

## **CAR PARKING - FREQUENTLY ASKED QUESTIONS**

**This car parking policy was formulated by extensive consultations with representatives from all sections of the staff and study body who represented your interests.**

**Q 1: What does the new car parking policy mean in summary?**

**Ans:**

The new policy means that any car that is not parked in a designated car parking space is liable to be clamped. The de-clamping charge will be €50.

From 11th May 2009 a proportion of spaces at the Institute will be zoned for students and staff. Students and staff may apply for parking permits from APCOA - the parking management company. Staff will be required to apply for permits from 6th May. Initially, there will be an amnesty for students as the implementation of the policy coincides with student examinations. Therefore, students may apply for permits from the 6th May until 3rd September 2009. Students must photocopy their student ID card and display it on the windscreen. Any vehicle not displaying a valid parking permit or student ID card is liable to receive a warning. From 3rd September all vehicles will be liable to be clamped if in breach of GMIT Car Parking Policy. The possession of a parking permit does not guarantee parking.

A 'pay and display' zone with a capacity for 60 vehicles approximately with a parking charge of €1.50 per hour and a maximum stay of 3 hours will operate to facilitate short term parking. Any vehicle parked in this area, not displaying a valid 'pay and display' ticket is liable to be clamped from the 11th May onwards.

**Q 2 When will the new policy be introduced?**

**Ans:**

The clamping policy relating to permits will be in force from 11th May 2009. 'The pay and display' policy will also be introduced on the 11th May 2009.

**Q 3: How do I get a parking permit?**

**Ans:**

You can apply on line to the parking management company for a permit. Go to <http://www.gmit.ie/parking-management> (available from 6th May) and connect to the URL APCOA gmit permit application. Alternatively, permit application forms will be available from a box marked "GMIT PERMIT APPLICATION FORMS" located at the old reception and Student Union. You will require a credit or laser card, the cost for a single registration permit is €5. You will be required to supply a mobile phone number or an email address by which you will receive an email or text advising you on a suitable time to collect your permit. APCOA Parking Management will be on campus at the old reception issuing permits from the 5th to 9th May.

Alternatively, you may lodge the permit charge into APCOA's AIB Bank Account on the campus using your name in the narrative for the lodgment. AIB will issue with a stub receipt. Download and complete the application form from the website as above and send the completed application form and stub receipt to APCOA Parking Unit 6, Kilkerrin Park, Liosbaun Industrial Park, Tuam Road, Galway. APCOA will create a permit record and advise you by email or text on a date / time to collect your permit.

When collecting your permit, you must have your Insurance Cert / Drivers Licence and proof of address (current bill issued within 3 months). The address on the bill and the Insurance Cert must correspond. Students will be required to supply their Student ID number and staff must supply their employee ID number. Permit will not be issued without the correct up-to-date valid documentation.

#### **Q 4: Who will not be granted a parking permit?**

**Ans:**

Students / Staff living within a defined zone of the campus: generally circa 1000-1100 metres will not be entitled to a permit as this has been deemed to be within a reasonable limit of the campus to use alternative transport or to walk in 15 minutes or less. A list of named addresses inside the zone can be view in the defined zone section.

**It is suggested, subject to the agreement of the Appeals Committee, that car park users, who live within the 1000-1100 metre zone of the main campus and are required to use their vehicle for work, should take the following actions to secure a permit.**

There is an Appeals Committee who adjudicate on appeals made by people who are clamped. The Appeals Committee has representatives from staff, students and management sitting on it. If members of the Appeals Committee are in agreement, (to be adjudicators on this issue) they will also adjudicate on whether those who live within the 1000-1100 metre zone of the campus, but who need their vehicles for the purposes of carrying out their duties at GMIT, o are entitled to receive a parking permit. In order to submit the information for the Committee to adjudicate on this, it is suggested that the following is required:

Evidence that the appellant needs their vehicle on a regular basis to carry out their duties effectively at GMIT. This appeal should be co-signed by the Head of Department who would confirm that the individual would be using their vehicle from time to time on GMIT business or business connected with GMIT. Alternatively, it can be co-signed by the Head of School. If the Appeals Committee agree and deem it appropriate, they can grant a letter to the individual appellants to state that they are entitled to receive a parking permit because they need their vehicle to carry out their duties effectively at GMIT, and this letter can be presented to the parking management company who will issue them with a parking permit. Also patrons have raised the issue of being on campus at night and using their vehicles for safety reasons after dark – the enforcement of permits and zones will only take place between 8.30 am and 6pm – anyone within the 1-1.k zone can park on campus outside of these hours, particularly at night without a permit and without sanction.

**Q 5: Can I get two registrations on my permit?**

**Ans:**

You may get an additional car registration on your permit for your spouse's vehicle. Proof that you are insured to use this vehicle is required and there will be an additional cost of €5 for administration costs. Permits with two registrations will cost €10.

**Q 6: Can I give my permit to another staff / student or non GMIT person?**

**Ans:**

Permits are validated against vehicle registration. A vehicle displaying a permit not corresponding to the vehicle registration is liable to be clamped.

**Q 7: What do I do if I change vehicle?**

**Ans:**

If you change your vehicle or lose your permit, you are required to apply to APCOA for a replacement permit. The cost for a replacement is €10.

**Q 8: Will staff/students be required to pay to use 'Pay and Display' spaces?**

**Ans:**

Staff, students and visitors alike must pay for and display a valid ticket in P&D area, which can be purchased from the nearby machines. The 'pay and display' area will be the car park in front of the old reception, this will be colour coded with a BLUE line at the entry / exit points. The 14 visitor spaces at the visitors car park are not 'pay and display' and may be utilized by visitors on official business. Access is gained by calling to reception using the intercom system located at the barrier.

**Q 9: Will the policy apply weekends and all year around?**

**Ans:**

No, the policy will not apply at weekend days: Saturday and Sunday or during the summer months June, July and August when the demand for parking decreases. However 'pay and display' will operate in the 'pay and display' area all year round and clamping at the set down area will continue during the summer months.

**Q 10: What happens when I leave the car park (even on official business) and return to find no parking space?**

**Ans:**

As is the current situation, drivers leaving the campus, even on official Institute business, may find difficulty in obtaining a parking space on return. If you find there are no spaces, you may park in the 'pay and display' car park on purchase of a 'pay and display' ticket or park off campus.

**Q 11: What about drivers with disabilities? Do they have to pay to park and where do they park?**

**Ans:**

Drivers of vehicles requiring the use of universally parking accessible bays may only do so if their vehicle displays a valid and registered "blue badge". Universally accessible bays are marked with a sign on the ground and/or on a nearby pole. If drivers display a blue badge, they may use these bays for free.

The Road Traffic Regulations, 1997, governs the issue of disabled persons' parking permits in Ireland. Local Authorities, the Irish Wheelchair Association and the Disabled Drivers Association issue the permits. Permits are granted to all eligible disabled persons, irrespective of whether they are drivers or not, and they have national application. Any person who is suffering from a disability that prevents that person from walking or causes undue hardship in walking is eligible for a permit. For those permits not issued by the above agencies, the displayed permit must comply fully with EU recommendation (98/376/EC), which allows for its recognition in other EU member States. There are many bays dispersed throughout the campus.

**Q 12: What will visitors do?**

**Ans:**

Invited guests and Visitor Parking is located through the barrier at the set down area. Reception must be notified in advance of planned visits and invited guests. Details of name, company, vehicle registration, number of visitors and mobile telephone number of driver must be registered with reception. On arrival, visitors may use the call intercom to Reception who will take the visitors' details and raise the barrier for entry. Reception will advise the visitor to report to reception to collect a day permit for display on the windscreen of the vehicle parked in the visitor car park. If a vehicle is parked in the visitor car park without displaying a valid day permit or car park swipe, this vehicle is liable to be clamped. The visitor car park has a capacity for 14 cars, when this is full visitors may use the 'pay & display' area on purchase of a 'pay and display' ticket. Non invited visitors may use the 'pay and display' area for a parking charge of €1.50 per hour and a maximum stay of 3 hours will operate to facilitate short term parking.

**Q 13: Why can't I park in unmarked spaces, even though I think I am not causing an obstruction?**

**Ans:**

Parking in a non-designated space causes a number of problems, some of which are obstruction of fire exit routes, obstruction of access to fire hydrant locations, obstruction of fire-fighter's access and hose runs, security, obstruction of universal access including for wheelchair users and visually impaired, disruption to deliveries, disruption of waste disposal, maintenance access, aesthetics, physical damage to Landscaping and grounds / footpaths, Health and Safety risks due to obstructed vision and sight lines. Therefore, parking in an unmarked area, while in a what you may assume is an acceptable fashion may cause significant difficulties for others. Vehicles infringing the rule "Park only in marked car-parking space" are liable to be clamped.

**Q 14: What should I do if my vehicle is clamped?**

**Ans:**

Please follow the instructions for the release of the vehicle wheel clamp, enclosed with the infringement notice attached to your vehicle. The telephone number for the release of your vehicle is APCOA 081846288.

**Q 15: Can I appeal the clamping fine?**

**Ans:**

Should you have any grievance with the circumstances in which the clamp was applied, please fill out the clamping appeals form and place it in the Appeal Box located at the old or new receptions. Appeals will only be accepted on the official form available from the parking management company on paying the fine.

A committee is in place to consider appeals, chaired by a member of the Institute management, a student representative and a staff union representative not connected with the Development / Buildings and Estate Department. The committee meets once per month. Please note that the following simple rules apply:

This will be considered by the Appeals Committee in the context of appeals lodged:

- 1) Park only in marked parking spaces and entirely within the space as marked.
- 2) Park only in the appropriate zone for your permit.
- 3) Pay and Display the correct parking ticket.
- 4) Don't park in the set down area.

The committee will consider appeals against the application of a clamp based on the following:

- the incorrect application of a clamp,

The group cannot consider the following as valid reasons for an appeal:

- Being late for work/lectures
- Inability to find a parking space
- Lack of knowledge of the system
- Disagreement with the principles of the system

**Q 16. Who is the Sub Committee of the Common Partnership Forum who developed the Car Parking Policy?**

**Ans:**

The car parking policy was developed by a Sub Committee of the Common Partnership Forum. On the Sub Committee there were representatives from every cohort of staff including: a TUI representative representing the academic staff, a SIPTU representative representing SIPTU members, an IMPACT representative representing IMPACT members, representatives for the caretakers' union, representatives from the Student Union, (both President and Vice President of SU representing the students' interests), representatives from management represented by the Buildings & Estates team.

If individuals have specific queries about the future management of the car parking system, they should know that the policy has been developed in a democratic fashion by all the representatives sitting on the Sub Committee, each representative representing a specific cohort of staff and students. If you are in a specific cohort and have specific queries, it is requested that you direct the queries you have on the Car Parking Policy and implementation to your representative who has the authority to speak for you on the Sub Committee and formulate and inform the policy which you have seen published here.

Parking at GMIT is provided for Staff, Students, Visitors and invited guests. You must have a valid student parking permit to park in the student car park or a valid staff parking permit to park in the staff car park. To park in the 'pay and display' area, you must purchase and display a valid 'pay and display ticket'. To park in Universally Accessible bays (reserved for disabled drivers), you must display the NRB/EU "Blue Badge". To park anywhere else on campus, you must park in a designated car park space delineated by two white lines.

If you are entitled to park, as above, you must only park within marked spaces. If you are found to be infringing the above rules, you are liable to be clamped or grab and lifted. A group is in place to hear appeals against the application of a clamp or grab and lift penalty.

See Car Parking Policy

See attached car parking zones

**List of areas inside the 1 km circa exclusion zone for permit parking at GMIT**

Ballyloughaun Road	Barry Ave	Bayview Rise
Beech Drive Ave	Pearse Ave	Glisan
Beech Park	Tone Ave	Heather Grove
Renmore Crescent	Emmett Ave	Rocklands
Renmore Ave	Cluain Ard	Ballybane Road
Rowan Ave	Clark Ave	Castlepark Road
Elm Park	Connolly Ave	Glenavon Drive
Sea Grove	McHugh Ave	Gleann Bhan
Fuschia Drive	Parnell Ave	Hillside Park
Fuschia Park	McDonagh Ave	Gortcam
Woodlands Ave	Walter Macken Road	
Belmont	Michael Collins Road	
Dublin Road	St. James Road	
Glenina Heights	Quinn Terrace	
Slibh Rua	Lurgan Park	
Holly Grove	Merlin Park	
Hawthorne Drive	Gleann na Ri	
Lakeshore Drive	Lios an Uisce	
Gleann Rua	Maline Ave	
Murrough Drive		
Murrough Ave		
Murrough		

**Clarification Note**

This list is not a fully exhaustive list of addresses. There may be street names within the restricted zone not listed above that will not be granted parking permits.

