



Parking Guidelines

Purpose

The College is unable to provide parking places for all staff and students who need them. The College's guidance on parking has been written in order to be consistent with the environmental and transport policies of both central and local Government.

As with most other public sector services there can be no right to parking for students/staff, though the College recognises that special disabled provision should be made, particularly for those students/staff with restricted mobility, and that providing parking for students is customer friendly and therefore likely to encourage business.

Guidance

To ensure the consistency of teaching provision and other business activities, the College will prioritise the parking requirements of staff over those of the students. Students are only permitted to park while they are undertaking learning at the Campus concerned.

In order to facilitate the requirements stated above the following points should be noted:

- At the Crawley Campus all students will be expected to pay £2 per day and to display a valid parking permit (pay and display machines are sited at the various car parks).
- Parking outside of the designated parking spaces is prohibited.
- Speed will be limited to 5MPH within all College sites, at all times.
- There are designated times when the car parks will be opened and closed for access; these will be displayed clearly within each car park and publicised in relevant staff and student documentation.
- Staff with disabilities requiring parking facilities will be allocated a specific bay.
- Car parking will be strictly policed and penalties include the use of warning stickers, fines, clamping and where appropriate disciplinary action.
- Breaches of the Parking Guidelines by staff and students may result in disciplinary action.
- The College will levy a fee of £35 when a vehicle is clamped or a fine is imposed on an individual.
- There may be some delay before a car can be unclamped.
- Parking requirements and restrictions will be clearly displayed on notices around the College and within the car parks. Staff and students or those dropping off/collecting staff/students must not park at any time in designated parking areas. Designated areas are signposted as SLT, Visitor or Disabled and only authorised personnel may use these parking bays.
- Students and staff are encouraged to use public transport, with particular attention being paid to giving information to students about public transport 'deals' both at induction and at other times during the year as they arise. Details of this information are available from Student Services.
- Visitors to all College Campuses are to be encouraged to use public transport or public car parks. Visitors to the Crawley Campus (including visitors to the restaurant, hair salon and special functions) should be encouraged to use the NCP Kingsway or other public car parks.
- All staff and students using the College car parks must ensure that they display a current valid parking permit and do not misuse the permit. (Defacing, lending or selling the permit to another person will be regarded as misconduct and may lead to disciplinary action that may

- include a temporary or permanent parking ban.)
- The possession of a parking permit does not automatically guarantee a space.
 - The **Northgate Avenue car park** is for staff use only until 5pm every day and after 5pm it is for staff and students.
 - The **College Road car park** is for those students with disabilities, Corporation members and staff only. There are two staff unloading bays to allow staff to load and unload (with a maximum 15 minutes waiting time); staff must inform Reception on arrival. There are priority bays for visitors and these must be booked with the Reception team (at least one full working day in advance); all regular weekly bookings must be made termly and, where staff members do not use a booking on two consecutive occasions without prior notice to Reception, the booking will be cancelled. The limited 'visitors' bays may be allocated to potential and existing corporate customers, volunteer helpers and existing partner providers working with the College. Usage of priority bays will be carefully monitored and the College reserves the right to reduce the number at any time during the year. The car park may be allocated for special events such as Corporation meetings under the direction of the Clerk to the Corporation, to Senior Post holders or to staff with specific medical reasons (a doctor's note will be required). Staff who wish to reserve spaces after usual hours should book with the Reception team at least three working days in advance (there are a limited number of spaces).
 - The **Haslett Avenue car park** is for staff and students use only, with a limited number of bays allocated for staff and students with disabilities. Priority bays may be set up for staff as stated in the College Road car park. After 5pm, parking for students is not restricted. There is a separate area for the parking of motorcycles and bicycles, for which there is no charge.
 - The **Haywards Heath Campus car park** has very limited visitor spaces. Staff have designated spaces. Students will be expected to pay £2 per day or can apply for a parking permit at a cost of £120 per academic year (£15 for motor cycles). As spaces are limited the student must live over three miles from the Campus and off a public transport route for the application to be considered. Permits are NOT transferable and MUST be displayed at all times.
 - The **Horsham Campus car park** is for staff and students with a limited number of bays allocated for staff and students with disabilities.

Signed

Kim Morton

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Deputy CEO Corporate Services