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## Car Parking Procedure

### Property Services

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#### 1 Purpose

This procedure establishes a set of standards and processes for the management of car parking within the University precincts.

The aims of this procedure are:

- To ensure transparency, consistency and equity in car parking management
- To maximise the benefit of the car parking amenity to the wider university community

#### 2 Organisational Scope

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

#### 3 Definitions

For purposes of this procedure, unless otherwise stated, the following definitions shall apply:

**Illegally Parked:** A vehicle which is parked improperly or in a space for which it is not authorised. Criteria for illegally parked vehicles include:

- failure to clearly display a valid pass or permit (including an expired Pay and Display ticket);
- parking in a reserved space without appropriate 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 the permit is issued for.
- Having two cars onsite with only one permit or a copied carpark permit.
- Parking in any areas marked in NP or yellow lined/painted areas excluding the mobility park at Waiteata

**Parking Permit:** A valid parking permit issued, or authorised for issue, by either Victoria University or VUWSA. This includes pay and display tickets, mobility parks, contractor permits issued by Security, and staff and student permits.

Staff:	Victoria 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 and at such other times as may be determined and promulgated by the Director Property Services with the exception of <b>all</b> designated Reserved parking spaces on all campuses.
DNE List:	Do Not Enforce list - this is used if you forget to transfer your permit to your other car. You <b>MUST</b> email <a href="mailto:carparking@vuw.ac.nz">carparking@vuw.ac.nz</a> first thing in the morning with the Registration number otherwise you will get a ticket. Failing to do that you will receive a ticket and it will not be waived.

## 4 Processes and Rules

### 4.1 General

- a) Victoria University of Wellington (VUW) promotes the use of sustainable transport. All staff, students and visitors are encouraged to walk, cycle, use public transport, motorcycle or car pool to the University.
- b) The management of parking on Victoria University of Wellington 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.
- c) The Safe Campus Policy provides for the Director Property Services to maintain a car parking allocation and management protocol.
- d) Any vehicle parked on campus during restricted hours and not displaying a valid parking permit will be treated as illegally parked.
- e) Outside of the restricted hours, free parking is available on all VUW campuses to any person on University business, staff attending any function at the university, service vehicles and contractors undertaking VUW business but excluding designated Reserved parking spaces to which parking restrictions apply 24 hours a day seven days a week.
- f) Carparks at Weir House are for University staff which are designated as they also have RA's & Residents with a park.
- g) If you have a new vehicle you are required to notify Carparking about this as soon as possible [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz) and request a new permit. Once that permit is received by yourself you must return the old permit to the Carparking office CSB303.

## 4.2 Staff Parking Permits

All vehicles (excluding services vehicles) parked on campus must display a valid parking permit. All parking permit holders must comply with these procedures. The regulations for each type of permit are detailed below:

### 4.2.1 Designated “Reserved” Parking Permit

- a) Reserved parks will be clearly defined with signage and are for the exclusive use of the authorised reserved parking permit holder. Any vehicle found parked illegally in a reserved park will be ticketed.
- b) A Reserved parking permit holder can only park in the car park allocated to them.
- c) A Reserved parking permit and allocated car park is available on request, as of right, for the Vice Chancellor and any member of the Senior Leadership Team (SLT). SLT members cannot reallocate their own reserved parking permit or park to another person.
- d) A Reserved parking permit and allocated car park is available on request for any vehicle owned or leased by the University.
- e) A Reserved parking permit and/or allocated car park will not be provided to schools or 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.
- f) A Reserved parking permit and allocated car park is available for Commercial Tenants when provided for within the terms of their lease. It is intended that 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.
- g) 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:
  - Temporary Reserved parks will state clearly the day(s) for which the park is valid. Vehicles parked outside the stated temporary times will be treated as illegally parked.
  - Temporary Reserved parks are issued free of charge. These parks are not transferable to any other person.
  - Temporary Reserved parks are issued by the Carparking team and are subject to Director of Property Services approval.
- h) A Reserved parking permit will allow for two vehicle registrations to be logged against the permit issued, however only one permit will be allocated and can be displayed on only one vehicle at any time during restricted hours. Copies will not be accepted as valid permits.
- i) The permit holder is responsible for ensuring that the permit is clearly displayed on the front windscreen of the vehicle. VUW accepts no responsibility for action taken against vehicles with permits displayed in any other location on the vehicle or which do not have a permit displayed or whereby the permit is obscured.

- j) The permit holder is responsible for notifying [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz) of any changes to the vehicles registered under the permit and will return the permit to Property Services if they leave the University.
- k) Reserved parking permit holders are required to pay a fee set annually by Property Services. Parking fees are to be paid by automatic salary deduction for staff who are on the permanent fortnightly.
- l) Applications for Reserved parking permits can be made by contacting [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz)
- m) Reserved parking permits are valid for a calendar year.
- n) An administration fee of \$30 will be charged for the replacement of a lost permit.

#### 4.2.2 Licence to Hunt Parking Permit

- a) Any unsigned or unmarked car park on campus is designated as a "Licence to Hunt" car park.
- b) Licence to Hunt permits are issued for specific campuses and can only be used to park at the campus noted on the permit. If a staff member has personal offices (this does not include faculty or shared offices) at multiple campuses they may request a multi-campus permit that is valid for each campus they work at.
- c) A Licence to Hunt parking permit does not reserve or guarantee any permit holder a car park at any particular location, rather, it authorises the permit holder to park in a Licence to Hunt parking space provided that a vacant space is available.
- d) Due to the limited number of car parking spaces on campus only a predetermined number of permits will be issued. This number will be determined and amended as necessary from time to time by the Director Property Services and will take into account the entitlement to Reserved spaces, contractual obligations with VUW tenants and the number of permit holder spaces available.
- e) Only permanent staff members may apply for a permit to park on campus within restricted hours. People employed on a casual basis, permanent part-time (less than 3 days per week), students (including postgraduate students), contractors and visitors are not eligible for a Licence to Hunt permit except in circumstances specifically outlined in these procedures.
- f) Licence to Hunt parking 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.
- g) An SLT member may allocate 1 further Licence to Hunt parking permit as a recruitment incentive.
- h) All other new Licence to Hunt parking permit applications which exceed the predetermined number of permits available will be placed on a waiting list for the relevant campus. The permit will be issued when the applicant reaches the top of the waiting list as a result of other staff relinquishing their permits.
  - Applicants will be notified when they have reached the top of the waiting list and are eligible for a parking permit. They will have no more than two weeks to accept the offer.

- If applicants decline offer or do not respond it will enable Victoria University to offer the next available permit to the next staff member on the waitlist.
  - If applicants decline the offer or do not respond they will then be moved to the onholds. They will remain there until they enquire about a permit and then we will move them to the top of the waitlist for the next available permit.
  - If applicants are offered the permit and they are away on leave they will just remain on the waitlist and be reoffered 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 permit, they will be placed on the waiting list for each campus. The 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.
- i) Licence to Hunt parking permits are not transferable and are solely for the staff member's own use. The permits cannot be used by family members or lent or sold to other members of staff, students or members of the public.
- j) A Licence to Hunt parking permit will allow for two vehicle registrations to be logged against the permit issued, however only one permit will be allocated and can be displayed on only one vehicle at any time during restricted hours. Copies will not be accepted as valid permits.
- k) The Licence to Hunt parking permit holder is responsible for ensuring that the permit is clearly displayed on the front windscreen of the vehicle. VUW accepts no responsibility for action taken against vehicles that have permits displayed in any other location on the vehicle or which have the permit obscured.
- l) Licence to Hunt parking permit holders are required to pay a fee set annually by Property Services. Parking fees are to be paid by automatic salary deduction for staff who are on the permanent fortnightly payrolls.
- m) Licence to Hunt permit holders are able to put their permit 'On-Hold'. This provides a facility for staff going on leave or travelling by alternative means for an extended period of time. The minimum period of time to place a permit 'On-Hold' is three months. To go 'On-Hold' permit holders must provide advanced written to Property Services Car Parking team (along with the return of their permit). Payment deductions will cease at the next convenient salary deduction. Should the permit holder want to revalidate their permit upon their return, staff must advise the Carparking team by email at [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz), at least one month before returning. They will then go to the top of the waiting list and will be eligible for the next available permit.
- n) Licence to Hunt permit holders may leave their vehicle parked on campus continuously for a maximum period of 72 hours. Security must be notified.
- o) If you have a Licence to Hunt Permit and take up a new employment role at another campus your permit will be transferred to that campus.
- p) If you have a Licence to Hunt Permit and get seconded to another campus. You will be removed off the current campus and transferred to your seconded campus. Once your secondment is finished you your permit will be reinstated at your original campus.

- q) Terminating staff who wish to cease their payroll deduction must notify Property Services Carparking team when they are leaving work. At the end of their term it is the staffs responsibility to return the permit to the Property Services Carparking team so that Payroll can be informed that permit has been received and that deductions can stop. This is also the same for staff that are on fixed term contract. If their contract is finishing but they know or intend to apply for another contract Payroll & Property services also need to know.
- r) Applications for Licence to Hunt parking permits can be made by contacting [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz)
- s) Licence to Hunt parking permits are valid for a calendar year.
- t) An administration fee of \$30 will be charged for the replacement of a lost permit.

#### 4.2.3 Daily Coupon Parking Permit

A daily coupon parking permit is only issued to staff that already have a permanent Licence to Hunt Permit. In order for them to obtain the Daily Coupon Parking Permit they must relinquish their Licence to Hunt Permit.

- a) Daily Coupon Parking Permits holders are issued with a book of 12 Daily Coupons and a Daily Coupon Parking Permit. Both the permit and a daily coupon with the current date selected must be displayed in the front windscreen each day that the vehicle is parked on campus.
- b) A maximum of 2 books of coupons per calendar year are able to be purchased. Once you have notified Carparking of how many books you would like they will then send you a link <https://pay.victoria.ac.nz/staff/menu> to pay for your coupon booklets online. You will have the option of them to be delivered via internal mail or you can come and pick them up. This needs to be paid before you receive them.
- c) Any unsigned or unmarked car park on campus is designated as a "Licence to Hunt" car park and can be used by Daily Coupon Parking Permit holders.
- d) Daily Coupon Parking permits are issued for specific campuses and can only be used to park at the campus noted on the permit. If a staff member has personal offices (this does not include faculty or shared offices) at multiple campuses they may request a multi-campus permit that is valid for each campus they work at.
- e) A Daily Coupon Parking permit does not reserve or guarantee any permit holder a car park at any particular location, rather, it authorises the permit holder to park in a Licence to Hunt parking space provided that a vacant space is available.
- f) Due to the limited number of car parking spaces on campus only a predetermined number of Daily Coupon Parking permits will be issued. This number will be determined and amended as necessary from time to time by the Director Property Services and will take into account the entitlement to Reserved spaces, contractual obligations with VUW tenants and the number of permit holder spaces available.
- g) Only staff members may apply for a Daily Coupon Parking permit. People employed on a casual basis, permanent part-time (less than 3 days per week), students (including postgraduate students), contractors and visitors are not eligible for a Licence to Hunt permit except in circumstances specifically outlined in these procedures.

- h) Daily Coupon Parking permits are not transferable and are solely for the staff member's own use. The permits cannot be used by family members or lent or sold to other members of staff, students or members of the public.
- i) A Daily Coupon Parking permit will allow for two vehicle registrations to be logged against the permit issued, however only one permit will be allocated and can be displayed on only one vehicle at any time during restricted hours. Copies will not be accepted as valid permits.
- j) The Daily Coupon Parking permit holder is responsible for ensuring that both the permit and the daily coupon is clearly displayed on the front windscreen of the vehicle and that the correct date is scratched off the coupon. VUW accepts no responsibility for action taken against vehicles that have permits displayed in any other location on the vehicle or which have the permit obscured.
- k) The Daily Coupon Parking permit holder is responsible for notifying [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz) of any changes to the vehicles registered under the permit and will return the permit to Property Services if they leave the University.
- l) Daily Coupon parking permit holders are required to pay a fee set annually by Campus Services. Parking fees will be invoiced to the permit holder for each book of coupons purchased.
- m) Applications for Daily Coupon Parking permits can be made by contacting [carparking@vuw.ac.nz](mailto:carparking@vuw.ac.nz)
- n) Daily Coupon Parking permits are valid for a calendar year.
- o) An administration fee of \$30 will be charged for the replacement of a lost permit.

### **4.3 Pay and Display Parking**

Pay and Display parking is available at the Kelburn campus. This is available for use by anyone. All vehicles parked in the Pay and Display parks must display a current parking ticket issued from the Pay and Display machine. Parking can be purchased by the hour or all-day.

### **4.4 Student Parking**

- VUWSA administer 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 and Display (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.

### **4.5 Mobility Parking**

Designated on-campus parking is provided for people with limited mobility.

#### **4.5.1 Staff Mobility Parking**

- a) Staff with a long-term mobility issue may use a designated mobility car park. Before a mobility permit is granted to a staff member, they must be assessed and gain approval from the Occupational Health Nurse. A current CCS mobility permit does not automatically entitle you to a mobility park on campus. To be eligible for a permit, 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.
- b) Staff with a short-term mobility issue may receive a temporary designated reserved car park. Before a mobility park is granted to a staff member, they must gain approval from the Occupational Health Nurse and meet the eligibility criteria listed above. The temporary mobility park will be located as conveniently as possible for the user and will have signage indicating the vehicle registration that it is reserved for and the time period the park will be reserved for. They will also need to get a Temporary mobility permit to be displayed in their window from CSB303 office.
- c) Staff with a long-term mobility issue (longer than three months) will receive a designated reserved car park. Their Rego will need to be supplied for the Do Not Enforce List and sign. The staff member will be charged for their permit at the same rate as Licence to Hunt permit holders.
- d) Staff must adhere to the following conditions if they hold a mobility permit
- Staff must park in a designated spot if one is allocated to them
  - Staff must let Carparking know when they no longer have need for a mobility park
  - Reviews of eligibility for a mobility park may be undertaken by the Occupational Health Nurse at any time.

#### 4.5.2 Student Mobility Parking

Student mobility parking is administered by [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.

#### 4.5.3 Visitor Mobility Parking

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 carpark 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 Pde
- b) Pipitea campus: five public mobility parks on Bunny St
- c) Te Aro Campus: two public mobility parks on Marion St & one on Wigan St

#### 4.6 Visitor Parking

- a) Victoria encourages visitors to travel by foot or public transportation as visitor parking on all campuses is severely restricted. Limited visitor parking is available. Kelburn campus and Pipitea visitor parks are booked by Hunter reception and Te Aro visitor parks are booked by the Faculty reception.
- b) A booking must be made in order to use these parks



- c) Visitor parks are available to be used by:
  - people from outside the University coming on campus for University business (this excludes students);
  - Allocated for no more than 2 hours at a time
  - 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.
- d) Pay and Display parking is available near Kelburn campus on Waiteata Road.

#### **4.7 Contractor Parking**

- a) Contractor parking is available on the Kelburn campus underneath Te Puni Village Student Accommodation. These 10 parks are on a first in, first served basis. Once in a contractor car park a text must be sent to 022 563 9997 with the vehicles registration number, car park number, company name, building work is happening in and the expected timeframe on site. To be eligible for the use of these parks the contractor must have a current contract with the University or for building and infrastructure maintenance or construction work on campus. No private vehicles of contractors should be parking in the contractor park. Tenants, students and staff are not eligible.
- b) Carparks 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.
- c) Please contact car parking for a full Contractor Parking Policy for more information.

#### **4.8 Service Vehicle Parking**

- a) Service vehicle carparks are available for external companies engage by the University making deliveries, pick-ups or performing maintenance at the University.
- b) Service vehicle parks are indicated with road-marking and/or signage.
- c) There is no requirement for a parking permit to be displayed in a service vehicle, however the vehicle must visibly display what company the vehicle belongs to.
- d) Service vehicle parking is available for a maximum of 4 hours.
- e) Staff and students are not eligible to use service vehicle parks.
- f) Contractors belonging to Projects are not eligible to use service vehicle parks.

#### **4.9 Motorcycle and Scooter Parking**

- a) Parking permits are not required for motorcycles or scooters on campus.
- b) Motorcycles and scooters are to be parked in designated motorcycle parking areas.
- c) Motorcycles and scooters must not be parked in bays designated for other vehicles or obstruct vehicle paths, pedestrian paths or access to parked vehicles.

#### **4.10 Bicycle Parking**

- a) Parking permits are not required for bicycles on campus.
- b) Cyclists should use the provided bicycle racks on campus. This includes the secure cycle enclosure in the basement of 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](mailto:security@vuw.ac.nz)

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

#### **4.11 Conference and Event Parking**

Temporary reserved parking for events may be arranged depending on demand for parking on campus at the time of the event. The location and number of parks allocated is at the discretion of the Property Services. It cannot be guaranteed and should not be advertised or encouraged to event attendees. A maximum of two parks will be allocated to any one event and Carparking requires the Registration of each vehicle that will in those parks.

#### **4.12 Recruitment Incentives**

Parking 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.

#### **4.13 Liability**

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.

#### **4.14 Loss or Damage to Vehicles**

- a) If a staff member discovers that their car is missing, they should contact Security, to ascertain whether the car has been towed.
- b) Theft from or damage to cars should be reported to the Security office, telephone extension 8366 or email [Security@vuw.ac.nz](mailto:Security@vuw.ac.nz)

#### **4.15 Enforcement**

- a) 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.
- b) 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.
- c) The University has a number of options for dealing with illegally parked cars:

- i. Infringement notice

- Illegally parked vehicles including motorcycles and scooters, will receive an infringement notice for \$65.

- Any vehicle found displaying a copied permit or a permit reported as stolen or lost will be issued an infringement notice. Property Services will pass the information of suspected breaches to HR to investigate. The University views this type of action as dishonest conduct which may be a potential breach of the Staff Conduct Policy and could result in disciplinary consequences and potentially permanent confiscation of the original permit.

- ii. Towing

Any vehicle that is found illegally parked in a reserved park or blocking access for other vehicles around campus will be towed away immediately and the vehicle owner will incur any charges for the contracted towing company for the release of the vehicle.

iii. Revocation of an issued permit

The Director of Property Services has the right to permanently revoke a parking permit issued to any permit holder that breaches the processes and rules detailed in this procedure.

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

## 5 References

Safe Campus Policy

## 6 Appendices

None

## 7 Approval Agency

Director, Property Services

## 8 Contact Person

The following person may be approached on a routine basis in relation to this protocol:

Jenny Chalmers  
Administration Office Manager  
Ext: 6608