

## **Terms and Conditions**

Permits are available for purchase by active Griffith University Staff, Students and select contractors and tenants. The number of permits issued is restricted according to the type of permit and information obtained from regular parking and student attendance surveys. Despite this careful approach, there may be occasions at peak times when a person with a permit may not be able to find a parking space; in these instances, it may be necessary to wait a short time until a parking space becomes available.

## **General Information**

Parking regulations apply on the Logan, Gold Coast, Mt Gravatt, Nathan and South Bank campuses and are enforceable 7 days a week under the Griffith University Act 1998. The State Penalty Enforcement Regulation 2014 provides for penalties ranging from 1/2 to 3 penalty units for parking and speeding offences on site. All penalties are enforceable through the Queensland Justice System. A typical penalty imposed by the court for an unpaid breach can be up to \$280 or 4 days imprisonment. (1 penalty unit = \$161.30 from 1 July 2024)

A valid parking permit is required to park a vehicle, motorcycle or bicycle, unless the motorcycle is parked in a motorcycle zone or bicycle in a bicycle zone on campus for any period between the hours of 8 am and 7 pm Monday to Friday (except as signed and on Public Holidays) on Nathan, Mt Gravatt, Logan & Southbank; 7 am-11:30 pm, Monday-Sunday on Gold Coast campus.

The purchase of a permit does not exempt drivers of vehicles from receiving Notices of Alleged Breach. It is the holder's responsibility to ensure you have entered and changed vehicle details (if needed) accurately and park legally when on campus.

- A permit holder is only eligible to hold one parking permit
- A permit can only hold one active Registration
- Permits belong to the user who bought the permit. Permits cannot be transferred.
- If you need to change a vehicle registration for any reason e.g. Your Vehicle is in for service, and you have a loan car or you sell your car. You are required to update the details to have a valid permit while parking on campus. Updates can be completed by managing your parking permit at Griffith ePermits Parking Portal <https://griffithuni-epermits.orikan.tech/ssp/>

## **Valid Permit Types**

### General Permit

General Permit holders are eligible to park in the General parking areas on Nathan, Mt Gravatt, Gold Coast and Logan campuses. They are generally signed with Carpark signage stating, "Any valid Griffith University permit" (Nathan, Mt Gravatt and Logan Campuses). At the Gold Coast campus, the signage states, "General Permit Holders only". If you park in a metered space (2P), the requisite fee must be paid.

### N38 Multistorey Permit

The N38 Multistorey permit and access card - may be used only at:

- All sections of the N38 Multistorey car park as signed at Nathan campus

- Both G13 and G55 Multistorey car parks as signed at Gold Coast campus
- General parking areas at Nathan, Logan and Mt Gravatt campuses only
- General parking areas at Gold Coast campus after 4 pm weekdays and weekends

#### G13 Multistorey Permit

The G13 Multistorey permit and access card - may be used only at:

- All sections of the G13 Multistorey car park as signed at Gold Coast campus
- All sections of the N38 Multistorey car park as signed at Nathan campus
- General parking areas at Nathan, Logan and Mt Gravatt campuses only
- General parking areas at Gold Coast campus after 4 pm weekdays and weekends

#### G55 Multistorey permit

The G55 Multistorey permit and access card - may be used only at:

- The undercover permit section of the G55 Multistorey car park as signed at Gold Coast campus
- All sections of the N38 Multistorey car park as signed at Nathan campus
- General parking areas at Nathan, Logan and Mt Gravatt campuses only
- General parking areas at Gold Coast campus after 4 pm weekdays and weekends

#### Resident Permit

If you are a student living within residence on the Nathan campus you are eligible for a Residential Permit. Residents are only able to register one vehicle against the Resident permit. If you purchase a residential permit and are not a registered resident your permit will be revoked, and you will not be eligible for a refund. Residential Permit holders are eligible to park in the Residential parking area on Nathan and the General parking areas on Nathan, Gold Coast and Logan campuses. If you park in a metered space (2P), the requisite fee must be paid.

#### Contractor Permit

Permit application applied for and purchased by contractors who hold a Service Contract with the University of Period of 1 + Years

#### Temporary Contractor Permit

Permit application applied for by Project Managers completing Minor Works and short-term projects for Periods less than 1 year.

Staff and students are not eligible to use this permit for personal vehicles, any misuse will result in the permits cancellation.

### Medical Centre Doctor Permit

Permit application is available for doctors completing medical appointments within the Griffith University Medical Centers at N12 and G33.

### Tenant Permit

Permit application applied for and Purchased by Tenants leasing offices or shops on campus. Initial Tenant Permit may be included within the lease with additional Tenant permits purchased as needed.

### Business Use Permit

Permit application available for Business Unit requiring Parking access to provide bonified works at the University

- This may include External Contractors or Visitors when on campus for single day
- Special Use cases for External Contractors or Visitors completing regular ad hoc works/ business

All employed Staff and Students must either hold a Casual, General or Multistorey Permit when Parking on campus during Regulated Hours. Staff and students are not eligible to use this permit for personal vehicles, any misuse will result in the permits cancellation.

### **Refunds**

Refunds are only provided for parking permits that have been paid for in full. Please log on to the self-service portal and select withdrawal to cancel the permit.

#### Annual permit refunds are as follows:

- Permit cancelled before week 1 of teaching of Trimester 1 - full refund
- Permit cancelled between week 1 of teaching Trimester 1 and 31 August - 50% refund
- Permit cancelled on or after 1 September - no refund available

#### Trimester permit refunds are as follows:

- Permit cancelled before week 1 of teaching in that Trimester - full refund
- Permit cancelled between week 1 of teaching and Trimester census date - 50% refund
- Permit cancelled after Trimester census date - no refund available

### **Salary deduction/package:**

For permits purchased via salary deduction/package payments cancellations must be processed via the self-service portal by selecting to withdraw the permit. Payments will cease at the end of the next full pay period after the cancellation has been submitted.

**Please be mindful when selecting a Salary Sacrifice option as these cannot be altered once submitted. Permits must be cancelled and re-applied and are subject to availability. If the permit type has sold out, your request will be added to the next available space on the waitlist.**

### Permit Payment by Salary Sacrifice (Eligible staff only)

- Payment by either Salary Packaging (pre-tax deductions) or Salary Deduction (post-tax deductions) will be deducted each pay period
- The cost of the permit is equally divided across the valid pay periods
- If HR confirms the existing staff engagement has been ceased, the permit will automatically be cancelled
- If going on leave without pay please contact [parking@griffith.edu.au](mailto:parking@griffith.edu.au) to discuss options

### **Visitor Parking**

Visitor parking bays are available for external visitors on official University business for less than one day.

Visitor parking bays may only be booked by a Griffith staff member. Should visitor bays be unavailable, casual parking should be offered instead. If your reservation is successful, an email will be sent to the staff member to forward on to your visitor.

Visitor bays bookings are reviewed, and non-compliant bookings will be cancelled.

### **Important**

The University takes no responsibility for any damage or loss of property as a result of the driving or parking of vehicles on any of its sites. If you expect to drive to the University and park your vehicle, we encourage you not to leave any valuables in your vehicle and especially not in clear view. We would also encourage you to use steering lock devices (such as a "club lock"), car alarm/immobiliser systems and park your vehicle in frequently used and well-lit areas. All vehicles parked on site do so at the owner's risk.