



Unit	Buildings & Estates, University of Galway, Policies & Procedures				
Title	Parking Management Policy			Issued by	FM
Category		Code	FMOP-07	Revision	0
Approved by	Director of Buildings & Estates	Date	14/10/2024	Page	Page 1 of 4

1.0 Policy Objective

To manage parking infrastructure in a transparent, sustainable and prudent manner in support of the strategic objectives of the University and in conformance with national and regional transport policies.

2.0 General Principles

- 2.1 University of Galway is private property. Parking at the University is not a right, nor is it a public car park. Cars parked on campus are parked solely at the owners' risk. University of Galway will not be held liable for any loss arising from the enforcement of parking regulations. University of Galway reserves all its property rights and entitlements without prejudice to an individual's statutory rights.
- 2.2 University of Galway reserves the right to close, assign, restrict, reduce and/or eliminate parking spaces and capacity at any time at its sole discretion.
- 2.3 University of Galway reserves the right to set and apply parking charges for each permit type and for short term parking tariffs.
- 2.4 Any vehicle found to be parked in contravention of the University of Galway Parking Management Policy and Regulations may be sanctioned by means of clamping.
- 2.5 Parking a vehicle on campus is an implicit acceptance of University of Galway's parking policy and regulations.
- 2.6 Car parking is not permitted on campus other than in designated parking areas.
- 2.7 University parking facilities are not suitable for camper vans.
- 2.8 Sleeping in vehicles overnight on University of Galway property is not permitted in any circumstances whatsoever.

3.0 Parking Regulations

3.1 Parking Permit Holders and Permit Spaces

- 3.1.1 Eligible members of the University of Galway community may apply for a University of Galway parking permit. The application process is set out on the University's Parking Management website. The University of Galway permit is an electronic permit (e-Permit) and permit holders are able to administer their own permit.
- 3.1.2 Eligibility to apply for a permit or possession of a permit is not an entitlement to or a guarantee of a parking space.
- 3.1.3 Permit holder Parking spaces are distinguishable by white lined spaces and local signage. Permit holders parking in spaces other than white lined parking spaces will be subject to clamping.
- 3.1.4 The permit period commences every year in September and expires at the end of the following August



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3.2 Visitor or Non-Permit Holder Spaces.

For visitor/non-permit holders, vehicles must be parked in Pay by Phone/Pay and Display areas only, upon paying the appropriate fee. Pay by Phone and Pay and Display areas are distinguishable by blue lined spaces and local signage. Visitor/non-permit holders parking in spaces other than the blue lined parking spaces will be subject to clamping.

3.3 Universal Access Parking Spaces

University of Galway provides Universal Access parking spaces in appropriate locations on campus. These are clearly marked and signed. The use of these spaces will be reserved for cars displaying a current valid blue disabled parking permit on the dashboard or front windscreen. Cars that park illegally in these spaces i.e. that do not have a current valid blue disabled parking permit displayed, will be subject to clamping.

3.4 Park and Charge E-Spaces

University of Galway provides reserved Electric Vehicle parking spaces with battery recharging facilities in appropriate locations. These are clearly marked and signed.

3.5 Loading Bays

Loading bays are provided around campus for limited periods to facilitate loading and un-loading purposes and for university operations. When parked in a loading bay, it must be evident that the driver is actively loading or un-loading.

3.6 Contractor, Supplier and Agency Worker Permits

- ~~3.6.1~~ Contractor and Supplier virtual permits are available upon application through the same online facility as staff and student permits.
- 3.6.2 Agency Workers virtual permits are also available upon application through the same online facility as staff and student permits.

3.7 Reserved Parking

- 3.7.1 There are reserved car park spaces on campus dedicated to vehicles owned and insured by the University and for university operational use only.
- 3.7.2 There is also a Reserved Visitors Car park for which a separate Procedural document (QA161) is in place.

3.8 Conference Parking Permits

Conference Parking Permits are managed through the Commercial Services Office. Conference Parking Permit holders are permitted to park vehicles in the Park and Ride carpark, North campus.



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4.0 Enforcement of Parking Policy and Regulations

The University monitors parking compliance on campus through APCOA, a professional regulated third-party service provider who are contracted to University of Galway for this purpose. Vehicles which are parked contrary to the University of Galway Parking Policy and Parking Management Procedures document may be sanctioned by means of clamping. A release fee, paid by credit card, will be payable to the Parking Controller. All clamping and parking revenues are retained by University of Galway.

4.1 Abandoned Vehicles

Vehicles left on campus for more than 3 weeks will be deemed abandoned. If the owner cannot be identified or fails to contact the University within 14 days, then the local authority will be contacted to remove the vehicle off campus.

4.2 Parking Management Fees and Tariffs

All parking permit fees, short term parking tariffs and clamp fees can be found on the University's Parking Management website.

5.0 Appeals

The clamping appeals process is entirely managed by the Parking Controller (APCOA).

A two stage parking appeals process applies.

Stage 1: All parking appeals must be submitted through the Parking Controllers online facility. The Parking Controller will review each appeal against agreed guidelines. Once reviewed, the Parking Controller will notify the applicant of the appeal outcome within 21 days.

Stage 2: Following an unsuccessful Stage 1 parking appeal, a motorist may submit a second appeal directly to the National Transport Authority at <https://www.nationaltransport.ie/vehicle-clamping/>

6.0 Privacy

University of Galway, through its appointed Parking Controller, will collect and store information necessary for the sale of permits and enforcement of the parking regulations.

7.0 Responsibility

Executive Policy Owner:	Chief Operating Officer (COO)
Operational Policy Owner:	Head of Facilities Management and Services, Buildings & Estates.
Key Stakeholders:	Director of Real Estate Security Services Supervisor Facilities Manager



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The University of Galway University Management Team (UMT) approved the Parking Management Policy. Responsibility is delegated to University of Galway Buildings & Estates for the implementation of this policy and the development of associated Parking Regulations, Terms and Conditions.