CONTRACTOR PARKING – ONLINE SHOP COUPON PURCHASES

All contractors are required to pay a daily charge to park in the University’s car parks through the use of a pre-paid coupon. Coupons must be purchased in advance of parking on-site. A valid coupon must be displayed in the vehicle along with a valid contractor’s permit.

A contractor’s daily rate for parking in a University General car park is £8.46, inclusive of VAT. There is no reduction for half or part-day parking*. Each contractor parking coupon contains five days’ of parking, therefore the total charge for one coupon is £42.30 (VAT inclusive). An example contractor parking coupon is shown below.

Coupons may be purchased using the University’s Online Shop or in person from Security Services, located at Royal Fort Lodge, Tyndall Avenue, Bristol, BS8 1UH. The minimum order is one coupon.

Coupons must be collected from Security Services and will not be mailed out to you. Please allow up to 10 days between when you place your order and the day when you intend to collect/start using your coupon(s).

How to use the coupon

When parking in a University General car park, you must scratch off the relevant day on the coupon. For instance, if parking for the first time on 7th January 2017, scratch off “7” from day one and January. (day one is highlighted in the red circle)

On the next occasion when parking is required, scratch off the relevant day and month from day two. (day two is highlighted in the yellow circle)

Days do not need to be consecutive. For instance, if you wish to park on 7th January and then not again until 14th June, follow the procedure as described above.

* In the Kingsdown, Clifton East and Clifton Village Residents’ Parking Scheme areas any vehicle is permitted to park in a pay and display bay for up to 30 minutes free of charge as long as it displays a valid ticket acquired from the on-street ticket machines. Motorists wishing to park for longer than 30 minutes are charged £1.00 per hour, up to a maximum of three hours and tickets are purchased from the on-street ticket machines.
How to order coupons via the University’s Online Shop.

Make sure you have your University parking permit number to hand.

Visit: http://shop.bris.ac.uk/browse/product.asp?compid=1&modid=1&catid=942

In the search box located on the left-hand side of the screen (highlighted in red below) type in “contractor” and hit the enter key.

The following result is displayed.

Decide on the number of coupons you wish to purchase and select the correct number in the following box, using the plus or minus buttons if you wish.

Once you have decided on the number of coupons you wish to purchase click on “Add to Basket”. Then click on “Shopping Basket” (highlighted in red above).
Fill out the questionnaire details and tick the box confirming that you have read the University's parking Terms and Conditions. Click on "Next". (highlighted in red below)

You will then be presented with a screen confirming your order details. If you are happy with the details select "Proceed to checkout".
If you do not have a University online shop account you will be required to set one up at this stage. Follow the instructions in the "New Customer" section. (highlighted in red below)

If you already have a University online account, enter your email address and password in the "Login" section. (highlighted in yellow below)

Once logged in, select your billing address and insert your payment details as shown on the two below screens and click on "continue". (highlighted in red below)
Review your details and once happy, click on "Pay Now". (highlighted in red below)

Once the payment has been produced, you will receive a sales notification confirming your purchase. Take this sales notification and company identification with you when you collect your coupon(s) from Security Services.

Please note, only those coupons ordered using the University of Bristol’s Online Shop will be issued with a receipt that can be used for VAT purposes.

MORE INFORMATION

Security Services
Royal Fort Lodge
Tyndall Avenue
Bristol
BS8 1UH
Tel: (0117) 3311190
Email: car-parking@bristol.ac.uk

Contractor parking guidance and application forms:
http://www.bristol.ac.uk/transportplan/parking/applying/#contractor