

UNA Parking Policy

The UNA parking regulations aim to manage vehicle parking across UBC campus neighborhoods. The regulations strike a balance between the needs of residents, visitors, and the university community while promoting reduced reliance on automobiles. They offer various parking options, including on-street permits, visitor passes, and time-limited spaces, tailored to meet the specific needs of each neighborhood.

Professional Conduct with the UNA Parking Team

All individuals interacting with the UNA Parking Team are expected to follow the [UNA Facility Users Code of Conduct Policy](#) and maintain a positive, respectful and inclusive environment. The following behaviors are prohibited:

- Abusive or threatening language
- Intimidating, violent, or dangerous actions
- Conduct inconsistent with proper business etiquette

Consequences: The UNA Parking Team reserves the right to refuse service to anyone displaying such behavior and may take necessary measures to ensure safety.

Permit Issuance and Application

All permits shall be issued exclusively by or under the authority of the UNA Parking Team. Applicants may apply for a permit:

- In person at the UNA Parking Team desk, following procedures approved by the UNA Board
- Online through the UNA Parking Team's official website application

Permit Types

Resident Parking Permit (Decal)

- Allows UNA residents to park their vehicles on the streets of their neighbourhood
- Non-transferable and specific to a single license plate
- Any driver's license or vehicle changes will require a replacement permit

Visitor Parking Permit

- Allows a UNA resident's visitor to park their vehicle on the streets within the resident's neighbourhood
- Limited to one per legal UNA address
- Visitor Parking Permits are non-transferable and specific to a single registered address
- Visitor Parking Permits are not intended for parking longer than 48 hours.
- If you move between two different neighbourhoods (e.g., from Hawthorn Place to Wesbrook Place to Hampton Place), your current visitor parking permit will no longer be valid. And a new visitor parking permit application is required.

Day Pass

- For UNA residents who require additional visitor parking for a one-time function/event.
- Each legal UNA suite will be entitled to 15 days of Parking Day Passes annually. Approval will be required for any request exceeding the 15-day annual limit of Parking Day Passes. Residents who require additional day passes beyond the annual limit must apply to parking@myuna.ca.

Permit expiry dates

Permit expiry is based on the specific term of your neighbourhood:

- **Wesbrook Place:** May 1 – April 30
- **Hawthorn Place:** July 1 – June 30
- **Hampton Place:** May 1 – April 30

Applicants must provide:

Resident parking permit (decals may be used for up to one week at a single location):

- BC Driver's License (BCDL)
- Proof of UNA Address (choose one of the following):
 - ICBC Vehicle Registration (must be registered to a valid UNA address)
 - Current utility/service bill with UNA address (e.g., phone, cable, or hydro bill)
 - Current Credit Card statement with UNA address
 - Current Village Gate Homes or Wesbrook Properties rental agreement only.
- ICBC Vehicle Registration (must be registered to a valid UNA address and at least 1 month before the policy expiry date)
- You must be listed as the principal operator on the insurance.
- The location address on the second page of the insurance and registration must list your residential address within a UNA neighbourhood.

Visitor Parking Permit & Day Pass (Visitor Parking Permit may be used for up to 48 hours at a time and is not meant for permanent use):

- Photo ID (choose one of the following):
 - BC Driver's Licence
 - BC Identification Card
 - BC Services Card
 - Canadian Passport

- Other government-issued photo ID
- Proof of UNA Address (choose one of the following):
 - Current utility/service bill with UNA address (e.g., phone, cable, or hydro bill)
 - Current Credit Card statement with UNA address
 - Current Village Gate Homes or Wesbrook Properties rental agreement only.

For information validation, we require you to share your vehicle and ICBC insurance information with us. To uphold your privacy and protect you from fraud, you are required to pick-up for your permit in person at Wesbrook Community Centre Parking Desk. We will not issue permits to anyone acting as a proxy, regardless of their relationship or connection to you.

Commercial Vehicle

Please send an email to parking@myuna.ca with the subject "Vehicle registered to a business parking request" and attach the following documents:

- Written explanation of your circumstances
- Proof of residential address within the UNA
- ICBC documents showing you are the primary registered driver
- Letter from business owner/manager justifying the need to park near your residence

The UNA parking team will review your submission and respond accordingly.

Out-of-province vehicle registration:

For residents seeking parking permits while maintaining out-of-province vehicle registration, ICBC will issue a unique form (approval document, MV1804A) to those who meet the ICBC conditions once their application is approved. This form is a crucial step toward obtaining a UNA parking permit. "ICBC Storage Insurance" would not be accepted as a valid insurance document. Vehicles with storage insurance are to be parked on private property or in a designated parking lot. They are NOT to remain on public roads.

Permit Refusal

The UNA Parking Team may refuse to issue a permit if:

- The applicant fails to meet eligibility requirements
- The application is incomplete or non-compliant
- The permit category of a large vehicle that meets one or more of the following criteria:
 - Taller than 2.2 m (7 feet and 2.61 inches)
 - Longer than 6.4 m (21 feet)
 - Not primarily designed to move people
 - Seats 10 or more passengers

- Parking permits allocated to the household exceed the allowed number of 2 permanent parking decals and 1 visitor pass

Terms and Conditions

By applying for a permit, the applicant consents to be bound by these rules and the terms and conditions of the permit. All UNA Parking Permits (Resident Parking Decals, Visitor Parking Permits, and Parking Day Passes) are non-transferable and are not meant for a street storage of a vehicle. Any unauthorized use of UNA Parking Permits constitutes a breach of the UNA Parking Terms and Conditions, and parking privileges may be revoked by the University Neighborhoods Association.

Resident Parking Permits are assigned to specific license plate numbers, and Visitor Parking Permits are assigned to a specific UNA address.

Parking Permits may only be issued for and used within a resident's neighbourhood. If the assigned license plate number and issued neighborhood do not match the vehicle's license plate and parking location, vehicle will be towed.

Any unauthorized use of UNA Parking Permits is a breach to the UNA Parking Terms and Conditions and parking privileges may be revoked by the UNA.

Permit Cancellation and Invalidity

Grounds for Permit Cancellation by the UNA Parking Team: The UNA Parking Team may cancel a permit if:

- The permit holder becomes ineligible for the permit
- False information is provided in the permit application or vehicle registration
- The permit is used by someone other than the permit holder
- The permit is used for an unregistered vehicle
- The permit holder violates the terms and conditions of the permit
- The appropriate government authority no longer licenses the registered vehicle ,and the vehicle is uninsured.

Refund Policy: If the UNA Parking Team cancels a permit, the permit holder is not entitled to a refund or to apply for a new permit.

Permit Invalidity: A permit becomes invalid if:

- It has expired
- The UNA Parking Team cancels it under the Permit Cancellation section
- The permit holder no longer meets eligibility requirements
- The permit holder voluntarily terminates the permit

A permit holder shall inform the UNA Parking Team email parking@myuna.ca of any change in the status of the government registration or license or to the government-issued registration documents for such motor vehicles by using the process to de-register a vehicle immediately after becoming aware of the change.

Parking Trailers

No person shall park a trailer except with written permission from and subject to the terms and conditions imposed by the UNA Parking Team.

Sleeping or Living in Vehicles

No person shall sleep, live, or reside in a vehicle or trailer parked anywhere in UNA managed parking area.

Parking in Accessible Parking Spaces

No person shall stop, stand, or park a motor vehicle in an accessible parking space at UBC's Vancouver campus unless the person is a SPARC Pass holder.

Abandoned Vehicles

A vehicle shall be deemed abandoned if it remains on campus:

- In inoperative condition
- Without a valid government-issued license
- For more than 24 hours without a proper UNA permit
- Abandoned Vehicle will be reported to RCMP and subsequently removed

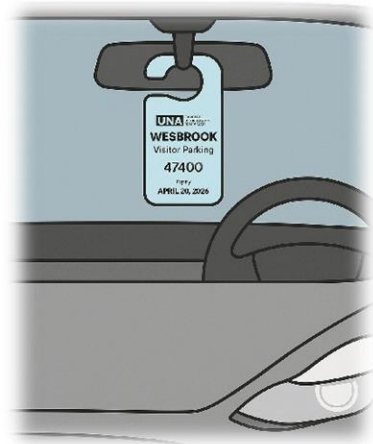
Resident Parking Permit Instructions

The Resident Parking Decal must be permanently affixed to the inside lower-left corner of the front windshield. Ensure that the decal, including the expiration date and decal number, is visible from the outside of the vehicle.



Visitor Parking Permit and Parking Day Pass Instructions

The UNA provides free parking locations for a maximum of two hours. If you need to park for an extended period, you can apply for a daily parking permit. Each household is entitled to 15 days of free parking. Alternatively, you can get a paid annual Visitor Parking Permit. The Visitor Parking Permit allows you to park for up to 48 hours. Visitor Parking Permits and Parking Day Passes are only valid for parking permit holders in designated areas. This means that Day Parking Passes and Visitor Parking Permits are not valid for on-street parking reserved for Modo parking stalls, accessible parking stalls (unless accompanied by a SPARC permit), loading zones, or any time-restricted parking areas. Before parking, hang the Visitor Parking Permit or Parking Day Pass on the rearview mirror of your vehicle. Please ensure that the permit or pass is visible from outside the car, including the expiration date and permit number.



Parking Permit Requirements

Parking permits are required in Wesbrook Place, Hawthorne Place, and Hampton Place, but not in Chancellor Place or East Campus. If you are using someone else's vehicle, you must be listed as the principal operator on the insurance to be eligible to apply for a residential parking permit. The insurance and registration location address must match your residential address within the UNA neighborhood. Suppose you are a student or resident who wants to obtain a parking permit and maintain out-of-province vehicle registration. In that case, you should contact ICBC and show proof of a local address on the ICBC approval document, MV1804A. You are only allowed to issue a parking permit for the neighborhood in which you reside. To issue a parking permit, you must provide two pieces of supporting ID.

Accessible Parking

SPARC permit holders can park in on-street accessible stalls if they display a valid UNA Parking Permit, such as a Residential Parking Permit, Visitor Parking Permit, or Day Pass. Residents can also apply to set up an accessible stall near their residence address by emailing parking@myuna.ca. Holders of the SPARC Pass must follow all relevant rules and regulations, including the timely limited parking and all posted signs. The UNA Parking Team will report any misuse or abuse of SPARC Passes to the appropriate authorities.

Service and Maintenance Vehicles

Legitimate service providers or contractors can park their service and maintenance vehicles in designated parking areas if they provide services to a nearby UNA building. The vehicle must display identifiable markings on its exterior, such as a company logo or other identifying symbols. If you are a resident who owns or drives a maintenance or service vehicle, you must obtain a permanent residential parking permit to park in the designated areas. To do so, please get in touch with parking@myuna.ca and submit the following information:

1. A written explanation of your circumstances
2. Proof of your residential address within the University Neighborhoods Association (UNA)
3. ICBC documents showing the primary registered driver of the vehicle
4. A letter from your business owner or manager justifying the need to park near your residence

Moving and Containers

The UNA does not reserve parking spaces for moving purposes. However, if you have a moving truck with a company logo displayed on the vehicle, you can park it in permit parking stalls without a permit, just like service vehicles. Please note that parking a moving container near your front door is not allowed. Containers can only be parked in designated parking bays on the street, and prior approval from the UNA is required. Once you have obtained a moving container placement approval from parking@myuna.ca, you can place the container in a pre-approved on-street parking stall for up to 72 hours. Please notify the UNA at least seven business days in advance of the planned container placement.

Resident Parking Permit Replacement Requirements

To replace a parking decal, you will need to provide specific documents based on your situation. If you have changed your vehicle or license plate, bring your current resident parking decal, a photo ID, and proof of insurance. For a total loss vehicle, provide your vehicle registration, ICBC paperwork, and a valid photo ID. If your windshield has been replaced, bring your current decal or a receipt, vehicle registration, and a photo ID. For a damaged decal, bring the decal, vehicle registration, and a photo ID. If your visitor parking pass is damaged, bring the current pass and a valid photo ID. There is no fee for any of these replacements.
