

**Trinity Centre for Health Sciences,
St. James's Hospital,
Dublin 8.**

**Car Parking Policy/Regulations
February 2013**

Vehicles are admitted on condition that the School of Medicine, Trinity College shall not be liable for loss or damage to any vehicle, nor to anything in, on or about the vehicle however such loss or damage may be caused.

The SJH Car Parking User Group is the body tasked with setting out the policy governing car parking in the Trinity Centre. This Group monitors the number of parking spaces available and agrees a workable ratio of permits to spaces. Permits are issued thereafter to applicants on the waiting list in accordance with this ratio.

All administrative detail relating to the administration and issue of parking permits may be found on the School of Medicine Web Site at

<http://www.medicine.tcd.ie/local/staff/parking-sjh.php>

Staff members wishing to apply for a parking permit must firstly fill out a mandatory online application form. You will then be asked to present to the Medical School Office located on the Ground Floor of the Old Stone Building at an agreed time and to bring the following documentation:

1. Copy of Driving Licence
2. Copy of Vehicle Registration Certificate
3. Copy of Insurance Certificate
4. If the person is unable to provide the Registration Certificate because it is a new car they should be able to provide a proof of ownership document, which they will have received from the garage.
5. If the permit holder is not the registered owner of the car they must supply a letter from the registered owner stating that they have sole permission to drive the car while in the Trinity Centre for Health Sciences (Appendix i)

Please complete the required form(s) and return to:

Parking Permit Applications, School of Medicine Office, Old Stone Building Trinity Centre for Health Sciences, St. James's Hospital. sjhpark@tcd.ie

GENERAL REGULATIONS

1. Who is entitled to park in the Trinity Centre Car Park

- TCD Full-Time employees with an office/lab space in the Trinity Centre SJH.
- TCD Employees with contracts of at least 12 months duration with an office/lab space in the Trinity Centre SJH
- TCD part-time employees who work fifty per cent of a 34.5 hour week with an office/lab space in the Trinity Centre, SJH
- Students/staff who require a parking space due to a disability or with particular circumstances.

If your contract status does not fall into one of the categories mentioned above please contact the School of Medicine Office at the Old Stone Building for further clarification.

2. Transferring a permit

Permits may not be transferred between permit holders or between staff members. Permits may not be transferred to a car where registration does not match that on the permit.

3. Change of Car

Permit holders must advise the Trinity Centre, Parking Office if there is a change in car and provide vehicle registration, insurance certificate and details of the new vehicle, to facilitate the issue of a replacement permit.

Failure to display a permit will result in a parking infringement.

4. Loss of Permit

In the case of a lost access card, this must be reported immediately to the Trinity Centre Parking Office to facilitate the cancelling of the original card. A fee of €10 will be charged for a replacement card.

Permit Holders must display their permit clearly on the front of the windscreen of their vehicle. Failure to comply with this requirement will result in a parking infringement being issued.

5. Lapsed Permits

Permits will automatically lapse if the holder ceases to be on the College books.

6. Overnight Parking

Under normal circumstances it is strictly forbidden to park in the Trinity Centre overnight. Only in exceptional cases e.g. mechanical failure or illness will consideration be given to a request to park overnight. The Attendants in the Trinity Centre should be contacted in the first instance if you wish to park your vehicle overnight.

7. Unused Vehicles

Derelict, abandoned or unregistered vehicles may not be parked in the Trinity Centre Car Park. Having notified the owner in writing, these vehicles will be removed without compensation or further notice.

8. Servicing of Vehicles

The servicing or washing of private vehicles in the Trinity Centre Car Park is strictly forbidden.

Responsibility for traffic control and enforcement of these regulations is vested in the SJH Car Parking User Group.

For safety reasons at all times, Trinity Centre pedestrians and pedal cyclists will be afforded 'right of way' by motorists and motor cyclists.

Normal traffic regulations which apply on the public road apply equally to motorists, motor cyclists and pedal cyclists in the Trinity Centre Car Park.

Out of consideration for others horns, should only be sounded in the case of an emergency.

Permit holders are permitted to park only between the lines of marked parking spaces in the Trinity Centre. Permit holders parking in areas other than marked parking spaces are liable to receive an infringement notices.

INFRINGEMENT OF REGULATIONS

The SJH Car Parking User Group is responsible for parking control in the Trinity Centre, St. James's Hospital Campus Car Park and has been appointed by the School of Medicine Management Group to administer and enforce these regulations. Permit holders in breach of these regulations are subject to the following sanctions:-

- First Offence – The infringement notice will serve as a caution
- Second offence – Withdrawal of the permit for one month
- Third Offence – Withdrawal of the permit for three months
- Fourth offence – Withdrawal of the permit for twelve months

Infringements are expunged 12 months after the date of offence. Please see Appendix ii for a list of what constitutes an infringement.

In the case of a permit holder parking in a marked space designated for disabled drivers or parking in a manner that blocks access to a fire hydrant or to an emergency exit then the minimum sanction will be withdrawal of the permit for a period of one month.

Permit holders not displaying their permit and parked in an unmarked parking space or parked illegally are liable to be clamped.

Permit holders will be notified of an infringement by way of an Infringement Notice which will be either placed on the windscreen of the offending vehicle or notification will be forwarded to the permit holder in the mail.

Appeals

Permit Holders have the right to Appeal an Infringement and must do so in writing and registered with the School of Medicine Office, Old Stone Building, within fourteen days of being issued with the infringement notice. This appeal will then be considered by the SJH Parking Appeals Committee when they convene. Once the Appeals Committee have made their decision, the Appellant will be advised in writing of the decision. The decision of the Appeals Committee is final and there is no further appeals process.

APPENDIX i

The University of Dublin, Trinity College

Trinity Centre for Health Sciences,

St. James's Hospital,

Dublin 8.

Parking Permit – Certificate for Loaned Vehicle

I Certify:

1. (a) That vehicle no..... is a genuine loan by me to
(name)for his/her sole and exclusive
use whilst driving in The Trinity Centre, SJH from (insert
date).....

(b) That this vehicle will not be used by me in The Trinity Centre Car-Park, St.
James's Hospital Campus (Campus). I am aware that the only person
permitted to drive this car on Campus is the permit holder named above.

2. Declaration – I declare that the above particulars are correct, that this
certificate is executed by me in good faith and that it does not represent any
attempt by myself or the above-named person to circumvent the Traffic
Regulations approved by the Board and the School of Medicine Management
Committee, Trinity College.

Signature of Registered Owner: _____

Print Name: _____

Permit Holder: _____

Print Name: _____

Appendix ii

Infringement of Traffic Regulations

1. Transferring or altering a permit
2. Failure to display a permit
3. Parking in an unmarked parking space
4. Encroaching upon a second parking space
5. Driving at excessive speed
6. Failing to afford right of way to pedestrians
7. Making excessive noise
8. Running an engine unnecessarily
9. Washing/servicing a private vehicle
10. Prolonged parking
11. Abandoning a vehicle
12. Failure to observe directions
13. Unauthorised parking in a marked disabled drivers parking space
14. Failure to return permit after an official request