

Clifton Campus: Temporary Covid-19 Parking Policy (June 2020)

Summary: Temporary Covid-19 Parking Policy

- This policy aims to support staff who need to return to campus to do their work.
- It is a temporary measure during the 're-start', 'ramp-up' and 'return' phases and replaces the existing Clifton Campus (Precinct) car parking policy which is currently suspended.
- This temporary Covid-19 policy came into effect on 29 June 2020
- There will be no parking charge for Covid-19 staff permit holders during this temporary scheme.
- Eligibility:
 - Staff who need to return to campus can apply for a Covid-19 Staff parking permit.
 - Staff must live outside of the 2-mile exclusion zone
 - Permits will only be awarded to staff once their building has been classified as Covid-19 Secure certified
- This policy applies to the Clifton campus (Precinct) and Satellite sites only.
- **The application window for staff will be open from 10 June until 30 March 2021.**
- Staff are encouraged to apply for a permit as soon as possible once their Faculty or Division confirms their need to return to work on campus.
- **Permits will be allocated in tranches during this period on a first come first served basis until all available permits are issued. Once all permits have been issued, the application window will close.**
- Parking space-to-permit ratios have been set to manage the demand of permits and parking.
- The permits will be valid from issue date until the **14 May 2021**.
- From 14 September, permits will only be allocated for the Clifton Campus.
- The policy will subject to change as University circumstances dictate.
- Use of car parks for NHS staff maybe approved in the future if there is sufficient available capacity in the Clifton Campus car parks.
- Staff can claim refunds on any unused parking coupons issued under the pre-existing parking policy.
- Detailed information on eligibility, the application process and term & conditions for parking can be viewed below.

It is requested that staff consider the below points before they travel to Campus by car:

- **Whether their journey is essential** and in-line with [Government guidance](#).
- **How they travel** - Car parking is a finite resource and staff are only to drive to work if they have no other means.
- **When they travel** - If staff can determine what days they come into Campus, then they are to consider the quieter days of Monday and Fridays. Tuesdays, Wednesdays and Thursdays are displaying the greatest demand for car parking.
- **Where they park** - Staff will be required to use the satellite car parks once the central car parks are at capacity. It is advisable that staff familiarise themselves with the [Clifton Campus \(Precinct\) and Satellite site car park locations](#) before they travel to the University. Car parking is not guaranteed even with a COVID permit.

Introduction

This temporary Covid-19 parking policy has been produced to support the University of Bristol's approach to safely returning to the workplace. It supports essential staff so they can return to campus during the [University's 're-start', 'ramp-up' and 'return' phases](#). This policy may be revised in the future to support the subsequent return phase.

On the 29 June 2020, a new Temporary Covid-19 Staff Parking Policy came into effect and replaced the pre-existing Clifton Campus (Precinct) parking policy. This policy has been continually updated since its introduction to assist demand management.

From the 14 September, the Residential estate car parks will no longer be able to support this policy. This policy paper has therefore been updated to reflect this change from the 14 September. A summary of the impact of the new Covid-19 policy on both pre-existing parking policies is available below.

From Monday 29 June 2020 you must have a valid parking permit in order to park in a Clifton Campus (Precinct) car park AND in a Hall of Residences car park.

Clifton Campus (Precinct) parking policy		
Category	Position	Information
new Temporary Covid-19 parking policy	Policy change	On Monday 29 June 2020, the new Temporary Covid-19 parking policy was introduced, acting as a replacement to the pre-existing staff parking policy, and all users of the Clifton Campus (Precinct) must have a valid parking permit.
Staff	Policy, procedure and allocation change	<p>This new temporary Covid-19 parking policy replaces the staff permit aspects of the pre-existing Clifton Campus (Precinct) parking policy.</p> <p>Only staff who need to return to campus can apply for a new temporary Covid-19 staff parking permit and they will need to apply during the Covid permit application window (see below).</p> <p>New temporary Covid-19 staff parking will be provided free of charge to successful applicants from the 29 June.</p> <p>All current 2019/2020 staff general permits issued, and all March 2020 Interim staff parking permit applications made, under the pre-existing Clifton Campus (Precinct) parking policy will be cancelled to accommodate the new Temporary Covid-19 policy. Refunds on unused coupons will be accommodated (see below).</p>
Students	No change	Pre-existing Clifton Campus (Precinct) policy now applies. Student parking will not be permitted on the Clifton Campus (Precinct) unless the student has a valid disabled parking permit.

Departmental	No change	Pre-existing Clifton Campus (Precinct) policy still applies for permits and permit applications.
Disabled staff, students and difficult pregnancies	No change	Pre-existing Clifton Campus (Precinct) policy still applies for permits and permit applications. This includes permits/dedicated parking spaces for women who are experiencing difficult pregnancies.
Contractor	Payment change	Pre-existing Clifton Campus (Precinct) policy still applies for permits and permit applications. The parking charge will resume on 29 June 2020.
Visitor	Policy change	This will continue to be suspended for the duration of the new Temporary Covid-19 policy. The Hawthorns visitor rear car park has been temporarily re-categorised to a General car park for Cat 1 permit holders.
Residential and Hospitality Services parking policy		
Category	Position	Information
Management of Residential car parks	Procedure change	From Monday 14 September, the temporary consolidated car parks in Clifton and Stoke Bishop Halls will no longer be available to support this policy. From this date, this parking supply is required for use by the Residences.
Staff, student, departmental, disabled, contractor and visitor parking	Procedure and allocation change	From 14 Sept all categories must have a Residential parking permit to park in a Residential car park.

Clifton Campus (Precinct) Temporary Covid-19 Staff Parking Policy:

Permit application information and parking terms and conditions

Eligibility criteria

CAT 1

- Staff who need to return to campus to work will be eligible to apply for a CAT 1 Covid-19 staff parking permit.
- Essential staff must live outside of the 2-mile exclusion zone (see below).
- Permits will only be awarded to staff once their building has been classified as Covid-19 Secure certified.

Exemptions

- A 2-mile exclusion zone is in force around the Clifton Campus (Precinct). Any member of staff whose home address is located within the exclusion zone is not eligible to apply for a staff parking permit. Staff are required to use the [post code checker](#) before submitting an application. This will be verified against ERP data during the application assessment stage.
- Disabled staff living within the exclusion zone may apply for a disabled parking permit.

Available car parking spaces

- Successful covid-19 staff applicants will be allocated a parking permit for the Precinct and satellite sites only.
- Parking spaces will be advertised as General Parking Spaces.
- Staff are not permitted to park in yellow disabled parking space or red departmental parking spaces, unless they have a valid/appropriate parking permit of that type.
- Staff are encouraged to also use the Satellite sites, where there is generally more available capacity. A [list of available car parks](#) covered by this policy.
- **The award of a permit does not guarantee the ability to park on the University estate.**

Duration

- This Temporary Covid-19 parking policy will be operational during the [University's 're-start', 'ramp-up' and 'return' phases](#). This policy may be revised in the future to support the University's Covid-19 recovery strategy.
- Each successful applicant will be awarded a permit with an **expiry date of 14 May 2021**.
- The University reserves the right to alter the permit expiry date to effectively manage this policy during the University's phased return to Campus.

Application process

- Staff who meet the eligibility criteria may apply for a new CAT 1 Covid-19 staff parking permit, via the [Permitsmarti parking management system](#).
- Eligible staff can apply at anytime during this application window, however permits will only be assessed and awarded on the dates below.
- **Permits will only be awarded in the tranches outlined below, if they are available.**
- **The University reserves the right to close the application window early if there are no permits remaining to award.**

CAT 1 Covid-19 staff Application process				
		Permit application assessment and award	Permit start date	Permit expiry date¹
Covid-19 Staff application window opens	Wednesday 10 June 2020			
Tranche 1	Applications up until midnight on Wednesday 24 June will be assessed	Thursday 25 June 2020	Monday 29 June 2020	Friday 14 May 2021
Tranche 2	Applications up until midnight on Wednesday 1 July will be assessed	Thursday 2 July 2020	Monday 6 July 2020	Friday 14 May 2021
Tranche 3	Applications up until midnight on Wednesday 8 July will be assessed	Thursday 9 July 2020	Monday 13 July 2020	Friday 14 May 2021

¹ The University reserves the right to amend the Permit expiry date to support the [University's phased return to Campus](#)

Tranche 4	Applications up until midnight on Wednesday 15 July will be assessed	Thursday 16 July 2020	Monday 20 July 2020	Friday 14 May 2021
Tranche 5	Applications up until midnight on Wednesday 22 July will be assessed	Thursday 23 July 2020	Monday 27 July 2020	Friday 14 May 2021
Tranche 6	Applications up until midnight on Wednesday 29 July will be assessed	Thursday 30 July 2020	Monday 3 August 2020	Friday 14 May 2021
Tranche 7	Applications up until midnight on Wednesday 5 August will be assessed	Thursday 6 August 2020	Monday 10 August 2020	Friday 14 May 2021
Tranche 8	Applications up until midnight on Wednesday 12 August will be assessed	Thursday 13 August 2020	Monday 17 August 2020	Friday 14 May 2021
Tranche 9	Applications up until midnight on Wednesday 2 September will be assessed	Thursday 3 September 2020	Monday 7 September 2020	Friday 14 May 2021
Tranche 10	Applications up until midnight on Wednesday 16 September will be assessed	Thursday 17 September 2020	Monday 21 September 2020	Friday 14 May 2021
Tranche 11	Applications up until midnight on Tuesday 29 September will be assessed	Wednesday 30 September 2020	Friday 2 October 2020	Friday 14 May 2021
Provisional tranche 12	Applications up until midnight on Wednesday 29 September will be assessed	Thursday 15 October 2020	Monday 18 October 2020	Friday 14 May 2021
From this point onwards, Permit application assessment/award and Permit start dates are subject to change. Please see Demand Management section below.				
Tranche 13	Applications up until midnight on Wednesday 21 October will be assessed	Thursday 22 October 2020	Monday 25 October 2020	Friday 14 May 2021
Tranche 14	Applications up until midnight on Wednesday 28 October will be assessed	Thursday 29 October 2020	Monday 2 November 2020	Friday 14 May 2021
First threshold trigger permit award ratio met – monitoring to take place for two weeks				

Tranche 15	Applications up until midnight on Wednesday 11 November will be assessed	Thursday 12 November 2020	Monday 16 November 2020	Friday 14 May 2021
Provisional tranche 16	Applications up until midnight on Wednesday 25 November will be assessed	Thursday 26 November 2020	Monday 30 November 2020	Friday 14 May 2021
Second threshold trigger permit award ratio met – monitoring to take place early Jan when travel behaviour has returned to the new-norm (not in a national lockdown and hopefully a reduced local tier)				
Provisional tranche 17	Applications up until midnight on Wednesday 13 January will be assessed	Thursday 14 January 2021	Monday 18 January 2021	Friday 14 May 2021
Provisional tranche 18	Applications up until midnight on Wednesday 10 February will be assessed	Thursday 11 February 2021	Monday 15 February 2021	Friday 14 May 2021
Provisional tranche 19	Applications up until midnight on Wednesday 10 March will be assessed	Thursday 11 March 2021	Monday 15 March 2021	Friday 14 May 2021
Provisional tranche 20	Applications up until midnight on Wednesday 7 April will be assessed	Thursday 8 April 2021	Monday 12 April 2021	Friday 14 May 2021
Covid-19 Staff application window closes	Wednesday 31 March 2021, midnight	PLEASE NOTE: The University reserves the right to change the above allocation dates or close the application window early if there are no permits remaining to award.		

Covid-19 staff parking permit assessment, award and parking allocation process

- Applicants home postcode will be verified against ERP data to ensure they live outside of the 2-mile exclusion zone.
- Permits will only be awarded to applicants if their main place of work (building) has been classified as Covid-19 Secure certified.
- **Permits will be awarded on a first-come-first-served basis** for the Precinct and satellite sites only. Awards will only be made if permits are available.
- If demand for permits exceeds the supply of car parking spaces, a lottery on all valid applications will take place during each Tranche to issue the appropriate number of permits.
- Women who are not experiencing a difficult pregnancy and therefore do not require a disabled parking permit/dedicated parking space are to apply for a Cat 1 permit. No supporting information is required for a Cat 1 permit application and these applications will be treated as equal to all other Cat 1 permit applications – first come first served basis.

Demand management

- The Campus and satellite car parks will be continually monitored to assess whether they have reached capacity. Parking permits will only be awarded if there is available capacity.
- The University is reaching the capacity of the car parks. Therefore, three threshold trigger permit award ratios have been set to ensure demand can be managed. These ratios have been set at:
 - 1: 1.9 (1 parking space to 1.9 Cat 1 permits awarded)
 - Met on the 29 October 2020
 - 1:2 (1 parking space to 2 Cat 1 permits awarded)
 - Met on the 26 November 2020
 - 1:2.15 (1 parking space to 2.15 Cat 1 permits awarded)
- Once a ratio has been met, further monitoring of the car parks will take place for two weeks to establish whether there is still available capacity and whether more permits can be awarded in future provisional tranches.
- No permits will be awarded during this two-week monitoring period. Consequently, the dates set for the provisional tranches above are subject to change.

Late applications and appeals

- Once the application window has closed, late applications will not be accepted unless there are extenuating circumstances.
- There is no right to appeal an unsuccessful permit application due to its invalidity.
- There is no right to appeal an unsuccessful permit application due to ineligibility. However, unsuccessful applicants maybe reconsidered in future tranches once the list has been updated by the faculty or department.
- There is no right to appeal an allocated parking location, unless there are extenuating circumstances.

Permits, vehicles and charging

- Virtual permits will be in operation, therefore successful applicants will not need to display a physical permit.
- Up to two vehicles can be registered against the permit, but both MUST be associated with the permit-holder.
- It is the responsibility of the permit-holder to ensure that the correct vehicle is [ACTIVE](#) on its parking permit in advance of being parked in a University General car park.
- Staff who have been awarded the CAT 1 Covid-19 staff parking permit will not be required to pay to park so coupons are NOT required to be purchased or displayed.
- To avoid possible enforcement action, it is imperative that the permit holder only uses the specific areas of parking they have been allocated with their permit. e.g. Precinct & Satellite. Also the type or parking bay they have been allocated with their permit. e.g. CAT 1 Covid-19 parking permits are only permissible in General Parking (white lined) spaces. This applies to all permit types – Covid-19 staff, departmental, disabled and contractor.

Car sharing

- CAT 1 Covid-19 staff parking permit holders are advised to keep abreast of [Governmental advice](#) regarding sharing a vehicle with someone from outside their household.
- Only vehicles associated with the permit-holder are permitted to park on the estate to find another way of travelling.

Parking Terms and Conditions (T&C)

- Enforcement of the parking spaces in the Precinct and satellite sites will commence on the 29 June 2020.
- Enforcement of the Residential parking policy in all Residential car parks will commence on the 14 September.

- Use of the car parks is governed by a set of existing [Terms and Conditions](#).

Privacy policy

- Please note that all parking permit applications are subject to the University's Privacy Policy for the permit application process. However, the following sections are not applicable with the CAT 1 Covid-19 staff parking permit:
 - [Section 2.3 Supporting evidence](#): Not applicable, as no supporting evidence is required for the Covid-19 staff parking permit
 - [Section 2.4 Payment information](#): Not applicable, as no payment charges will be deducted for the Covid-19 staff parking permit and coupons are not required to be purchased

Unsuccessful applicants

- Information on renting private parking spaces can be found on the [Transport Plan website](#).
- Information on Bristol's public car parks (off street) and on-street parking can be found on [Bristol City Councils website](#) and on the [NCP website](#).

2019/2020 Clifton Campus (Precinct) Staff General permit holders

- Staff General permits will be cancelled in June 2020.
- Refunds will be available on unused coupons purchase in the 2019/2020 permit year only. See the [Transport Plan website](#) for the refund process.

Contacts

- Car parking uob-car-parking@bristol.ac.uk
- Sustainability transport-plan@bristol.ac.uk

Document control

- *6 July: Application process section updated. Table to include the cut of date for applications received to be assessed*
- *6 July: Parking Terms and Conditions (T&C) section updated. To include information on the first breach of the T&Cs – a warning notice.*
- *29 July: Expiry date of permits changed from 14 August to 28 August. Two further additional rounds of permit application added.*
- *14 August: Expiry date of permits changed from 28 August to 30 October. Two further additional rounds of permit applications added.*
- *10 September: Removal of Residential consolidated car parks from the parking supply. From 14 September 2020, this temporary Covid-19 policy will only apply to the Precinct and Satellite sites car parks.*
- *16 September 2020: Expiry date of permits changed from 30 October to 31 December 2020. One further additional round of permit applications added.*
- *12 October 2020: Eligibility criteria changed to remove 'Essential staff'. Demand management section included with parking space to permit ratios now set.*
- *5 November 2020: Expiry date of permits changed from 31 December to 14 May 2021, with further additional rounds of permit applications added.*
- *24 November 2020: Clarification on pregnancies and parking permits*
- *26 November 2020: Application dates changed to account for a period of car park monitoring outside of the national lockdown and hopefully reduced local tier.*