

Parking and Traffic Policy

Last Modified	March 2021
Review Date	February 2024
Approval Authority	Executive Director, People Culture and Campus
Contact Officer	Security and Campus Community Support Manager – People Culture and Campus

Introduction

This policy sets out the University's parking and traffic management regime on campus.

Definitions

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Policy

This policy repeals and replaces the ***Parking and Traffic Statute 2017*** (see [Appendix A](#)).

1. Enforcement

- (a) Drivers and riders must obey all markings and signs on the University campus and any directions which may be given by any person authorised by the Executive Director, People Culture and Campus to enforce the provisions of this policy.
 - (i) UC Security Officers are hereby authorised to obtain the name and/or address of anyone on the campus when they deem it necessary, for the purposes of enforcement of this policy.
 - (ii) Any person on the campus, who, having been requested by a UC Security Officer to supply his/her name and/or address neglects or refuses to promptly give that information or who shall give to such Security Officer a false or inaccurate name and/or address, shall commit an offence against this policy and shall be liable to a fine for each such offence.

2. Parking and Road Use

- (a) Road markings and signs on the University campus which are the same as those provided for in any regulations or rules made pursuant to the [Land Transport Act 1998 \(New Zealand legislation website\)](#) or any Act, regulation or rule passed in amendment or substitution thereof, shall have the same meaning and must be observed at all times. Any person who fails to comply with the direction of any road marking, or sign, commits an offence against this policy and shall be liable to a fine.
- (b) Motor vehicles may only park in spaces which are specifically marked out for parking of motor vehicles and in accordance with any particular parking requirements specified for any such area. Vehicles are parked at the sole risk of the owner or driver and the University will not accept liability for any loss or damage thereto. The University reserves the right to clamp or to tow away any incorrectly parked vehicles. Any vehicles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing of the vehicle.
- (c) Motorcycles and bicycles must be parked in the areas specifically designated for them and in accordance with any particular parking requirements specified for any such area. Motorcycles and bicycles are parked at the sole risk of the owner or rider and the University will not be liable for any loss or damage thereto. If incorrectly parked, they may be removed to those areas or, at the discretion of the University, clamped or towed away. Any bicycles or motorcycles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the same. The University will not accept any liability for damage caused to any motorcycle or bicycle locking mechanism if such motorcycle or bicycle is removed under the terms of this policy.
- (d) Vehicles are not permitted to be parked on campus for periods in excess of 72 hours without permission of the UC Security Services Manager.
- (e) Campervans, trailers, or other large vehicles, are not permitted to be parked on campus without prior agreement of the UC Security Services Manager.
- (f) Use of any vehicle for sleeping in overnight is not permitted.
- (g) Restrictions on parking in areas designated by appropriate signs shall apply from 8.00am to 5.00pm Monday to Friday from 1st January to 31st December each year, excluding public holidays. The restrictions in respect to parking in reserved, disabled and visitor spaces, or in areas not otherwise marked out for parking shall apply day and night throughout the year.

3. Parking Permits and their Use

- (a) Parking permits will be issued to University staff and students on application and payment of the appropriate fees. Fees payable shall be as determined by the Executive Director, People Culture and Campus from time to time.
- (b) The issue of a parking permit only authorises the holder thereof to park on the campus and does not guarantee the availability of a parking space.

- (c) Permits shall be affixed in accordance with the instructions provided, and shall be removed before the disposal of the vehicle.
- (d) Permits remain current until they expire or are revoked or when the student or staff member to whom they are issued ceases to be a student or member of staff of the University. Any parking permit may be revoked by the Executive Director, People Culture and Campus if the holder thereof commits any offence against these regulations.
- (e) All vehicles parked on the campus, except bicycles and motorcycles, must display an appropriate permit/coupon. Visitors and trade vehicles may park in those areas specifically designated for them and must display an appropriate permit/coupon. A visitor is a person neither employed on the campus nor enrolled as a student.
- (f) Vehicles must use the correct car parks to which their permit/coupon applies during the time restrictions apply. Failure to observe this may result in their vehicles being clamped or towed away.

4. Penalty and Appeal

- (a) Any person who fails to observe the requirements of this policy commits an offence against this policy.
- (b) Any person who commits an offence against this policy will be liable to a fine for each offence.
- (c) Fines payable in respect of offences committed under this policy, the time for payment thereof and the amount of reduction thereof for prompt payment, if any, shall be as determined by the Executive Director, People Culture and Campus and specified in the University parking information website from time to time.
- (d) If a member of the University staff, student or visitor, upon whom a fine or other penalty has been imposed hereunder, wishes to appeal their fine or penalty, an application must be lodged through UC Security Services in the prescribed manner as detailed on the UC Security Services website. Such review must be initiated by written application, to be made within 14 days of the date of the offence notice, setting out details of the fine or other penalty in respect of which review is sought, the reason the review is being sought and all information upon which the application is based. The review will take place in accordance with any rules established from time to time.

Note: Details of permit charges, fines and review procedures are available from at [Parking \(University Life at UC website\)](#).

Related Documents and Information

Legislation

- [Land Transport Act 1998 \(New Zealand Legislation website\)](#)

UC Website and Intranet

- [Campus Services \(University Campus Services intranet\) \(Staff only\)](#)
- [Parking \(University Life at UC website\)](#)

Appendices

- [Appendix A: Parking and Traffic Statute 2017](#)
- [Appendix B: Parking and Traffic Statute 2003](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.00	Parking and Traffic Statute (2017) removed from University Regulations and input into UCPL template accessible via the UC Policy Library.	University Council	Jan 2017
1.01	Change in Contact Officer to Security and Campus Community Support Manager	Policy Unit	March 2018
2.00	Scheduled Review by CO, minor changes to content	University Council	Feb 2019
3.00	Format change into statute format and re-ordering of existing content	Policy Unit	October 2020
4.00	Re-formatted into policy format upon approval of Council following policy paper to Council in March 2021. Council have delegated parking and Traffic to the Vice-Chancellor with sub-delegations permitted. Review period of 5 years set.	University Council	March 2021

Appendix A

Parking and Traffic Statute 2017

1. Version

Parking and Traffic Regulations 2017

The Parking and Traffic Regulations 2003 are hereby repealed.

Amended October 2020

2. Purpose

This statute sets out the University's parking and traffic management regime on campus.

3. Authority

(a) This statute is issued by the University Council.

(b) This statute is administered by Security and Campus Community Support.

4. Enforcement

(a) Drivers and riders must obey all markings and signs on the University campus and any directions which may be given by any person authorised by the Vice-Chancellor to enforce the provisions of this statute.

(i) UC Security Officers are hereby authorised to obtain the name and/or address of anyone on the campus when they deem it necessary, for the purposes of enforcement of this statute.

(ii) Any person on the campus, who, having been requested by a UC Security Officer to supply his/her name and/or address neglects or refuses to promptly give that information or who shall give to such Security Officer a false or inaccurate name and/or address, shall commit an offence against this statute and shall be liable to a fine for each such offence.

5. Parking and Road Use

(a) Road markings and signs on the University campus which are the same as those provided for in any regulations or rules made pursuant to the **Land Transport Act 1998** or any Act, regulation or rule passed in amendment or substitution thereof, shall have the same meaning and must be observed at all times. Any person who fails to comply with the direction of any road marking, or sign, commits an offence against this statute and shall be liable to a fine.

(b) Motor vehicles may only park in spaces which are specifically marked out for parking of motor vehicles and in accordance with any particular parking requirements specified for any such area. Vehicles are parked at the sole risk of the owner or driver and the University will not accept liability for any loss or damage thereto. The University reserves the right to clamp or to tow away any incorrectly parked vehicles. Any vehicles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing of the vehicle.

- (c) Motorcycles and bicycles must be parked in the areas specifically designated for them and in accordance with any particular parking requirements specified for any such area. Motorcycles and bicycles are parked at the sole risk of the owner or rider and the University will not be liable for any loss or damage thereto. If incorrectly parked, they may be removed to those areas or, at the discretion of the University, clamped or towed away. Any bicycles or motorcycles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the same. The University will not accept any liability for damage caused to any motorcycle or bicycle locking mechanism if such motorcycle or bicycle is removed under the terms of this statute.
- (d) Vehicles are not permitted to be parked on campus for periods in excess of 72 hours without permission of the UC Security Services Manager.
- (e) Campervans, trailers, or other large vehicles, are not permitted to be parked on campus without prior agreement of the UC Security Services Manager.
- (f) Use of any vehicle for sleeping in overnight is not permitted.
- (g) Restrictions on parking in areas designated by appropriate signs shall apply from 8.00am to 5.00pm Monday to Friday from 1st January to 31st December each year, excluding public holidays. The restrictions in respect to parking in reserved, disabled and visitor spaces, or in areas not otherwise marked out for parking shall apply day and night throughout the year.

6. Parking Permits and their Use

- (a) Parking permits will be issued to University staff and students on application and payment of the appropriate fees. Fees payable shall be as determined by the Vice-Chancellor from time to time.
- (b) The issue of a parking permit only authorises the holder thereof to park on the campus and does not guarantee the availability of a parking space.
- (c) Permits shall be affixed in accordance with the instructions provided, and shall be removed before the disposal of the vehicle.
- (d) Permits remain current until they expire or are revoked or when the student or staff member to whom they are issued ceases to be a student or member of staff of the University. Any parking permit may be revoked by the Vice-Chancellor if the holder thereof commits any offence against these regulations.
- (d) All vehicles parked on the campus, except bicycles and motorcycles, must display an appropriate permit/coupon. Visitors and trade vehicles may park in those areas specifically designated for them and must display an appropriate permit/coupon. A visitor is a person neither employed on the campus nor enrolled as a student.

(d) Vehicles must use the correct car parks to which their permit/coupon applies during the time restrictions apply. Failure to observe this may result in their vehicles being clamped or towed away.

7. Penalty and Appeal

(a) Any person who fails to observe the requirements of this statute commits an offence against this statute.

(b) Any person who commits an offence against this statute will be liable to a fine for each offence.

(c) Fines payable in respect of offences committed under this statute, the time for payment thereof and the amount of reduction thereof for prompt payment, if any, shall be as determined by the Vice-Chancellor and specified in the University parking information website from time to time.

(d) If a member of the University staff, student or visitor, upon whom a fine or other penalty has been imposed hereunder, wishes to appeal their fine or penalty, an application must be lodged through UC Security Services in the prescribed manner as detailed on the UC Security Services website. Such review must be initiated by written application, to be made within 14 days of the date of the offence notice, setting out details of the fine or other penalty in respect of which review is sought, the reason the review is being sought and all information upon which the application is based. The review will take place in accordance with any rules established from time to time.

Note: Details of permit charges, fines and review procedures are available from at Parking [\(University Life at UC website\)](#).

Appendix B

Parking and Traffic Statute 2003

1. (a) Drivers and riders must obey all markings and signs on the University campus and any directions which may be given by any person authorised by the Vice-Chancellor to enforce the provisions of this statute (a Parking Attendant/Security Officer), who is hereby authorised to obtain the name and/or address of anyone on the campus when they deem it necessary for the purposes of enforcement of this statute.

(b) Any person on the campus, who, having been requested by a Parking Attendant/Security Officer to give to him or her the name and/or address of such person shall neglect or refuse promptly to give that information or who shall give to such Parking Attendant / Security Officer a false or inaccurate name and/or address shall commit an offence against this statute and shall be liable to a fine for each such offence.
2. Road markings and signs which are the same as those provided for in any Regulations made pursuant to the Transport Act 1962 or any Act or regulation passed in substitution thereof, shall have the same meaning and must be observed at all times. Any person who fails to comply with the direction of any road marking or sign commits an offence against this statute and shall be liable to a fine.
3. Motor vehicles may only park in spaces which are specifically marked out for parking of motor vehicles and in accordance with any particular parking requirements specific for any such area. Vehicles are parked at the sole risk of the owner or driver and the University will not be liable for any loss or damage thereto. The University reserves the right to clamp or to tow away any incorrectly parked vehicles. Any vehicles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the vehicle.
4. Motorcycles and bicycles must be parked in the areas specifically designated for them and in accordance with any particular parking requirements specified for any such area. Motorcycles and bicycles are parked at the sole risk of the owner or rider and the University will not be liable for any loss or damage thereto. If incorrectly parked they may be removed to those areas or, at the discretion of the University, clamped or towed away. Any bicycles or motorcycles clamped or towed away may be recovered after payment of any fines/costs incurred in clamping or towing away and/or storing the same.
5. All vehicles parked on the campus except bicycles and motorcycles must display an appropriate permit/coupon. Visitors and trade vehicles may park in those areas specifically designated for them and must display an appropriate coupon. A visitor is a person neither employed on the campus nor enrolled as a student. Vehicles must use the correct car parks to which their permit/coupon applies during the time restrictions apply. Failure to observe this may result in their vehicles being clamped or towed away. Restrictions on parking in areas designated by appropriate signs shall apply from 8.00am to 5.00pm Monday to Friday from 1 February to 30 November each year. The

restrictions in respect to parking in reserved, disabled, and visitor spaces, or in areas not otherwise marked out for parking shall apply day and night throughout the year.

6. (a) Any person who fails to observe the requirements of this statute commits an offence against this statute.
 - (b) Any person who commits an offence against this statute will be liable to a fine for each offence and may be issued with an offence notice by a Parking Attendant/Security Officer.
 - (c) Fines payable in respect of offences committed under this statute, the time for payment thereof and the amount of reduction thereof for prompt payment, if any, shall be as determined by the Vice-Chancellor and specified in the University Calendar from time to time.
 - (d) The Campus Services Manager if so requested by a member of the University staff or a student upon whom a fine or other penalty has been imposed hereunder, will review, or arrange for a review of the amount of any such fine and/or its imposition. Such review shall be initiated by written application, to be made to the Campus Services Manager within 14 days of the date of the offence notice, setting out details of the fine or other penalty in respect of which review is sought, the reason the review is being sought and all information upon which the application is based. The review will take place in accordance with any rules established from time to time.
7. Parking permits will be issued to University staff and students on application and payment of the appropriate fees. Fees payable shall be as determined by the Vice-Chancellor from time to time.
 8. The issue of a parking permit only authorises the holder thereof to park on the campus and does not guarantee the availability of a park.
 9. Permits shall be affixed in accordance with the instructions provided, and shall be removed before the disposal of the vehicle.
 10. Permits remain current until they expire or are revoked or when the student or staff member to whom they are issued ceases to be a student or member of staff of the University. Any parking permit may be revoked by the Vice-Chancellor if the holder thereof commits any offence against these regulations.
 11. The Parking and Traffic Regulations 1995 are hereby repealed.
 12. This statute, entitled the Parking and Traffic Statute 2003, shall come into force on 1 January 2003.

Note: Details of permit charges and fines (and provision for the reduction of fines for prompt payment) and review procedures.