

Buildings & Estates

Parking Management System Rules and Regulations

On the 15th October 2004, Údarás na hOllscoile approved a parking management system intended to facilitate Staff, Students and invited visitors to the University Campus to park in an orderly fashion on Campus and to maximize site parking efficiency. Part of this system includes the intention to issue a parking permit for the vehicles of staff working on the main campus, Earls Island and Nun's Island. Updates to the system announced by the Vice President for Capital Projects on 8th January 2010 were intended to clarify these categories and describe a 'mobility management charge' for all those holding or applying for NUI Galway parking permits. The following is a non-exhaustive list of rules and regulations that apply to all users of the parking system in NUI Galway.

1. Permit Entitlement:

1.1 Permits may only be issued to those individuals as specified in Schedule 2.

1.2 A valid permit approved by Buildings & Estates (via the Parking and Travel Office), used in accordance with the rules (below), allows the permit holder to seek out and park in a standard marked parking space, appropriate to their parking permit, should one be available, on University grounds during hours of work. The permit does not entitle the bearer to park in reserved, universally accessible or pay-and-display spaces, unless they are entitled to do so and display the relevant identity or valid pay and-display ticket specific to those spaces. No physical permit is needed as the system will read the registration to validate if the vehicle has a permit.

1.3 Staff and/or Students cannot hold more than one permit type.

1.4 Permits are for staff and students only, with short-term permits made available for specific uses of contractors, disabled drivers etc. Permit holders cannot allow other to use their permit while on campus. If the driver is not the primary applicant (staff or student member) they will be clamped and importantly, proof of payment may be requested by the clammer before the clamp is released (along with the application of the correct fee). Permit entitlements may also be permanently withdrawn. This applies even if the infringing driver is the registered owner of the vehicle or a spouse/parent. This is to ensure that the permit is used by the valid staff/student applicant only and not by any associated person(s).

1.5 Contractor (& Supplier) permits are charged as per Schedule 1. The maximum issue period of the permit is 1 month, for 1 contractor/supplier, per contract (noting that a contract for an annual supply would amount to 12 separate 1 month issues costing €5. Tickets must be renewed on a one-by-one basis and cannot be issued in bulk. Contractors must log on to <https://permits.apcoa.ie/> until a contractor permit is approved, individuals must use pay and display or other means.

1.6 Temporary permits may be issued by Buildings & Estates (via the Parking and Travel Office) to facilitate extraordinary cases.

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2. Universally Accessible Spaces and Loading Bays:

2.1 Drivers of vehicles requiring the use of universally accessible parking bays may only do so if their vehicle displays a valid and registered "blue badge". If they have a blue badge, drivers may use these bays free of charge. The Road Traffic Regulations governs the issue of disabled persons' parking permits in Ireland. Local Authorities, the Irish Wheelchair Association and the Disabled Drivers Associate issue the permits. Permits are granted to all eligible disabled persons, irrespective of whether they are drivers or not, and they have National application. Any person who is suffering from a disability that prevents that person from walking or causes undue hardship in walking is eligible for a permit. For those permits not issued by the above agencies, the displayed permit must comply fully with EU recommendation (98/376/EC), which allows for its recognition in other EU member States. There is no charge for parking in universally accessible spaces provided the appropriate badge is displayed. Blue badge holders do not require a NUI Galway parking permit to park in UA parking spaces. Staff/students with temporary disabilities may apply for a temporary disability permit, details available on the following link . <http://www.nuigalway.ie/parking/parking-permits-info/disabled-permits/>

2.2 Loading bays are provided to facilitate loading and un-loading for University operations. When parked in a loading bay, it must be evident and clearly visible to the traffic controller that the driver is actively loading and un-loading (e.g. doors open, hazard lights on, etc, without putting the vehicle at risk). It is not sufficient to place an unofficial notice on the vehicle. Once loading and un-loading is complete, the driver must seek out a marked parking space, appropriate to his/her vehicle.

3. Reserved Spaces:

3.1 A single parking space is reserved at the rear of the Quadrangle Building for use by the Office of the University President. No other parking spaces are reserved for individuals. Reserved parking bays are marked throughout the campus for official University vehicles, i.e. vehicles passing ALL of the following tests: ✓ Owned and insured (via Buildings & Estates) by the University ✓ Bearing the standard size University logo, subject to exceptions as set out by the Buildings & Estates. Please also see "Visitors to the University" section.

4. Valid Permit Use:

4.1 Vehicles MUST NOT be left for more than 48 hours except under exceptional circumstances, which must be arranged with Buildings & Estates. Buildings & Estates may arrange for the removal of the vehicles left on campus for more than 48 hours and the vehicle owner will be required to cover all costs incurred in the removal and reclamation of the vehicles. The selection of the towing company is at the discretion of Buildings & Estates and the place for reclamation may be off campus. The University will not accept any liability in such circumstances, or any associated knock-on costs or impact of this removal. Should the vehicle remain unclaimed for four weeks, it may be destroyed by a suitable contractor and the costs of this destruction/disposal will be passed on to the owner.

4.2 Should permit holders wish to park in pay-and-display spaces, the appropriate fee must be paid and ticket displayed in accordance with the regulations and instructions on the ticket.

4.3 Any abuse of the system, improper/unauthorized transferral, tampering with clamps or equipment relating to the system, misrepresentation or providing false information in obtaining a permit may result in withdrawal of parking rights and will be subject to the relevant standard University Staff/Student disciplinary procedure if appropriate.

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5. Parking Your Vehicle:

5.1 Park only in officially marked spaces.

5.2 Park entirely within the car parking space as marked. Please note that poorly parked vehicles may be clamped if they prevent the efficient use of spaces for other vehicles. You may only use vehicles that are appropriate to the size of space you park in and your vehicle must be parked entirely within the zone above the inside of the white lines (including wingmirrors and protrusions etc). If you have large vehicle and it does not fit into standard bays, you cannot use it on campus.

5.3 Park only in marked space – do not park elsewhere. If no clearly marked space exists, no parking is permitted. The exception to this rule is the temporary gravel carpark for students opposite the Sports Centre, which is divided into parking bays by barriers. You must park in an orderly fashion in this carpark and the determination of orderly will be made by the clamping agents and Buildings & Estates. Parking on, or adjacent to, (including 'behind') double yellow lines is not permitted.

5.4 Vehicle owners park at their own risk on campus. No liability for damage or injury will be accepted by the University or its servants.

5.5 Some spaces on campus differ in size. Should your vehicle size exceed that of the space, you should seek alternate car parking space elsewhere. The instance of an adjacent infringement cannot be used as a defence.

5.6 Standard rules of the road apply on University grounds and should you be found to be in contravention of these (e.g. coming in through a one-wayout only date) you may also have your permit withdrawn.

6. Infringements, Penalties and Appeals:

6.1 Infringements of any parking rules, regulations or conditions displayed onsite may result in the affixing of a vehicle wheel clamp and/or permit revocation.

6.2 If a vehicle clamp is applied, a standard charge applies for its release. The fee will apply regardless of the release. This will normally be paid by the owner of the vehicle to APCOA Parking Ireland, following which arrangements will be made for the removal of the immobilization device. If you notify the clamping agent after 6pm, a surcharge will apply in excess of the standard release fee. See Schedule 1 for applicable charges.

6.3 Clamp release fees may be paid by cash, cheque or credit/laser/charge card. The clamp release official will carry a dial-up handheld device for the purpose of processing card payments.

6.4 Do not attempt to tamper with a vehicle wheel clamp or remove it, or the wheel to which it is attached. Any damage caused to the vehicle wheel clamp may be pursuable by the clamping agent and all fees will still apply.

6.5 The parking attendant will record the infringement & clamping processing dated digital photographs.

6.6 You may appeal the clamping of your vehicle, in writing, to the "Parking Management Appeals Group" (PMAG), c/o Parking & Travel Office, Room 103A, Arts Millennium Building, NUI Galway.

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Please use the prescribed form available from the website www.nuigalway.ie/parking/parking-permits-info/clamping-appeals noting the conditions and notes on the clamping form.

6.7 Appellants MUST include a copy of the receipt issued by the clamping agent and the registration number of the vehicle,

6.8 Appeals MUST be received at the Parking & Travel Office, Room 103A, Arts Millennium Building, NUI Galway within 2 months of the infringement notice or clamp application.

6.9 The University may use an electronic device to scan and authenticate parking permits. By accepting a parking permit, you are deemed to have acknowledged that the car registration number, make, model and permit period will be held on such a device for the traffic enforcement officer to examine. Your name and staff/student details will not be available in this process and this does not affect your statutory rights.

7. Other Regulations:

7.1 Follow the instructions of parking attendants, University security and other personnel authorised by the Director of Physical Resources.

7.2 Buildings & Estates reserves the right to alter the Parking Rules and regulations as necessary.

7.3 The use of camper vans and other vehicles for residence (temporary or permanent) is prohibited. Vehicles should not be left overnight, but at a maximum on a once off basis for 48 hours.

7.4 Should it be discovered by Buildings & Estates that your vehicle is parked on campus for extended periods without your general use of the vehicle, you will be clamped. E.g., if you use the campus parking lots for general long-term daytime storage of your vehicle.

8. Visitors to the University:

8.1 Visitors, guest lecturers and the like may use the pay and display/pay by phone, controlled visitor car parking spaces. Local signage in place.

8.2 The arrival of VIP's should be previously notified to the (Parking and Travel Office). If approved, the office will arrange suitable reserved parking facilities for the VIP and his/her entourage if applicable, or propose the use of the new reserved visitor car parking area.

10. Verification and Information:

10.1 Please note the verification of copies may be required and that The Data Protection and Freedom of Information Acts, governs all personal information held on computer and/or on hardcopy respectively.

10.2 Other rules and regulations may be interpreted and implemented by the University as deemed necessary.

10.3 The (above) rules and regulations apply to all permit holders and all details declared