This application pack contains the following:

- DP0 Disabled Parking Permit Application Guidance
- DP1a Disabled Staff Parking Permit Application Form
- DP1b Disabled Student Parking Permit Application Form
- DP2 Disabled Parking Permit Letter for GP/Consultant
- DP3 Disabled Parking Permit Medical Assessment Pro-Forma
Parking at the University of Bristol is limited, however the University recognises the importance of supporting staff and students with a disability to enable them to travel to work or study.

This application pack covers both Staff and Students applying for a Disabled Parking Permit.

Please read these guidance notes before completing one of the application forms and supporting documents listed below. To download for printing or complete electronically please visit: http://bristol.ac.uk/transportplan/parking/applying/

- DP1a: Disabled Staff Parking Permit Application Form
- DP1b: Disabled Student Parking Permit Application Form
- DP2: Disabled Parking Permit Letter for GP/Consultant
- DP3: Disabled Parking Permit Medical Assessment Pro-Forma

If you require this document in an alternative format please contact Security Services (Car Parking) by telephoning 0117 3311190 or by emailing car-parking@bristol.ac.uk.
Policy Detail

One parking category covers all disabled parking applicants (long term and temporary impairments), including University staff and students.

Applicants are required to meet one of more of the following criteria:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Criteria Detail</th>
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<tbody>
<tr>
<td>DC-C.01</td>
<td>You regularly require the use of a walking aid – such as a wheelchair, walking frame, a stick or a leg brace</td>
</tr>
<tr>
<td>DC-C.02</td>
<td>You are registered as blind or partially sighted with your local authority</td>
</tr>
<tr>
<td>DC-C.03</td>
<td>You are only able to walk very short distances without needing to rest or without requiring the assistance of another person</td>
</tr>
<tr>
<td>DC-C.04</td>
<td>You have a permanent and substantial disability which means you are unable to walk or have very considerable difficulty in walking</td>
</tr>
<tr>
<td>DC-C.05</td>
<td>You have a long-term medical condition (for example, an Autistic Spectrum Condition) which makes it impossible for you to travel to the University by any means other than a car and which means you need to park within the University Estate</td>
</tr>
<tr>
<td>DC-C.06</td>
<td>You have undergone surgery, are undergoing treatment or have had an accident which has left you with a temporary mobility impairment</td>
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<tr>
<td>DC-C.07</td>
<td>You are experiencing a difficult pregnancy that makes it impossible for you to travel to the University by any means other than a car and which means you need to park within the University estate.</td>
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</tbody>
</table>

- Applicants will be required to complete an application form and provide medical evidence of their disability/medical condition and its impact on their travel to work or study.
- Medical evidence can take the form of a local authority Blue Badge, evidence of Disability Living Allowance (succeeded by Personal Independence Payment), or completed proforma from a medical practitioner (DP3).
- The Occupational Health Service (OHS) will review all applications and provide Security Services with its recommendation. Each application will be considered on a case-by-case basis and as part of the review process the OHS will determine the duration of the permit. While a member of staff or student awarded a disabled parking permit based on an evidenced permanent disability will not need to apply each permit year they will be contacted by Security Services prior to the start of the next permit year to confirm that the permit holder’s details remain up to date and a disabled parking permit/space is still required.
- Applicants do not have the right to appeal recommendations made by the OHS but are permitted to reapply with additional information where appropriate.
- When applications are approved, individual parking spaces are allocated as close to the place of work or study as possible. This is subject to operational constraints. Where a current disabled parking space does not exist, a General or Departmental parking space may be allocated on a temporary basis until such a time as a new disabled parking space is created.
- You may be asked to see the University’s Occupational Health Adviser in order to assist in the collation of information to enable the OHS to make a recommendation on your specific application. The University Occupational Health Service provides an impartial, confidential service and no details are disclosed outside the Service without your consent. The OH Adviser may need to request further medical evidence from you or your GP or treating specialist. Complex cases may also be referred to the University Occupational Health Physician.
- Due to the finite number of disabled parking spaces available, it will not be possible to allocate multiple disabled parking spaces to one permit holder to cover multiple work or study locations.
How to apply for a Disabled Parking Space

1. Download and read Disabled application pack (DP0) and read parking Terms & Conditions
2. Consider which evidence route is appropriate
3. Complete the Staff (DP1a) or Student (DP1b) Application form
   - Submit a BLUE BADGE or evidence of Disability Living Allowance (Succeeded by Personal Independence Payment)
   - Submit your completed application form DP1a or DP1b to the Occupational Health Service (OHS) with a copy of your BLUE BADGE

The OHS will consider your application and notify Security Services of its recommendation

Security services will notify you of the OHS recommendation

Successful Application
Security Services will issue your Disabled Parking Permit and send it to your University address and advise you on where to park

Unsuccessful Application
There will be no right of appeal but you will be able to resubmit a new application with additional evidence where appropriate

If a permit is issued with a specific expiry date ending before 1st August and you wish to continue to use a disabled parking space after this date you will need to apply for a disabled permit prior to the end date stated on your permit

If a permit is issued on a permanent basis you will not need to apply each permit year. Security Services will contact you to confirm that your details have not changed and you still require a disabled parking permit and space. Security Services will arrange for a new disabled parking permit to be sent to you at the appropriate time
Contact

Completed application forms should be sent to:

Occupational Health Service
University of Bristol
1-9 Old Park Hill
Bristol
BS2 8BB

Or
Email: bristol-occhealth@bristol.ac.uk

Parking Permit application queries:

Occupational Health Service
Email: bristol-occhealth@bristol.ac.uk
Tel: 0117 3317655

Checklist

The below table is provided to help guide you through the application process and does not need to be submitted with your application documents.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Read guidance document (DP0)</td>
<td></td>
</tr>
<tr>
<td>Collected supporting evidence (DP2 and DP3) if appropriate, or supply copy of local authority Blue Badge or evidence of Disability Living Allowance (succeeded by Personal Independence Payment)</td>
<td></td>
</tr>
<tr>
<td>Completed either Staff (DP1a) or Student (DP1b) Application Form</td>
<td></td>
</tr>
<tr>
<td>Submitted application form and supporting evidence as appropriate</td>
<td></td>
</tr>
</tbody>
</table>

Terms and conditions of University Parking

Upon award of any University parking permit, permit holders are expected to abide by the Terms and Conditions governing University car parks.

http://www.bristol.ac.uk/transportplan/parking/rules

If you would like to request a hard copy of these Terms and Conditions please contact Security Services (car-parking@bristol.ac.uk).