

# IADT

## General Parking Regulations on Campus

---

<b>Document Reference and Version No</b>	Parking Regulations Version 3
<b>Purpose</b>	General Parking Regulations on Campus
<b>Commencement Date</b>	November 2010
<b>Date of Next Review</b>	Policy to be reviewed: August 2023 Operational reviews: Annually
<b>Who needs to know about this document</b>	Entire Institute, B.E.C., METNS, Media Cube Companies, Staff, Students, Visitors
<b>Revision History</b>	Version 3 Approved by the Executive August 2020
<b>Policy Author</b>	Jerome Counihan / Sandra Newell
<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") as well as 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 Any authorisations, agreements or rights are repealed and extinguished by these regulations. These Regulations are made in accordance with the requirements of the Vehicle Clamping Act 2015 and the Vehicle Clamping and Signage Regulations 2017.

### 1.2. **Regulation development process**

The original IADT regulations were 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. Amendments to the Regulations have been based on technical updates to the Campus, legislation and the contract with the Car Parking Management Company.

## 2. **Definitions**

### 2.1. **Eligible "Patrons"**

Eligible Patrons are permitted to park in the relevant and designated car parks on campus, subject to the regulations set out in this policy and subject to having the required permit to park and/or paying the stated car parking fee. Eligible Patrons include:

- All staff members of the Institute (full-time, pro-rata, part-time, permanent and temporary);
- All registered students of the Institute (full-time, part-time, ACCS, continuing education);
- Members of the Governing Body of the Institute and its Committees;
- Employees of the following Institute Contractors, while on Institute business:
  - Catering company
  - Student Services Providers:
    - Student Counselling
    - Medical Services
    - Learning Support Services
  - Cleaning company
  - Security company
  - Other contractors designated from time to time;
- Licence holders of the Media Cube;
- Employees of Media Cube businesses;
- Students Union President and Vice-Presidents and Sabbatical Officers;
- Staff of Monkstown Education Together National School (METNS);
- Parents/Guardians of pupils of METNS (while dropping off or collecting pupils);
- Staff of and Visitors to Blackrock Education Centre (BEC);
- Contractor's vehicles while on business at the Institute (employees of construction contractors are not included as eligible patrons);
- Visitors to the Institute;
- Others as may be determined from time to time by the Secretary/Financial Controller of the Institute.

Persons parking in the Institute's Car parks that have no direct business with any of IADT, BEC and/or METNS are not considered to be Eligible Patrons.

### 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 and is accessed from Goff Avenue.

**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 at the junction of Goff Avenue and Orchard Way.

**Car Park C:** These are the car parks located at the rear of the Campus, adjacent to the Sports Pitch and the Backlot. They are numbered C1 and C2 and are accessed from Orchard Way

**Car Park D:** These are the combination of small car parks adjacent to the Carriglea Building and opposite the National Film School Studio Building and the Backlot. They are numbered D1 to D6 running south from the Carriglea Building and are accessed from Chestnut Avenue.

**Motorcycle Park E:** This is located at the front of the Carriglea Building on Chestnut Avenue.

Two other car parks exist on campus (Blackrock Education Centre; accessed from Chestnut Avenue and Monkstown Educate Together National School; accessed from Orchard Way); these car parks are privately operated by BEC and METNS and are not available to IADT 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 Backlot, the Media Cube along the walkway to the National Film School Studio Building and adjacent to the Sports Pitch. Bicycle parking is only permitted in these designated locations. Bicycles must not be parked and locked against any railing that abuts any access ramp to any building. Bicycles so parked may be removed without notice by the Institute.

### **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).

It is the policy of the Institute that all Institute car parks will be managed by an external contractor, APCOA Ireland<sup>1</sup>

---

<sup>1</sup> APCOA Parking Ireland Ltd

### **3.1. 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;
- Cars may only be parked in clearly defined parking spaces within designated car parks;
- Bicycles may only be parked in the bike racks;
- Motorbikes may only be parked in the motorcycle parking area;
- Patrons shall only park in designated car parks while registered to park in IADT and with a valid parking permit and/or displaying the appropriate valid IADT Car Parking Permit for the car park in which they park or after having paid to park in IADT and/or while displaying a valid parking ticket;
- Patrons shall not park in the designated disabled spaces unless authorised to do so (see Section 3.3 below for Disabled Spaces);
- Patrons shall not stop or park on double yellow lines, yellow boxes, block fire exits or block pedestrian crossings;
- Patrons shall not stop or park in any location which forms part of the roundabout;
- Patrons shall not park in the Loading Bays except for bona fide reasons. The maximum waiting time in a Loading Bay is 15 minutes;
- Patrons shall not stop or park on grass verges or on any grassed area;
- Patrons shall not stop or park on footpaths or cycle paths;
- Patrons shall not park in any location in the Plaza area (i.e. between the Atrium Building and the Quadrangle and Roisín Hogan House);
- Patrons 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;
- Patrons 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;
- Patrons 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, Patrons 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. Patrons 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.

### **3.2. Parking Restrictions**

The following restrictions apply to each of the car parks:

**Visitors:** Visitors and/or Patrons 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/or the visible display of a paid parking ticket, valid for IADT 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 Patrons while registered to park in IADT and with a valid parking permit and/or displaying the appropriate valid IADT Car Parking Permit. All other Patrons need to pay for parking and/or have a valid pay and display ticket, valid for IADT. Parking Bays numbered 3 – 24 inclusive: 'BlueCube spaces' are reserved on a licence basis for licenceholders of the Media Cube and are not available for other Patrons. These spaces are marked on the ground with blue cubes and "reserved" notices.

**Car Park B:** Parking in this car park is open to all Patrons while registered to park in IADT and with a valid parking permit and/or displaying the appropriate valid IADT Car Parking Permit. All other Patrons need to pay for parking and/or have a valid pay and display ticket, valid for IADT. Parking is not available to Patrons other than Parents/Guardians while dropping off/picking up of children attending METNS, at the following times: 08.00 to 09.00 hours and 12.30 to 14.30 hours Monday to Friday inclusive during term time. There is a maximum waiting period of 30 minutes for Parents/Guardians.

**Car Park C:** Parking in this car park is open to all Patrons while registered to park in IADT and with a valid parking permit and/or displaying the appropriate valid IADT Car Parking Permit. All other Patrons

need to pay for parking and/or have a valid pay and display ticket, valid for IADT.

**Car Park D:** Parking in this car park is open to all Patrons while registered to park in IADT and with a valid parking permit and/or displaying the appropriate valid IADT Car Parking Permit. All other Patrons need to pay for parking and/or have a valid pay and display ticket, valid for IADT.

**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 (excluding electric bikes) cycles.

### **3.3. 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.

### **3.4. Parking Rates and De-clamping Charge**

Parking fees and de-clamping 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 are:

- **€1.00 per hour or part thereof for up to 4 hours**
- **€4.00 per hour or part thereof for parking thereafter**
- **De-clamping Charge €80.00 (€40.00 for motorcycles), this includes payment by credit and/or debit cards**

## **4. Permits**

The Institute, through its car park management contractor (APCOA) issues permits free of charge to specified Patrons as follows:

<b>Staff of the Institute:</b>	A Red IADT Car Parking Permit will be issued which will be valid for 3 years.
<b>Registered Students of the Institute:</b>	A Green IADT Car Parking Permit will be issued for the specified Academic Year in which the student is registered or for the period of study for part-time students.
<b>Members of the Governing Body:</b>	A Red IADT Car Parking Permit will be issued of the Institute which will be valid for 3 years.
<b>Institute Doctor:</b>	A Red IADT Car Parking Permit will be issued which will be valid for 3 years.
<b>Students Union President and Sabbatical Vice Presidents:</b>	A Green IADT Car Parking Permit will be issued for the specified Academic Year in which the student is registered or for the period of study for part-time students.
<b>Contractors based on Campus:</b>	One Red IADT Car Parking Permit will be issued which will be valid for 3 years.
The Institute issues permits for a charge and/or charges for spaces as follows:	
<b>Media Cube Leaseholders:</b>	Leaseholders who have leased a parking space will be allocated specified numbered parking space. These will be available one for each Media Cube lettable office to a maximum of 21 spaces.
<b>Other:</b>	A Blue Permit may be issued subject to a charge for a predetermined and agreed period.

#### **4.1. Permit Application Procedure**

Application can be made by IADT staff and registered students for a Parking Permit directly from [APCOA Permit](#), there is also a link to this site from the car parking section on the IADT website.

- Staff members will be entitled to apply for and hold a maximum of two Permits at any one time. Permits will be valid for a period of 3 years.
- Registered students will be entitled to apply for and hold one Permit at any one time. Permits will be valid for the specified academic year only.
- 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 President where the decision has been made in the first instance by the Secretary/Financial Controller;



- Patrons 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;
- Patrons who change their vehicle, whether temporarily or permanently during the year must apply for a new Permit using the APCOA application process;
- While awaiting receipt of a new Permit; Patrons may prominently display their APCOA confirmation email to avoid having to pay and display;
- Patrons who lose Permits should apply directly to APCOA, a charge of €25 will apply in respect of lost permits;
- Parking Permit stickers and Parking rights are non-transferable;
- Persistent Offenders will have their parking privileges withdrawn permanently;
- Patrons must comply with the lawful instructions and advice of the Estates & Facilities Office staff and the Staff of APCOA, 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 or the Staff of APCOA 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 Patrons. Where Patrons 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, Patrons 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 or the Staff of the appointed Car Park Management Company 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