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GBS Vehicle Parking at GBS Greenford Campus Policy

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Document title	GBS Vehicle Parking at GBS Greenford Campus Policy
Oversight Committee	Resource Committee
Policy lead (Staff member accountable)	Managing Director/Head of facilities
Approved by	Resource Committee
Approval date	November 2021
Date effective from	November 2021
Date of next review	November 2025
Version	2.0

Related GBS policies

- GBS Health and Safety Policy
- GBS CCTV Policy and Procedures
- GBS Environmental Sustainability Policy
- GBS Safeguarding Policy
- GBS Data Protection Policy

External Reference Points

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. The Surveillance Camera Commissioner's Office (SCCO), *Code of Practice*, Accessed online at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf

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Global Banking School Vehicle Parking at GBS Greenford Campus Policy

1. Policy Statement

1.1. Global Banking School (GBS) is committed to sustainability and reducing environmental and social impact. Although GBS Greenford campus has parking spaces available for staff and students, we encourage students and staff to choose active and sustainable travel options wherever possible. There is a shuttle bus service running from Greenford underground station and Sudbury Hill underground station to the campus. Please click on the below link to see the shuttle service schedule.

<https://moodle.globalbanking.ac.uk/course/view.php?id=759-ifyeditingon=1>

2. Cycle Parking

2.1 We also have Two Tier Bike Rack on south side of the building and few Sheffield Cycle Stands in the garden at the front of building.

3. Vehicle Parking

3.1 GBS students require a valid Vehicle Parking Permit to park their vehicle on the campus. Permits are valid for one academic year from the start date of your course.

3.2 You can apply for permit by completing the application form available on Moodle system. <https://moodle.globalbanking.ac.uk/course/view.php?id=759-ifyeditingon=1>

3.3 Application form for parking permits will be open for 3 weeks from the first day of enrolment every intake, link given above. Please contact Estates & Facilities team outside this period to avail permits.

3.4 The granting of a permit for the current year does not imply automatic qualification for future applications.

3.5 Parking permit is not transferrable and must be used by the permit holder for the vehicle registered in the parking application.

3.6 Due to a restricted number of parking spaces on the campus, permits are allocated on a prioritisation basis as follows:

- Counselling and Disability Referrals – if you wish to apply for a permit under this category, you must submit supporting evidence from either a registered

medical professional or the GBS welfare service or hold a valid 'Blue Badge' parking permit. This evidence must be uploaded when making application for parking permit.

- Exceptional Circumstances (Exceptional circumstances are unforeseeable or unpreventable events or circumstances outside your control. Eg: Short term illness, Serious illness (self or someone in family), Pregnancy, domestic violence, hospitalisation etc.) To support your application, you must provide a valid reason and submit substantial evidence and/or a letter from GBS Welfare Officer or a Doctor.

3.7 Please note the spaces are subject to availability and first come first serve basis.

3.8 The granting of a permit does not guarantee that a parking space will be available on all occasions.

3.9 GBS do not hold responsibility for the security of your vehicle and any valuables left in the vehicle.

3.10 Please note that information from your parking permit application will be shared with Ferrero UK Ltd and Apleona HSG Ltd. Applicants are requested to give their consent on the parking permit application form.

4. Parking Charges 2021-2022

4.1 Annual Permit: Though the parking permit is free, there is £45 administration fee per permit per academic year. Blue badge holders are exempt from paying the administration fee.

4.2 Lost / Replacement permit: £30 for the valid period.

5. Multi-Level Controlled Parking

5.1 Student Parking spaces are available behind Ferraro UK Ltd building in the multi-level-controlled parking. Entrance to the parking is via Berkeley Avenue. Please refer to the *Annex 1- Multi-Level Controlled Parking Map* for the street view photos.

5.2 Spaces available

- Level 1 – only spaces on the west side belong to GBS.
- Level 2 – All Ferrero – Not available for GBS
- Level 3 – All GBS
- Level 4 - All Ferrero – Not available for GBS
- Level 5 – All GBS
- Level 6 – All GBS

6. Main car park in the campus

6.1 There are Disabled parking spaces located in the main car park in the campus. These can be clearly identified on our Campus Map. These spaces are available only for blue badge holders only.

6.2 All the parking spaces are open between 9am – 9pm Monday to Friday, 9am to 6pm on Saturday. Closed on Sunday. Shutters will be closed and no access available outside these hours.

6.3 You must only park in designated spaces which are labelled with the GBS name or logo.

6.4 Access and egress to and from the car park is by a one-way system. The car park is not accessible for any vehicle greater than 1.80m in height.

6.5 Barriers will raise when you tap your parking permit card, and your vehicle details will be recorded on the system. Once the counter reaches the maximum limit of 215 spaces, the barrier will not open for any incoming vehicles until a vehicle leaves and a parking space is free.

6.6 All non-permit holders will be required to visit/contact GBS main reception to get a visitor permit from the security and this must be returned after use.

6.7 Inconsiderate parking causes problems to other users; staff and students are politely requested to park compliantly on the campus, or utilise the public transport provided.

6.8 Parking permits will be cancelled when a student is no longer an active student at GBS.

7. Dos and Don'ts

- Owners of vehicles that are not parked in designated parking spaces will be questioned and may lead to cancellation of permit.
- Motorcycles, scooters, and mopeds (driving license categories P, A and B1) must park within the designated motorcycle parking areas and not in a car parking bay.
- If your vehicle breaks down on the campus, please notify Campus Security immediately so that they can aid as you may otherwise receive a warning.
- All vehicles parked on the campus must be road-worthy, e.g., taxed, insured and where applicable, hold a current MOT certificate.
- Any vehicle left unattended for more than 5 days will be considered abandoned. After this 5-day period, the vehicle could potentially be towed and handed over to the DVLA.
- Overnight parking or sleeping in vehicles is prohibited.
- Cleaning or general maintenance of vehicles on the campus is prohibited.

7.1 Students violating the conditions, including parking without a valid permit, will be liable for penalty charges, will be called for disciplinary hearing and may lead to cancellation of their parking permit. This may also lead to rejection of any future applications.

7.2 We reserve the right to refuse the admission of any vehicle to the car park for any reason whatsoever.

8. Monitoring and Review

8.1 This policy may be amended by GBS at any time. Any issues related to the monitoring and review of this policy or any other parking queries should be directed to:

- Email: parking@globalbanking.ac.uk or;
- Telephone: 02081486894

9. Data Protection and Confidentiality

9.1 GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is

performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

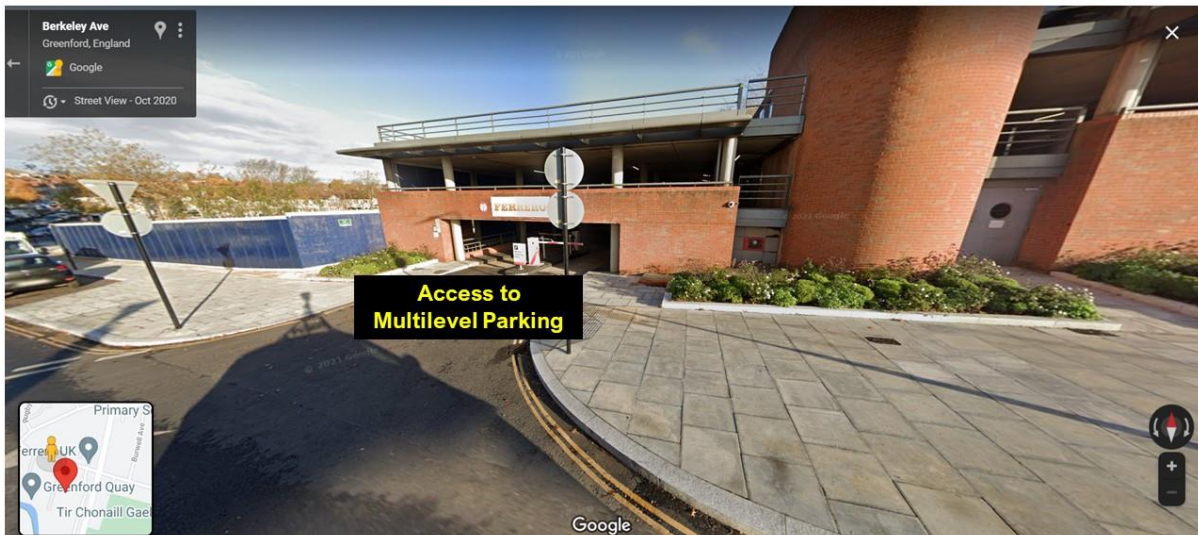
9.2 Please note that information from your parking permit application will be shared with Ferrero UK Ltd and Apleona HSG Ltd, to issue parking permits to GBS. Students are requested to give their consent on the parking permit application form.

10. Alternative Format

10.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Student Welfare Management Team
- **Position:** Student Welfare Officer/Manager
- **Email:** welfare@globalbanking.ac.uk

Annex 1- Multi-Level Controlled Parking Map





Annex 2- Parking Permit Application Form

Link: <https://forms.office.com/r/bBn3cayUKH>