



# IADT

## General Parking Regulations on Campus

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<b>Policy Owner</b>	Estates & Facilities Office

# General Parking Regulations on Campus

## 1. Introduction

The Institute has a limited number of parking spaces available on campus for use by staff, students and others (the “Users”) and visitors to the Institute and/or to other occupiers of the campus during official opening hours (which may vary from time to time). The Institute wishes to promote the use of alternative means of transport (public transport, cycling and pedestrian) to facilitate the availability of parking spaces to those for whom alternative transport methods are not viable.

It is recognised that there are insufficient car parking spaces available to accommodate all users and visitors to the Institute and therefore this policy sets out the mechanism by which the available spaces can be allocated equitably.

These regulations are designed to facilitate the availability of parking to as many users as possible, to discourage unauthorised use of the car parks and to comply with the legal obligations of the Institute.

The availability of parking facilities is subject to demand at any particular time and should be regarded as a privilege and not a right. Cars are parked on campus at the owner’s risk.

### 1.1. Repeal of all existing regulations

These regulations supersede and repeal all previous regulations governing car parking on campus. Any authorisations, agreements or rights are repealed and extinguished by these regulations.

### 1.2. Regulation development process

These regulations have been developed through a consultative process involving the Institute, all representative trade unions and the Students Union. This consultative process was conducted in accordance with the methods developed through the Partnership Process. The outcome of this consultation is contained in a separate document that is available from the Institute’s document store.

## 2. Definitions

### 2.1. Eligible “Users”

- All staff members of the Institute (full-time, pro-rata, part-time);
- All registered students of the Institute (full-time, part-time, ACCS, continuing education).
- Members of the Governing Body of the Institute;
- Institute Doctor;
- Bank of Ireland Representative;
- Manager – catering services;
- Employees of the Institutes contracted catering company;
- Employees of the Institutes contracted cleaning company;
- Lease holders of the Media Cube;
- Employees of Media Cube businesses;
- Students Union President and Deputy President;
- Staff of METNS
- Parents of pupils of METNS (while dropping off or collecting pupils)
- Others as may be determined from time to time by the Secretary/Financial Controller of the Institute

### 2.2. Car Parks

The Institute provides car parks as follows see also the attached map (Appendix A):

**Car Park A:** This is the car park immediately adjacent to the Media Cube on the left hand side as you access the Campus at the main entrance.

**Car Park B:** This is a drop-off/pick up car park during specified times and it is a regular car park outside the specified times. It is accessed from the roundabout.

**Car Park C:** This is the car park located at the rear of the Campus, beyond the Sports Pitch.

**Car Park D:** This is the combination of small car parks adjacent to the Carriglea Building on the right hand side if accessing the Campus through the old entrance.

**Motorcycle** This is located at the front of the Carriglea Building.

**Park E:**

Two other car parks exist on campus (Blackrock Education Centre and Monkstown Educate Together National School); these car parks are privately operated and are not available to users for parking. Parking within these car parks is strictly prohibited (unless prior approval has been received). Staff members or students found to be in breach of this may have their parking entitlements withdrawn (See Section 6 below for Sanctions).

Bicycle parking is available on campus at the following locations: outside Trevor Scott Hall, the Media Cube and adjacent to the Sports Pitch. Bicycle parking is only permitted in these designated locations.

### **3. Parking Policy**

It is the policy of the Institute that all parking will be controlled and managed by way of pay and display, subject to the rates, rules and restrictions listed below.

It is the policy of the Institute that parking permits will be made available free of charge to specified users under the terms and conditions listed in these regulations (see Section 4 below for Permits).

#### **3.1. Parking Rates and Declamping Charge**

Parking fees and declamping charges will be determined from time to time by the executive of the Institute and will be notified on all parking ticket dispensing machines.

Parking for bicycles and motorcycles is free in authorised locations.

Car parking rates for 01/09/2010 to 31/8/2011 are:

- ***€0.50 per hour or part thereof for up to 4 hours.***
- ***€2.00 per hour or part thereof for parking thereafter.***
- ***Declamping Charge €80.00 (€40.00 for motorcycles)***

#### **3.2. Parking Rules**

- Parking will be available at all times that the Institute is open, i.e. 07.00 to 22.00 hours Monday to Friday inclusive and 08.00 to 17.00 hours on Saturdays, subject to the availability of car parks;
- This policy will apply at all times that the Institute is open;
- Users of cars shall only park in clearly defined parking spaces in the designated car parks;
- Users of bicycles shall only park in the bike racks;
- Users of motorbikes shall only park in the motorbike parking spaces;
- Users shall only park in designated car parks while displaying the appropriate valid IADT Car Parking Permit for the car park in which they park or while displaying a valid parking ticket;

- Users shall not park in the designated disabled spaces unless authorised to do so (see Section 3.4 below for Disabled Spaces);
- Users shall not park on double yellow lines, yellow boxes, block fire exits or block pedestrian crossings;
- Users shall not park in the Loading Bays except for bona fide reasons. The maximum waiting time in a Loading Bay is 15 minutes;
- Users shall not park on grass verges or on any grassed area;
- Users shall not park on footpaths or cycle paths;
- Users shall not park in any location in the Plaza area (i.e. between the Atrium Building and the Quadrangle and Roisin Hogan House);
- Users are prohibited from parking in the Blackrock Education Centre (BEC) car park, unless prior arrangements have been made by the Institute with the BEC and communicated to users by the Estates and Facilities Office;
- Users are prohibited from parking in the Monkstown Educate Together National School (METNS) Staff car park, unless prior arrangements have been made by the Institute with METNS and communicated to users by the Estates and Facilities Office;
- Users are advised to refrain from parking in the Church grounds adjacent to the Campus, unless prior arrangements have been made by the Institute with the parish and communicated to users by the Estates & Facilities Office;
- If no spaces are available on Campus, Users should locate appropriate on-street parking. Users parking in public places should ensure that they park in accordance with the law and any bye-laws in force in the area and that they comply with any regulations governing the area in which they park. Users parking in public places are requested to give consideration to the impact of their parking on any residents in the area and other road users;
- The Institute will allocate a space for the Institute's medical Doctor-on-Call for use while attending at the Institute's medical centre;
- The Institute reserves the right to close any or all car parks for security, safety or Institute functional reasons;
- The Institute reserves the right to make temporary alterations to this policy and to any part of this policy.

### **3.3. Parking Restrictions**

The following restrictions apply to each of the car parks:

**Visitors:** Visitors or Users not in possession of a valid IADT Car Parking Permit may use any of the car parks subject to the payment of the appropriate fee and the visible display of the ticket on the vehicle.

**Permit Holders:** Holders of Institute issued permits may park as follows:

**Car Park A:** Parking in this car park is open to all campus Users displaying a valid IADT Car Parking Permit with the exception of 'Bluecube spaces'. Parking Bays numbered 3 – 24 inclusive are reserved on a lease basis for leaseholders of the Media Cube. These spaces are marked on the ground with blue cubes. All other users need a valid pay and display ticket.

**Car Park B:** Parking in this car park is open to all campus Users displaying a valid IADT Car Parking Permit except at the following times: 08.00 to 09.00 hours and 12.30 to 14.30 hours to facilitate drop off/pick up of children attending METNS, during term time. There is a maximum waiting period of 30 minutes. All other users need a valid pay and display ticket.

**Car Park C:** Parking in this car park is open to all Campus users displaying a valid IADT car parking permit. All other users need a valid pay and display ticket.

**Car Park D:** Parking in this car park is open to all Campus users displaying a valid IADT car parking permit. All other users need a valid pay and display ticket.

**Motorcycle Park E:** Parking in this motorcycle park is restricted to two wheeled motorcycles or scooters.

**Bicycle Parks:** Parking in bicycle parks is restricted to two wheeled non motorised cycles.

### **3.4. Disabled Spaces**

There are disabled spaces as follows:

- 4 designated space in Car Park A
- 2 designated space in Car Park B
- 2 designated spaces in the Car Park D;

These spaces are restricted to Users displaying a valid European Disabled Drivers Card as issued by the Irish Wheelchair Association, or the Disabled Drivers Association;

Any vehicles not displaying the appropriate card/sticker will be automatically subject to sanction.

#### 4. Permits

The Institute issues permits free of charge to specified users as follows:

**Staff of the Institute:** A Red IADT Staff Car Parking Permit will be issued.

**Registered Students of the Institute:** A Green IADT Student Car Parking Permit will be issued for the Academic Year in which the student is registered or for the period of study for part-time students.

**Members of the Governing Body of the Institute :** A Red IADT Staff Car Parking Permit will be issued.

**Institute Doctor:** A Red IADT Staff Car Parking Permit will be issued.

**Bank of Ireland Representative:** A Red IADT Staff Car Parking Permit will be issued.

**Manager – catering services:** A Red IADT Staff Car Parking Permit will be issued.

**Students Union President and Deputy President:** A Red IADT Staff Car Parking Permit will be issued.

**Media Cube Leaseholders:** A Blue IADT Media Cube Car Parking Permit will be issued to Leaseholders who have leased a specified parking space. These will be available one for each Media Cube lettable office to a maximum of 21 spaces. These permits are subject to a fee.

##### 4.1. Permit Application Procedure

Application can be made by IADT staff and registered students for a Parking Permit directly from [www.ncps.ie](http://www.ncps.ie), there is also a link to this site from the IADT website.

The following exceptions apply:

- Members of Governing Body; }  
Bank Representative; } - Estates & Facilities Office  
Manager – Catering Services; }
- Media Cube Leaseholders; } - Media Cube Manager
- Staff members will be entitled to apply for and hold a maximum of two Permits at any one time.
- Registered students will be entitled to apply for and hold one Permit at any one time.

- Any appeal on a decision relating to the issue of a Car Parking Permit must be made to the Secretary/Financial Controller or to the Director where the decision has been made in the first instance by the Secretary/Financial Controller;
- Users issued with a Parking Permit sticker must prominently display it at all times on their vehicle; the registration number displayed on the permit must match the vehicle registration number; failure to do so may result in the vehicle being clamped;
- Users who change their vehicle during the year must apply for a new Permit using the NCPS application process;
- While awaiting receipt of a new Permit; Users may prominently display their NCPS confirmation email to avoid having to pay and display;
- Users who lost Permits also need to apply directly to NCPS;
- Parking Permit stickers and Parking rights are non-transferable;
- Persistent Offenders will have their parking privileges withdrawn permanently;
- Users must comply with the lawful instructions and advice of the Estates & Facilities Office staff, who have been delegated responsibility for monitoring adherence to this Policy and accompanying regulations;
- Any abuse of or failure to cooperate with the Estates & Facilities Office staff will be regarded as a breach of discipline and reported to the Estates Manager for appropriate action;
- Cars are parked at owner's risk in the Institutes Car Parks;
- Applicants for a Parking Permit must acknowledge that they have read this Car Parking Policy.

## **5. Temporary Allocation of Parking Spaces**

From time to time the Institute may have a requirement to designate identified parking bays in designated car parks for specific purposes or functions. Examples of such requirements are but are not limited to:

- Governing Body Meetings
- Institute functions
- Designated Institute Contractors
- Public Meetings
- Visits by Governmental or Educational Organisations

Authorisation for such designation may be made by the President, the Secretary/Financial Controller or the Registrar. Authorisation may be given for any specified period and under any specified conditions that may be appropriate to the circumstances.

Where such authorisation is requested and agreed to by the appropriate authority in the Institute, such spaces will be marked "reserved" by cones and will not be available for general use.

## **6. Sanctions**

It is assumed and expected that compliance with these regulations will be maintained by Users. Where users do not comply with the regulations any or all of the following sanctions may be imposed:

- Cars may have an "Unauthorised Parking" sticker affixed to them and their car registration noted;
- Cars may be clamped by an independent contractor retained by the Institute for that purpose. In the event of this happening all dealings will be between the car owner and the contractor;
- Cars may be removed/towed away by a contractor, retained by the Institute for that purpose, in situations where they are posing a health and safety risk e.g. blocking fire access routes or fire exits. The Institute does not accept liability for any damage to cars caused by the contractors.
- Parking privileges may be withdrawn from persistent offenders for relevant periods specified in the sanction. Any withdrawal of parking privileges will be authorised by the Secretary/Financial Controller. Any such withdrawal may be appealed to the President.
- Disciplinary Procedures may be invoked in the case of serious and persistent breaches of this policy.

## **7. Authority**

- Operation of these regulations falls to the Estates & Facilities Office;
- If in doubt, Users must comply with the lawful instructions and advice of the Estates & Facilities Office Staff in relation to where it is or is not permissible to park;
- Any abuse of, or failure to cooperate with the Estates & Facilities Office Staff on the part of staff or students will be regarded as a breach of discipline and reported to the Estates Manager or Head of Academic Department (as appropriate) for action in accordance with established procedures.

NOTE: Version 1.0 – Approved by the Executive at the meeting of 2<sup>nd</sup> April 2007