
Car Parking Procedure

1. Purpose

This Procedure establishes a set of standards and processes for the management of car parking at Te Herenga Waka—Victoria University of Wellington (University).

The aims of this Procedure are:

- (a) To ensure transparency, consistency and equity in car parking management; and
- (b) To maximise the benefit of the car parking amenity to the wider university community.

2. Application of Procedure

This Procedure applies to all staff, students, contractors and visitors at the Kelburn, Pipitea, Te Aro and Weir House campuses.

Procedure Content

3. General

- 3.1 The University promotes the use of sustainable transport. All staff, students and visitors are encouraged to walk, cycle, use public transport, motorcycle or carpool to the University.
- 3.2 The management of parking on University campus sites is the responsibility of the Director Property Services. Exceptions to this Procedure may be applied at the discretion of the Director Property Services.
- 3.3 The [Safe Campus Policy](#) provides for the Director Property Services to maintain a car parking allocation and management protocol.
- 3.4 Any unauthorised vehicle parked on campus during restricted hours will be treated as illegally parked.
- 3.5 Outside of the restricted hours, free parking is available to any person on University business, staff attending any function at the University, service vehicles and contractors undertaking University business on all campuses. Parking restrictions apply to all designated Reserved parking spaces 24 hours a day, seven days a week.
- 3.6 Car parks at Weir House are designated for University staff, RAs and residents.

4. Staff Parking e-Permits

- 4.1 All vehicles (excluding service contractors and reserved vehicles) parked on campus must be authorised and registered on the ParkMate App with the University. All staff authorised to park must comply with this Procedure.
- 4.2 To be eligible for an e-permit staff must be willing to have a University ParkMate account and use the ParkMate App or webpage.

5. Designated Reserved Parking Permit

- 5.1 Reserved parks will be clearly defined with signage and are for the exclusive use of the staff member authorised to use the reserved park. Any vehicle found parked illegally in a reserved park will be ticketed.
- 5.2 A staff member with a reserved park can only park in the car park allocated to them.

- 5.3 An allocated reserved park is available on request, as of right, for the Tumu Whakarae – Vice-Chancellor and any member of the Senior Leadership Team (SLT). SLT members cannot reallocate their reserved park to another person.
- 5.4 An allocated reserved park is available on request for any vehicle owned or leased by the University.
- 5.5 An allocated reserved park will not be provided to schools or Central Services Units (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.
- 5.6 An allocated reserved park is available for commercial tenants when provided for within the terms of their lease. 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.
- 5.7 A temporary reserved park may be requested, subject to availability and at the sole discretion of the Director Property Services for visitors on official University business under the following conditions:
- (a) Temporary reserved parks will clearly state the day(s) for which the park is valid. Vehicles parked outside the stated temporary times will be treated as illegally parked.
 - (b) Temporary reserved parks are issued free of charge. These parks are not transferable to any other person.
 - (c) Temporary reserved parks are issued by the car parking team and are subject to Director of Property Services' approval.
- 5.8 A reserved parking authorisation will allow for two vehicle registrations to be logged against the permitholders name, however only one vehicle will be permitted to park at any time during restricted hours.
- 5.9 The staff member who holds the reserved parking space is responsible for notifying carparking@vuw.ac.nz of any changes to the vehicles registered.
- 5.10 Reserved park holders are required to pay a fee set annually by Property Services in line with their employment contract. Parking fees must be paid fortnightly by automatic salary deduction or a one-off internal transfer from their cost centre to the car parking cost centre 2236/14738.
- 5.11 Applications for reserved parks can be made by contacting carparking@vuw.ac.nz.
- 5.12 Reserved parks are valid for a calendar year.

6. E-permits

- 6.1 Any unsigned or unmarked car park on campus is designated as an eligible e-permit holder car park.
- 6.2 Staff authorised to park in eligible e-permit parks must use the ParkMate app to “book” either a full-day or half-day parking session. E-permits are issued for specific campuses and staff can only park on the campus or campuses they are authorised to park on.
- 6.3 If a staff member has personal offices (this does not include faculty or shared offices) at multiple campuses, they may request a multi-campus e-permit that is valid for each campus they work at.
- 6.4 An e-permit does not reserve or guarantee any staff member a car park at any particular location, rather, it authorises the e-permit holder to park in a parking space provided that a vacant space is available.

- 6.5 Due to the limited number of car parking spaces on campus, only a predetermined number of e-permits will be issued. This number will be determined and amended as necessary from time to time by the Director Property Services and who will take into account the entitlement to reserved spaces, contractual obligations with University tenants and the number of car parking spaces available.
- 6.6 Only permanent staff members may apply for an e-permit to park on campus within restricted hours. People employed on a casual basis, permanent part-time (less than three days per week), students (including postgraduate students), contractors and visitors are not eligible for an e-permit except in circumstances specifically outlined in this Procedure.
- 6.7 E-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.
- 6.8 An SLT member may allocate one further e-permit as a recruitment incentive.
- 6.9 All other new e-permit applications which exceed the predetermined number of permits available will be placed on a waiting list for the relevant campus. The e-permit will be issued when the applicant reaches the top of the waiting list as a result of other staff relinquishing their rights to park.
- Applicants will be notified when they have reached the top of the waiting list and are eligible for an e-permit. They will have no more than two weeks to accept the offer.
 - If applicants decline the offer or do not respond they will forfeit their place on the waitlist and the authorisation will be offered to the next staff member on the waitlist.
 - If applicants are offered the permit and they are away on leave they will remain on the waitlist and be offered the next available 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 e-permit, they will be placed on the waiting list for each campus. The e-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.
- 6.10 E-permits are not transferable and are solely for the staff member's own use.
- 6.10 Staff with an e-permit may leave their vehicle parked on campus continuously for a maximum period of 72 hours. Security must be notified.
- 6.10 If you have an e-permit and take up a new employment role at another campus your e-permit will be transferred to that campus.
- 6.10 If you have an e-permit and get seconded to another campus, your e-permit will be transferred to your seconded campus. Once your secondment is finished, your e-permit will be reinstated at your original campus.
- 6.10 Staff leaving the employment of the University must notify Property Services by using the Car Parking Request Form on the [Staff Service Centre](#) when they are leaving so that any e-permits can be date ended.
- 6.11 Applications for e-permits can be made via the Car Parking Request Form on the [Staff Service Centre](#).
- 7. Pay by Plate Parking**
- 7.1 Pay by plate parking is available at the Kelburn campus (Waiteata Road and Kelburn Parade). This is available for use by staff and students. Anyone parking in the pay by plate parks must

enter their vehicle registration details in either the ParkMate App or at the pay by plate machine. Parking can be purchased by the hour or all day.

8. Student Parking

- 8.1 Victoria University of Wellington Students' Association (VUWSA) administers student parking on campus. 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 by plate (Waiteata). Students who park in any areas marked in NP, yellow lined/painted areas and pedestrian areas excluding the mobility park at Waiteata will be ticketed.

9. Mobility Parking

- 9.1 Designated on-campus parking is provided for staff with limited mobility. These staff must register and use the ParkMate App.

Staff Mobility Parking

- 9.2 Staff with long-term mobility issues may use a designated mobility car park. Before a mobility permit is granted to a staff member, they must be assessed and hold a current CCS mobility permit in their name. To be eligible for a dedicated mobility park, 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.

- 9.3 Staff with a short-term mobility issue may be allocated a designated temporary mobility car park. The temporary mobility park will be located as conveniently as possible for the user to their place of work.

Staff with a long-term mobility issue (longer than three months) will receive a designated temporary mobility car park. If the staff member does not already have an e-permit, they must download the ParkMate App and pay a daily charge for their park. Car parking will need to authorise their registration on the App.

- 9.4 Staff must adhere to the following conditions if they hold a mobility permit:

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

Student Mobility Parking

- 9.5 Student mobility parking is administered by Te Amaru – Student Disability Services. 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:

Visitor Mobility Parking

- 9.6 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 car parks 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 Parade.
- (b) Pipitea campus: five public mobility parks on Bunny St
- (c) Te Aro Campus: two public mobility parks on Marion St and one on Wigan St

10. Visitor Parking

- 10.1 The University encourages visitors to travel by foot or public transportation as visitor parking on all campuses is restricted. Kelburn campus and Pipitea visitor parks are booked by VicInfo at info@vuw.ac.nz or 0800 04 04 04 and Te Aro visitor parks are booked by the Faculty reception on +64 4 463 6200.
- 10.2 A booking must be made in order to use these parks and booking times should be strictly adhered to.
- 10.3 Visitor parks are available to be used by:
- (a) people from outside the University coming on campus for University business (this excludes students);
 - (b) allocated for no more than two hours at a time;
 - (c) 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.
- 10.4 Pay by plate parking is available near Kelburn campus on Waiteata Road and behind houses 16-20 on Kelburn Parade (accessed via Gate 13).

11. Contractor Parking

- 11.1 Limited paid contractor parking is available on the Kelburn campus for companies who have a current contract with the University. No private vehicles of contractors or their workers should be parked on campus. Contractor parks are to be arranged by the Project Manager in charge of the current contract.
- 11.2 Car parks 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. There will be up to two parks allocated to each main project. Reserved temporary contractor parks will be assigned, and the Project Manager and Main Contractor will be responsible for policing the usage of the parks. Any sub-contractors will be ticketed if parking on campus.

12. Service Contractor Parking

- 12.1 Service vehicle car parks are available for companies engaged by the University making deliveries, pick-ups or performing maintenance.
- 12.2 Service contractor parks are indicated with road-marking and/or signage.
- 12.3 There is no requirement for a permit to be displayed in a service vehicle. However, the vehicle must visibly display what company the vehicle belongs to.
- 12.4 Service contractor parking is available for a maximum of 2 hours.
- 12.5 Staff and students are not eligible to use service contractor parks.
- 12.6 Contractors belonging to projects are not eligible to use service contractor parks.

13. Motorcycle and Scooter Parking

- 13.1 E-permits are not required for motorcycles or scooters on campus.
- 13.2 Motorcycles and scooters are to be parked in designated motorcycle parking areas.
- 13.3 Motorcycles and scooters must not be parked in bays designated for other vehicles or obstruct vehicle paths, pedestrian paths or access to parked vehicles.

14. Bicycle Parking

- 14.1 E-permits are not required for bicycles on campus.

14.2 Cyclists should use the provided bicycle racks on campus. This includes the secure cycle enclosure in the basement of the Alan MacDiarmid building which is available to staff and post-graduate students – access to this enclosure can be arranged by contacting security@vuw.ac.nz.

14.3 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.

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

15. Conference and Event Parking

15.1 Temporary reserved parking for events may be arranged, depending on the demand for parking on campus at the time of the event. The location and number of parks allocated is at the discretion of Property Services. It cannot be guaranteed and should not be advertised or encouraged to event attendees.

16. Recruitment Incentives

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

17. Liability

17.1 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.

18. Loss or Damage to Vehicles

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

19. Enforcement

19.1 Parking Enforcement Services, a division of Wilson Parking, has been engaged to provide enforcement of this Procedure on Kelburn, Pipitea, Weir House and Te Aro campuses.

19.2 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.

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

(a) infringement notice

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

Note: Infringement notices can be appealed at <http://www.pesnz.co.nz/go/appeals>

(b) Revocation of an issued permit

The Director of Property Services has the right to permanently revoke an e-permit issued to any permit holder that breaches the processes and rules detailed in this Procedure.

20. Definitions

In this Procedure, unless the context otherwise requires:

E-permit	means authorisation given by the University to park on campus.
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Illegally Parked	means a vehicle that is parked improperly in a space for which it is not authorised. Criteria for illegally parked vehicles include: <ul style="list-style-type: none"> ▪ failure to start a parking session in the ParkMate app; ▪ failure to pay for a parking session ▪ parking in a reserved space without 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 authorisation is given. ▪ having two cars onsite with only one authorisation. ▪ Parking in any areas marked “NP” or yellow lined/painted areas.
ParkMate App	means the online booking and payment platform for University staff car parks. The App can be downloaded from Google Play or the App Store.
Staff	means 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, excluding Public and University Holidays, and at such other times as may be determined and promulgated by the Director Property Services with the exception of all designated Reserved parking spaces on all campuses.
VUWSA Parking Authorisation	means an authorisation given by VUWSA to students to park in a pay by plate park.

Related Documents and Information

21. Related Documents

[Safe Campus Policy](#)

22. Document Management and Control

Essential Record

Approver	Tumu Whakarae – Vice-Chancellor
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Policy Sponsor	Toi Ohanga – Chief Operating Officer
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