

 <b>BOND UNIVERSITY</b>	<b>PARKING PROCEDURE</b>
<b>Procedure owner</b>	Director, Campus Life
<b>Contact person</b>	Director, Campus Life
<b>Approval authority</b>	Vice President Operations
<b>Date of next review</b>	18 June 2023

### 1. PURPOSE AND OBJECTIVES

The purpose of this Procedure is to assist in facilitating the proper and effective management of parking and traffic on campus and to inform students, staff, and visitors of their responsibilities when parking on campus.

### 2. AUDIENCE AND APPLICATION

All Staff, Students, Contractors, and Visitors

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Campus Security	Policing compliance and issuing penalty fees as per clause 4.3

### 4. THE PROCEDURE

#### 4.1. Parking Permits

Various parking permit types are issued to allow parking in specified parking areas on campus. There are also designated car parks for specific purposes, such as disabled parking, Bond University pool vehicles, security patrol vehicles, trade vehicles, motorcycles, and bicycles. (refer to [Schedule 1](#))

All students and staff wishing to park a vehicle on campus must complete the online registration form and provide, name, Student/staff number and vehicle registration number.

- Access to Registration Form through [Student Portal](#) (sign in required)
- Access to Registration Form through [Staff Intranet](#) (sign in required)
- Access to Registration Form through [Alumni](#) (sign in required)

Your registration number becomes your permit number and will be checked using Licence Plate Recognition cameras.

As a rule students and staff can park in any parking general (blue - PG) areas on campus.

Students residing on campus will be allocated a parking restricted (PR) area close to your building, however if the PR areas is full, you can also park in Parking General (PG) areas

If you sell or change your vehicle, you will need to update your details.

Those sponsoring/organising a group, conference or other event on campus, should contact security office 7-10 days in advance of the event to obtain advice on the booking process and approval.

A parking permit entitles the permit holder to use specified parking areas only. The University does not guarantee that a parking space will be available, nor does it guarantee location proximity.

A note on the dashboard is not acceptable in place of a permit.

The Vice Chancellor has discretion to issue parking permits.

#### 4.2. Regulations

Parking areas and parking bays are clearly marked. Vehicles must be parked within marked bays. Motorcycles should be parked in the designated motorcycle parking areas in preference to parking in a standard car park.

Individuals parking in reserved car parks without permission may be fined and could have their vehicles removed from campus.

There are also designated areas for bicycles, which must be adhered to. Bicycles that are parked outside of those designated areas will be collected by Security with a recovery fee payable.

### 4.3. Penalties

All vehicles entering campus must comply with the University's [Car Park Terms and Conditions of Use](#). Vehicles must be parked correctly, parked in marked areas, display correct parking area permits, and not parked on grassed areas or in yellow lined areas. A penalty fee will be issued if the vehicle does not comply with this Procedure (refer to [Parking on campus | Bond University](#)).

### 4.4. Liability

The University accepts no responsibility for the loss of or damage to vehicles on University grounds, or for the loss or damage to accessories or contents.

### 4.5. Parking on Campus

[Parking on campus | Bond University](#)

[BIHS Campus Map with Parking](#)

[Disability Parking Permit](#)

## 5. DEFINITIONS, TERMS, ACRONYMS

## 6. RELATED DOCUMENTS

[Schedule 1: Parking Permit Types](#)

[Campus Management Policy \(FAC 8.3.4\)](#)

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
10 May 2022			Policy (COR 5.02) converted to this Procedure
18 June 2020			
16 November 2006			Date first approved

## SCHEDULE 1: Parking Permit Types

<b>UMC, Council Members, and VIPs</b>	Members of the University Management Committee are issued with a AAA parking permit. Council members and VIPs have access to PR12 car park.										
<b>Staff</b>	Staff permits are required for all staff employed by Bond University Limited to park in a Bond University general car park.										
<b>Student</b>	Student permits are required for all students enrolled at Bond University to park in a Bond University general car park.										
<b>Resident Student</b>	<p>Resident Student permits are required for students residing in the following student accommodation to park in the student accommodation car parks or any general car park:</p> <table> <tr> <td>North Tower Building 8</td> <td>Carpark PR 4</td> </tr> <tr> <td>South Tower Building 7</td> <td>Carpark PR 5</td> </tr> <tr> <td>Accommodation Centre Building 9</td> <td>Carpark PR 4</td> </tr> <tr> <td>A Block Building 11</td> <td>Carpark PR 8</td> </tr> <tr> <td>B Block Building 12</td> <td>Carpark PR 9</td> </tr> </table>	North Tower Building 8	Carpark PR 4	South Tower Building 7	Carpark PR 5	Accommodation Centre Building 9	Carpark PR 4	A Block Building 11	Carpark PR 8	B Block Building 12	Carpark PR 9
North Tower Building 8	Carpark PR 4										
South Tower Building 7	Carpark PR 5										
Accommodation Centre Building 9	Carpark PR 4										
A Block Building 11	Carpark PR 8										
B Block Building 12	Carpark PR 9										
<b>Contractor</b>	Contractor permits are issued on the authority of Facilities Management to contractors undertaking work for Bond University or subsidiary company										
<b>Temporary Physical Disability</b>	Temporary Physical Disability permits are issued by the Accessibility and Inclusion Advisor to staff and students with a medical certificate substantiating a physical disability for a stipulated period										