

Car Parking and Access

Car Parking

Parking permits are provided free of charge for visitors attending residential conferences and non-residential events taking place in the Conference Centre. Conference organisers can order permits from the Conference Office before their conference begins.

Non-residential conferences using General Teaching Space, can obtain parking permits for delegates at £2.00 per permit (thus saving £4.00). These are available from your contact in the Conferences & Events team. Residential conferences and events in the Conference Centre can obtain parking permits for their delegates free of charge. These are available from Conferences & Events or the Conference Centre. These permits will enable delegates to use any of the car parks on campus for the duration of the conference.

The number of available spaces, and the location, will depend on demand for car parking for University business on any given date. Unfortunately the University is unable to reserve spaces and as such, parking is on a first come - first served basis.

Pay and display is in operation in the Visitors' Car Parks on campus Monday to Friday, 9am to 5pm at a rate of £6 per six hours.

The University have CCTV cameras in operation on most car parks, but vehicles and items within them, are the responsibility of their owners and not of the University.

Where large numbers of vehicles are expected for an event, guidance and advice on producing a car parking management plan is available from the University (e.g. advice about sufficient coach parking, health and safety procedures, employing stewards, liaising with the Security team etc). It is advisable for the organiser to visit the campus at an early stage in the planning process, to check on the location of car parks and pedestrian routes before this plan is finalised. The University Transport Manager is happy to arrange a walking tour of the campus with representatives of the Estates & Facilities Management Division, Safety Office, and Security, as part of such a visit.

Where the University has deemed it necessary for a car parking management plan to be produced for a specific conference/event, this should be received at least four weeks prior to the event. The plan should indicate clearly how the various matters/issues outlined below will be addressed. It should also include details of insurance covering use of its car parks and access to the event, if applicable.

Rules and Regulations

Vehicles must only be parked in marked bays within the car parks. Access routes to and within car parks must be kept clear at all times, to allow access for emergency vehicles.

Temporary parking for loading/unloading is possible outside the residences and other campus buildings, but once this has been accomplished, vehicles should be parked in one of the designated car parks, clearly marked on the plan of campus (see Appendix G).

Organisers may not make charges for use of campus car parks without the prior agreement of the University. Any charging or donation system agreed must not hinder the free ingress of vehicles into car parks. Vehicles not displaying a conference car parking permit or valid visitors car parking ticket will be subject to the University's parking regulations, i.e. fixed penalty notices, clamping and possibly towing away.

Disabled Parking

Organisers must consider the special parking and access needs of those attending the event that are disabled. The University can offer advice on this matter and might be able to allocate specific disabled parking in appropriate locations if requested in advance of the event. There are some general disabled parking bays around campus but event visitors must not use the disabled bays marked for individual use by University staff or students.

Coach and Minibus Parking

The only exception to the use of marked bays is to park coaches or minibuses. The University will supply additional guidance to the conference organiser if coaches are expected. This will indicate specific areas suitable for coach parking and drop-off/collection points, and will clarify health and safety and emergency evacuation procedures.

Conference organisers must inform Conferences & Events if coaches are expected at their event and specify the expected number. Close liaison will be required with our Security and Transport departments in the run up to the event. Additional security staff/stewards may need to be employed (at the organiser's expense) to control parking arrangements on the day (see below).

Where large numbers of coaches/minibuses are expected, organisers are asked to consider ways of staggering the arrival of these for their event, so that traffic backlogs do not occur.

Please note, we have recently been advising coaches and buses to find alternative car-parks, outside of the campus grounds. This is due to the number of parking spaces on campus being reduced to make way for new developments, and also to encourage a greener mode of transport. Therefore please bear in mind that you may have to consider other options should our transport department advise that it is not possible for your coach to park on site.

Traffic Flows on Campus Roads

All University roads must be kept clear of parked cars and organisers of large conferences and events must ensure that free traffic flow is maintained throughout the event. Organisers must ensure that the normal business of the University is not impeded during the event. The uninhibited flow of service buses onto and around campus is essential and must not be disrupted.

Those attending must be notified in advance that the Road Traffic Act applies to all University roads, that cars parked illegally will be towed away, and that drivers will be fined before their vehicles are returned.

Event traffic must be stewarded as quickly as possible into allocated car parks to ensure that there is no backlog of traffic onto the A27. Congestion onto the A27 is very unsafe and will attract the unwelcome attention of the police.

Car Parking Signage

The organiser is responsible for seeing that signage is provided for those attending the event, including any road signage in the vicinity of the University which is deemed necessary. The University can provide a signage service (on-campus) and advise organisers about suitable sites on campus for the location of signage.

Road signs on the A27 outside campus should indicate clearly which University entrance has been designated for event traffic. If signage is put up on behalf of the event organiser (e.g. by the RAC) it is the responsibility of the organiser to check, before the event, that it is correct and to seek alteration if necessary.

Signage on campus should follow the guidelines laid out in section *Signage, Security, Health and Safety* and should identify and locate allocated car-parks and exit routes from the University. Clear signs are also needed to indicate agreed pedestrian routes from car parks to the event. All event signage must be promptly removed by the organiser at the end of the event in accordance with University Signage Guidelines section *Signage, Security, Health and Safety*.

Stewarding of Car Parking Arrangements

The University will provide normal levels of security staff on campus during large conferences/events. The main role of the Security team is always to ensure the continuance of University business, however the Security team will be briefed on any special arrangements for large events involving car parking control, and will be available to support any control measures instigated on behalf of the University.

For events where large numbers of cars are expected, and for which the University feels extra stewarding is required, organisers may be required to produce a car parking management plan showing the proposed allocation of stewards to direct vehicles and pedestrians to and from the event. Additional security staff/stewards may need to be employed (at the organiser's expense) to control parking arrangements on the day.

The organiser should arrange a clear communication channel between a named person from their organisation responsible for implementing this plan and campus security personnel. This would normally be a telephone number or radio contact. All contact about urgent matters arising from the event will be made through that communication line. Effective communication channels between stewards and the organiser must also be provided. The provision of radio contact is recommended, at least on major junctions and in each car park as it is being loaded.

Organisers are asked to consider ways of staggering the arrival of vehicles for the event, so that traffic backlogs cannot occur. Event organisers are responsible for liaison with the police and local authorities to alert them to the event taking place.

Organisers must ensure that the traffic flows as smoothly as possible at the end of the event, particularly the special arrangement for use of the left-hand lane by service buses leaving campus.

Event stewards should be easily identifiable and should wear reflective tops which meet health and safety guidance for car park and event-day stewards.

Stewards should be in place well before the first arrivals at the event and should remain in place until the designated car parks have been cleared at the end of the event.

Stewards should be given clear and precise instructions about their role and responsibilities, by the organiser. Emphasis should be given to wave cars through, rather than stopping each one for individual conversations.

Stewards should be placed at all locations where pedestrian traffic will cross the main University roads, to ensure safe separation of pedestrian and vehicle traffic.

Some roaming stewards should be provided to give information to those attending the event and to ensure that pedestrian traffic keeps to paved walkways and does not churn up grassed areas of campus.

Overnight Parking/Camping

Any form of camping on campus is prohibited (on Health and Safety grounds) under the University Ordinances and Regulations which state "Tents and caravans are not permitted in the Park." Vehicles parked on campus within an agreement for event parking must not be used for overnight accommodation, even if they are equipped for such. The organiser must ensure that parked vehicles are not used for overnight accommodation by those attending the event. Anyone observed staying overnight in a vehicle parked on campus will be told to move off campus immediately by University security personnel.

Access to the University

The University pays particular attention to enhancing the provision for students and visitors with special needs and improving access for people with disabilities.

The University is situated in a valley in the South Downs and the natural slopes of the site are an integral feature of the design. Consequently some buildings are situated on relatively steep gradients. However, the University has adapted many of its buildings and one advantage of the sloping landscape is that ground level access to some buildings is on several different floors. However, there are undeniably still some difficult areas.

The University has embarked upon a five year programme of improving accessibility in order to ensure compliance with the Disability Discrimination Act. A high priority is being given to improving access to key buildings such as Falmer House and the Meeting House. Induction Loop Hearing Systems have been installed in most of the lecture theatres and two mobile induction loop systems are available.

A copy of the University's Disability Statement and information on access to buildings and facilities for visitors with disabilities (including the publication *Access on Campus*) can be obtained from Conferences & Events.

See also: <http://www.sussex.ac.uk/equalities/1-2-3.html> for further details on access around campus.