An entry permit must be affixed as specified to the vehicle in respect of which it was issued but remains the property of the University. Acceptance of an entry permit involves an undertaking by the receiver to abide by the Traffic and Parking Rules, surrender it on demand, and to accept responsibility at all times for the vehicle for and in respect of which it was issued while on the University grounds. The receipt for the entry permit is not a substitute for the entry permit. In the event of the disposal of the vehicle the permit must be removed and the University notified. The University Council reserves the right through the Vice-Chancellor to withdraw and cancel any permit without assigning any reason, and to alter or amend the University Traffic and Parking rules as required.

In cases of disposal of vehicles, loss or destruction of, or damage to current yearly or half-yearly entry permits, irrespective of circumstances, replacements may be obtained upon application and payment of $40 per transfer upon completion and acceptance of a Statutory Declaration.

No exchange of casual or short-term entry fees or monthly periodical permits will be made.

A refund may be granted for the return of yearly or half-yearly permits. The refund is calculated by deducting usage at the monthly rate from the purchase price.

Outdated permits must be removed from windscreen.

F. General

1. The bringing and driving of vehicles, cycles or scooters on paths, grassed areas or elsewhere on the grounds other than University roads and car parks is prohibited, except with the permission of the Vice-Chancellor or a person authorised by the Vice-Chancellor for this purpose.

2. Subject to the above, the provisions of the Road Transport (General) Act 2005, Road Transport (Safety and Traffic Management) Act 1999, and other associated legislation shall be observed in the University grounds so far as these can be applied to the circumstances.

3. Notwithstanding any of the above provisions, the bringing and management of any vehicle, conveyance or animal onto and while on the University grounds shall be subject to the directions of any authorised person.

4. These rules shall be read in conjunction with any other instructions, or guidelines made available from time to time.

The University accepts no responsibility for any damage caused to vehicles while travelling, standing or parked in the University grounds, or the theft of any vehicle, motor bike or cycle, nor for any damage to or loss of accessories or contents.

Entry permits allow entry to the campus to seek parking, but do not guarantee location, proximity, or place to park. Purchasing or owning a valid entry permit does not give exemption from displaying a valid entry permit. All vehicles must visibly display a valid entry permit when parked on campus. Entry permits are required and are enforced seven days a week all year round during the hours of 6:00 am until 8:00 pm.

The University operates a Restricted Parking Area Scheme. Periodical entry permits are available (one permit per person) on personal application to the Cashier’s office by written application addressed to the Director, Financial Services. Casual or short term entry permits are available from ticket dispensing machines, refer to University web site for current locations.

Periodical entry permits are issued upon presentation of a current student/staff I.D. number or, in the case of persons directly affiliated with the University, the approval of the Director, Property or the Deputy-Vice-Chancellor and Chief Operating Officer.

Parking areas are provided at various locations within the University. Vehicles may be parked only in car parks and within marked bays. It is stressed that non-commercial vehicles may not park adjacent to buildings. Kerb parking is not permitted on any University road, or in access lanes within carparks except where marked.

The Macquarie University Traffic and Parking Rules and the Macquarie University By-Laws make provision for the imposition of fines or other action to deal with breaches of the Traffic and Parking Rules. Repeated breaches of the Traffic and Parking Rules by staff or students will result in the withdrawal of entry permits and/or non renewal of permits.

The NSW State Debt Recovery Office – Fines Div of State Revenue Office operates the Self Enforcing Infringement Notice Scheme (SEINS) and is the University’s agent for the collection of fines.

The Traffic and Parking Rules are set out in full below.

A. Preamble

1. The University grounds are private property and the University Council has the right to regulate the entry of vehicles and their operation within the grounds.

2. Periodical entry permits are issued to a person(s). In circumstances where no permit is displayed on (their) vehicle(s) the person(s) in charge of the vehicle(s) will be responsible for any breach of the Traffic and Parking Rules.

3. Any vehicle brought into the University grounds is required to be driven, parked, and managed in compliance with the University Traffic and Parking Rules and signs, and in observance of the directions of authorised persons.
### Entry into University Grounds

#### A. Entry Permits

- **Staff:** Available in books of 20 only to Faculties, Offices and Centres only.
- **Vehicles of members of the public who have business, or are attending meetings or functions within the University:** Vehicles may be parked in locations specially designated for them.
- **Vehicles in the charge of members of Council, staff and students of the University:** Vehicles in the charge of members of Council, staff and students of the University may be parked in designated areas or general parking areas at no charge.
- **Vehicles of contractors to the University:** Contractors to the University are to be parked in locations specially designated for them.
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