REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

SECTION 4 - ESTATES MATTERS

Executive Brief

Sets out the Regulations concerning access to University property; use of vehicles on campus; proper use of notice boards and notices; and use of loudhailers.

Section 4: Estates Matters

4.1 Rights of Access to the University

4.1.1 All Staff and Registered Students of the University have the right of access to all land and buildings owned by the University for any legitimate purpose connected with the work, business and social activities of the University, except:

4.1.1 (a) buildings or space within buildings properly allocated exclusively for the use of particular University employees or otherwise not designated for general access;

4.1.1 (b) any part of the University access to which is restricted or closed temporarily or otherwise on the authority of an authorised Officer of the University; or

4.1.1 (c) where an authorised Officer has, for good reason and acting within his or her authority, specifically barred an individual from general access to the University or from access to a specific part of it.

4.1.2 Any Staff or Registered Student entering a part of the University within 4.1.1(a) or 4.1.1(b) above without the specific authorisation of an authorised Officer of the University or invitation of the person to whom the space has been properly allocated is trespassing and is liable to be proceeded against for a disciplinary offence.

4.1.3 Persons who are not members of the University have no right of access unless expressly or impliedly invited onto University property (except space access to which is prohibited or restricted as above) for lawful and legitimate purposes by a Member of the University or by a notice authorised by the Director of Hospitality and Accommodation Services. Both the Director of Hospitality and Accommodation Services and the Registrar and Secretary, may decline to give, or if given withdraw, any such invitation or licence in individual cases.

4.2 Vehicles

4.2.1 In these Regulations, "vehicle" means a vehicle of any description and includes a machine or implement of any kind drawn or propelled whether by animal or mechanical power and includes bicycles tricycles and invalid carriages and "drive" and "driver" shall be interpreted as including "ride" and "rider".

4.2.2 No person shall drive a vehicle on University premises without observing these Regulations which shall be deemed to incorporate those provisions of the Common and Statute Law applicable to drivers and vehicles on public roads.

4.2.3 All persons driving, using or parking a vehicle not registered in the name of the University in the grounds of the University do so at their own risk, whether to themselves, their passengers, the vehicle or its contents. All persons driving motor vehicles on University premises must satisfy themselves that their third party insurance policies are valid for University roads. The University will not be responsible for any loss of or damage to any such vehicle or to any person or any thing contained therein or thereon however the loss or damage may be caused.

4.2.4 The Director of Estates may from time to time determine routes of entry and exit, parking sites and times between which vehicles may be brought on to and taken from the University grounds; may specify speed limits and otherwise regulate traffic and parking and may at any time prohibit any person from bringing a vehicle on to University premises.

4.2.5 No Member of the University or person employed by the University shall bring or cause a motor vehicle to be brought on to University premises without first obtaining from the Director of Hospitality and Accommodation Services the appropriate permit for the current University Session. Permits for motor vehicles are issued to individuals by the Director's Office; are not transferable; remain the property of the University and must be returned to the issuing office on demand.

4.2.6 All drivers shall comply with the indication given by the signs and road markings regulating traffic within the University and shall obey the directions of the University's traffic control staff. Signs and road markings used within the campus carry the same meanings as they do on public roads.

4.2.7 No person shall drive a vehicle on University premises at a speed exceeding 20 miles per hour, or exceeding any lower speed which may be designated on road signage, unless the vehicle is being used for fire brigade, ambulance or police purposes.

4.2.8 Driving instruction may not be given in the grounds of the University.

4.2.9 No vehicle except a vehicle carrying an approved ‘disabled’ badge to indicate that a disabled person is a driver or passenger shall be driven or parked on any footpath or grassed area within the University grounds nor parked on that side of any road on which two yellow lines are painted nor (unless driven by a person suffering from some physical impairment or disability) in a space marked as for the use of disabled drivers' vehicles.

4.2.10 The University may designate certain car parks as car parks for which users are required to pay a charge. It may also designate certain car parks as short-stay car parks, or reserve them for specific categories of Staff, students or visitors.

4.2.11 No vehicle shall be parked in car parks or elsewhere on the University campus for more than 24 hours unless authorized by the Director of Hospitality and Accommodation Services. Only such light running repairs may be carried out as are necessary to enable vehicles to be removed from the University campus except in those areas designated for more extensive repairs.

4.2.12 The Director of Hospitality and Accommodation Services may cause any vehicle found parked in an unauthorized place or manner or in any way in contravention of these Regulations to be detained and may have any vehicle removed if it constitutes a danger or obstruction or is parked on a footpath or a grassed area. The owner of any vehicle so detained or removed will be required to pay such fee as may be laid down from time to time by the Estates and Infrastructure Sub-Committee to cover the cost of the vehicle's detention or removal and storage. If such a vehicle is not claimed and removed from the University grounds by the owner within one month of the date of posting by registered post a notice from the Director of Hospitality and Accommodation Services requesting him or her to do so, the University may dispose of it at its discretion and from the proceeds

recover the cost of its detention, removal and any other relevant expenses.

4.2.13 Failure to observe these Regulations shall render the owner of the vehicle concerned liable, in addition to any fines payable, to reimburse the University the expense incurred in tracing the ownership of the vehicle.

4.2.14 The Estates and Infrastructure Sub-Committee shall establish a procedure for appealing against fines or prohibition or removal of a vehicle from University premises.

4.3 Notices and Notice Boards

4.3.1 No notices whatsoever may be placed on the fabric of University buildings either on the inside or the outside of these buildings, except on noticeboards, as set out below.

4.3.2 Notice boards are provided in the University and are intended to facilitate the conduct of University business and activities. Their use is for this purpose only and is subject to the following conditions:

4.3.2 (a) Notice boards associated with the administration of the University are under the control of the Registrar and Secretary who is authorised to give permission for notices to be posted.

4.3.2 (b) Notice boards in Colleges are under the immediate supervision of the Heads of the Principal Academic Units within that College and anything placed on them is subject to their consent or that of their deputy.

4.3.2 (c) Notices should be of a reasonable size.

4.3.2 (d Notices shall not be defamatory, obscene or breach any statutory or common law. Notices must comply with the University's Race Equality Policy or any policy amending or replacing the same.

4.4 Loud Hailers

The use of loud hailers of any sort in the University precincts is forbidden unless the Registrar and Secretary has previously given permission.

4.5 Access to University Engineering Services

4.5.1 All persons are forbidden without express permission from the Director of Estates

4.5.1 (a) to interfere with any of the University engineering services or with the fabric of buildings;

4.5.1 (b) to enter University subways, plant rooms or service ducts

4.5.1 (c) to enter building sites or parts of buildings where building operations are in progress;

4.5.1 (d) to place equipment on University buildings and / or carry out excavations

on the campus.

4.6 Dogs on the University Estate

4.6.1 Dogs may be brought onto the University estate if they are properly supervised and restrained on a lead. Any fouling must be safely disposed of by the owner. The only dogs which are permitted inside University buildings are those which are registered to provide support for a disabled person.