement**

- 3.1 Hartpury cannot guarantee parking facilities to staff, students or visitors to the campus unless they are driving a Hartpury owned or Hartpury leased vehicle. All parking is on a 'first come, first served' basis, with the exception of some residential students, within designated areas. Vehicles may only be parked on campus premises when on official business, are registered with Hartpury University or College or, in the case of visitors, have signed in at the appropriate reception; main Reception (Student Zone), Facilities office, Equine Arena office and Home Farm Dairy office and Sports Academy.
- 3.2 Users of the campus car parks do so at their own risk and the organisation cannot accept liability for accident, loss or damage to vehicles (or occupants/contents) howsoever caused. Granting permission to park by a Hartpury employee does not constitute any admission of liability.
- 3.3 Hartpury, in line with its sustainability ambitions, has provided a total of 42 electric charging points for all students, staff and visitors (location details on Page ).

### **4. Parking – Vehicle registration**

- 4.1 Hartpury operates a system of registering a vehicle to park on the campus for students, staff, members of the Corporation and visitors. This registration allows for a quick and effective identification of vehicles to allow College staff to contact vehicle owners in the case of emergency or as required.

Car Park	2024 / 2025	Allowances
Main Car Park	Residential Student Permit	Hartpury House, Catsbury, Upper Limbury & Rudgeley residential students.
Main Car Park	Staff permit	Staff
Main Car Park	Visitors	Visitors
New Vicarage Car Park	Residential Student Permit	Limbury, New Vicarage residential students
Sport Academy Car Park	Residential Student Permit	Dingle residential Students
Sport Academy Car Park	Any vehicle registered with Hartpury	Students, Staff & Visitors
Equine Upper Car Park	Any vehicle registered with Hartpury	Students, Staff & Visitors
Equine Middle Car Park	Any vehicle registered with Hartpury	Students, Staff & Visitors
Equine Lower Car Park	Any vehicle registered with Hartpury	Students, Staff & Visitors
Home Farm – MW Centre car park	Staff vehicles registered with Hartpury	Staff & Visitors
Sport Academy Car Park SA 2	Staff permit	Sport Academy Staff, sports officials & visitors
Hartpury Sport Academy Training Centre Car Park	Any vehicle registered with Hartpury	Students, Staff & Visitors
Garden Cottage Car Park	Residential Staff	Residential Staff (Garden Cottage) & College Vehicles
Dingle	Residential Staff	Residential Staff
Courtyard Car Park	Residential Staff	Residential Staff (Senior Wardens House & Laundry Cottage) Facilities Vehicles

- Permits will only be issued for residential students wishing to park in New Vicarage, Main Car Park & the Sport Academy Car Park

4.2 All staff and members of the Corporation should register their vehicle (s) with Hartpury University and College; this allows vehicle users to park in any area of the campus with the following exception. **Please do not park in residential staff or residential student car parks if you are a non-residential member of staff or in any disabled bay unless you hold a current and valid blue badge.**

4.3 Students are entitled to register their vehicle with Hartpury University and College:

- Vehicles on Hartpury property must be road legal at all times and students should have proof of vehicle registration, current MOT certificate and a valid certificate of insurance.
- Any student changing their vehicle must ensure the new vehicle details have been advised to Hartpury University and College
- Residential students should not use the vehicles for commuting around the campus.

- Non-residential students should not park in any residential student area such as main car park or New Vicarage

4.4 Temporary staff and contractors will be issued with a temporary permit to cover the length of their contract. Overnight visitors to students must obtain a temporary pass from the Student Zone and clearly display this pass in their vehicle. This must be in accordance with the Accommodation Licence/Residential Handbook. The temporary pass MUST be returned to the Student Zone after use. Vehicles found with out-of-date temporary passes will be treated as non-compliant vehicles.

4.5 All visitors to Hartpury should use the car park nearest the department they are visiting; i.e. Main Car Park, Equine, Sports Academy or Farm. **Please do not park in residential staff or residential student car parks.**

4.6 All contractors must report to Reception/Student Zone, Facilities Office, or the office at the Equine Arena or Home Farm, where they will be signed in and issued with a temporary parking permit. Permits are usually issued on a daily basis unless exceptional circumstances apply.

## 5. Charges

5.1 Hartpury reserves the right to make charges for car parking permits. Parking permits for residential students wanting to park in either New Vicarage, Main Car Park & the Sport Academy Car Park will be available for purchase at the start of each academic year via the online shop. The current charges for permits are as follows:

- |   |           |
|---|-----------|
| • Main Car Park HE Residential Student Permit | No charge |
| • Main Car Park FE Residential Student Permit | £100      |
| • New Vicarage HE Residential Student Permit  | No charge |
| • New Vicarage FE Residential Student Permit  | £100      |

- There is no charge to park in any other car park on campus

5.2 Motorbikes may be parked in the designated motorbike parking areas.

5.3 Bicycles may be kept on Hartpury property free of charge provided they are kept in a designated cycle storage area. A deposit will be required by Student Services in order to obtain a key for this facility. Please do not store bicycles in any other part of the campus; including student accommodation and they must not be secured against any buildings or railings at any-time.

5.4 Staff, contractors and visitors are not charged for car parking, but are expected to comply with this policy in full.

## 6. Parking for Persons Registered Disabled

6.1 Hartpury provides numerous 'disabled only' accessible parking bays and these are available in all car parks. Temporary permission may be given at the discretion of the Facilities Director to allow individuals to use 'disabled only' parking bays for short-term medical conditions. Disabled students are required to display their blue badge for any vehicle they bring to campus. Disabled students who need to attend lectures / tutorials in multiple areas of the campus may be issued with an Access All Areas (AAA) permit at the discretion of the Facilities Director.

6.2 No staff, students or visitors are permitted to park at any time in disabled bays (unless displaying a valid blue badge), double yellow lines, hatched 'no parking' zones, grass verges, spaces marked reserved, spaces for motor cycles, or any other location which causes double parking, obstruct emergency vehicle access or is likely to prove hazardous in respect of the safety of persons in that area.

## **7. Safety and Security**

7.1 The maximum speed limit for vehicles within the campus is 20 miles per hour and vehicles must, at all times, be driven in accordance with the Highway Code and with due care and consideration for all vehicular traffic, pedestrians and property. Hartpury may undertake speed spot checks and report the vehicle registrations of those drivers found to be driving in excess of the 20mph limit.

7.2 All roads within the campus come under the Road Traffic Act and Police may be called to deal with any serious breaches of the act.

7.3 Certain areas of the Hartpury main campus and wider estate will be secured during specific times. Drivers should familiarise themselves with these times and contact the Duty Warden on 07768 091041 if there is a problem with access. Only those authorised will be granted access to secured areas of the estate and ID will be required.

7.4 Drivers must treat all pedestrian crossings and walkways in the same way as those located off campus. Pedestrians always have the right of way and the priority.

7.5 All users of vehicles on any part of the campus shall comply with traffic signs and notices, which, may be displayed either permanently or from time to time, and with instructions from the Transport staff/Wardens or other employees having requisite authority to act on behalf of the organisation.

7.6 Staff and students wishing to park a vehicle on any part of the campus are required to register their vehicle.

7.7 Hartpury discourages, where possible, use of the C67 in order to facilitate and promote a safer community for staff, students, visitors and local residents. This is a road, which historically, has seen a number of serious road traffic accidents (RTA's), many of which have involved staff and students.

7.8 There may be times when horse riders make use of the campus and local roads. It is important drivers respect both the rider and the horse by following some basic guidelines:

- Slow down and be ready to stop if necessary;
- Look out for the riders signals to slow down, stop or pass;
- Watch out for sudden movements, as horses are unpredictable and easily frightened;
- Don't sound your horn or rev the engine;
- Pass wide and slow, giving the horse plenty of room and don't accelerate rapidly once you have passed them;

7.9 All vehicles used on the campus, must be registered under the Vehicle Excise and Registration Act 1994 and all drivers must hold a current insurance policy

providing cover against third party risks under Section 143 or the Road Traffic Act 1988.

7.10 Any person registering their vehicle to park on campus must hold a full driving licence.

## 8. Crime Prevention

8.1 All vehicles are parked on the campus at the owner's risk and the organisation accepts no liability for the safety or security of such vehicles.

8.2 Most crime is opportunist and thieves can be deterred by taking simple precautions:

- Never leave a vehicle unlocked or a window/sunroof open;
- Do not leave any belongings on display in your vehicle;
- Ensure that any portable devices such as phones. Laptops or satellite navigation devices are removed from the vehicle;
- Double check that all doors and windows are locked before leaving the vehicle

## 9. Car Parking Space 24/25

Main Campus - Zone 1			
Main Campus	Main Car Park	321 10 5 4 20 2 1 2	Lined spaces Visitor spaces Blue Badge holder spaces Electric Car charging spaces Motorcycle bay spaces Delivery Vehicle spaces Minibus drop off point Reversing bays
	Garden Cottage Car Park	13 4 1	Fleet Vehicle spaces Residential staff spaces Blue Badge holder space
	Courtyard Gravel Car Park	12 6	Gravel car park spaces Residential staff spaces
	New Vicarage (lower)	96 2	Lined spaces Motorcycle bay spaces
	New Vicarage (upper)	58	Lined spaces
The Dingle - Zone 2			
Dingle	Rudgeley	11 2	Residential staff spaces Blue Badge holder spaces
Sports Academy - Zone 3			
Sport Academy	Sport Academy Staff	72	Lined spaces
	Sport Academy Car Park	283 19 36 16	Lined spaces Blue Badge holder spaces Electric Car charging spaces Motorbikes
	Sport Academy Minibus & Coach Park	21 6	Minibus spaces Coach spaces
	Sport Academy Training Centre Car Park	9 2 80	Lined Spaces Blue Badge holder spaces Gravel car park spaces
Equine - Zone 4			

Equine	Equine Top Car Park	219 6 10 2	Lined spaces Blue Badge holder spaces Commercial visitor spaces Electric Car charging spaces
	Equine Middle Car Park	200	Gravel car park spaces
	Equine Lower Car Park	225	Gravel car park spaces
	Equine Arena	5 4	Lined spaces Blue Badge holder spaces
	Equine Arena (rear)	30	Horse Lorries/trailers
	Laughtons Farm House	5	Residential Staff spaces
Home Farm - Zone 5			
	MW Centre – Staff & Visitor	37 2	Lined spaces Blue Badge holder spaces
	Farm Visitor Centre	12	Side of welding workshop
	HE Farm Classroom	18	Lined spaces
	Agri Tech Centre	25	Visitor spaces
	Farm - staff accommodation	10	Residential staff spaces

Total 1991