Departmental Parking Permit Application Pack

This application pack contains the following:

DeptP0 Departmental parking permit application guidance
DeptP1a Departmental parking permit single application form
DeptP1b Departmental parking permit joint application form
Departmental Parking Permit Application Guidance
DeptP0
Parking at the University of Bristol is limited, however the University recognises the importance of supporting departments* in delivering their work.

* For the purposes of the parking policy, departmental parking is broadly defined as including schools, divisions, faculties, business units or individual teams of the University.

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

DeptP1a: Departmental application form – SINGLE applicant
DeptP1b: Departmental application form – JOINT applicant

Policy

The reasons FOR AWARDING a departmental parking space are set out below:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Criteria detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeptP-C.01</td>
<td>Travel within and between University sites, as well as and non-University sites, to carry out works and/or provide services.</td>
</tr>
<tr>
<td>DeptP-C.02</td>
<td>Travel about University sites collecting and delivering bulky items.</td>
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<tr>
<td>DeptP-C.03</td>
<td>Frequent management of staff based at multiple locations beyond the University Precinct where parking is not managed centrally by Security Services.</td>
</tr>
<tr>
<td>DeptP-C.04</td>
<td>Frequent external visitors delivering teaching, research or quality assurance activities, especially when time is a critical factor and where alternative parking is not practical.</td>
</tr>
<tr>
<td>DeptP-C.05</td>
<td>Bespoke vehicles that might be used for outreach or field work on an infrequent basis.</td>
</tr>
</tbody>
</table>

Departamental parking applications will be assessed on the frequency of parking space use. Frequent usage is defined as a space being in use for on average a minimum of three days per week, for at least 70 percent of the period that is covered by supporting evidence provided by the department. Please see page 5 for a worked example.

Reasons that DO NOT QUALIFY for a departmental space:

- For the purposes of attending meetings within or outside of the University.
- For visitors, unless able to suitably demonstrate reason 4 above.
- Any form of contractor parking.
- Any form of staff commuting or use of the space for personal reasons.
Supporting Evidence

Departmental parking applications must be supported by demonstrable evidence of departmental activity. Acceptable evidence may take the form of a vehicle log book, booking evidence (calendar or diary), mileage claims or other appropriate documents.

Those departments that do not currently have the above information available will need to start capturing this data prior to submitting their application. Applications will not be considered without suitable supporting evidence.

To ensure that a decision on your application is reached as quickly as possible, any supporting evidence must clearly show how each vehicle/person indicated in Section 3 of the application form (DeptP1a or DeptP1b) meets the frequency usage requirement. Further data may be requested by the Departmental Parking Review Panel if required, which could lead to a delay in any spaces/permits being awarded.

Application Process

Two application options are available to departments seeking one or more parking spaces and associated departmental parking permits.

1. SINGLE APPLICATION (document DeptP1a). A single department demonstrating the need of a parking space based on one or more of the reasons detailed in the reasons for awarding a parking space.

2. JOINT APPLICATION (document DeptP1b). If a department cannot demonstrate frequent usage on its own, it will not be granted a departmental parking space but will be able to submit a joint application with another department where together they are able to demonstrate frequent usage of the space(s). A joint application will only be considered if the departments can justify a space reduction from their pre-existing number.

Definitions and examples of terms are given on page 4.

Allocation

- When applications are approved, dedicated departmental parking spaces will be allocated by security services as close to the department as possible.
- Individuals/vehicles will not necessarily be allocated individual parking spaces; a number of spaces will be issued to a department based on the supporting evidence provided, and these must be shared between departmental permit holders as stated on their permit.
- University/departmentally owned or leased vehicles will receive a roving permit, which enables them to park in general car parks.
- All departments allocated a dedicated parking space will be charged accordingly to park in university car parks. For parking charges visit: http://www.bristol.ac.uk/transportplan/parking/charges/. Departmental budget codes must be provided with this application. All applications must be explicitly approved by the relevant budget holder who is required to complete the budget holder section of the relevant application form.
- If its application is successful, a department may request that an additional permit holder is added to their allocation after the Departmental Parking Review Panel has made its decision. There is no need for a department to submit an updated application form but it should email Security Services (Car Parking), see contact details on page 6, with the name and vehicle details of the relevant member(s) of staff. An additional permit will be issued but there will be no increase to the number of parking spaces allocated to the department. Departments are advised to collect usage data for any new staff issued with a parking permit in readiness for submission of any future parking permit application. It is the responsibility of the department to manage the use of any spaces and permits allocated to it.
How to apply for a Departmental Parking Space

Download and read departmental application pack (Dept0) and parking Terms & Conditions

Collect vehicle or parking space supporting evidence

Consider single or joint application route for department

SINGLE
Submit the following to Security Services at least one week before the Departmental Parking Review Panel (DPRP) meet:
- Completed SINGLE application form (DeptP1a)
- Actual vehicle/space supporting evidence

Security Services will process your application and submit to DPRP for consideration

The DPRP will consider your application and notify Security Services of their decision

Security services will notify you of the Panel’s decision

SUCCESSFUL application

Security Services will issue your Departmental Parking Permit, send it to your departmental address and advise you on where to park

Security Services will instruct Finance Services to complete a journal transfer for the department’s parking space charges

Start using parking space(s) and monitor usage

UNSUCCESSFUL application

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

JOINT
Submit the following to Security Services at least one week before the Departmental Parking Review Panel (DPRP) meet:
- Completed JOINT application form (DeptP1b)
- Actual vehicle/space supporting evidence

Security Services will process your application and submit to DPRP for consideration

The DPRP will consider your application and notify Security Services of their decision

Security services will notify you of the Panel’s decision

SUCCESSFUL application

Security Services will issue your Departmental Parking Permit, send it to your departmental address and advise you on where to park

Security Services will instruct Finance Services to complete a journal transfer for the department’s parking space charges

Start using parking space(s) and monitor usage

REAPPLICATION
All departmental permit holders are required to reapply annually and submit a new application before the start of the permit
<table>
<thead>
<tr>
<th>Definitions and examples</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td><strong>Definition:</strong> For the purposes of the parking policy, departmental parking is broadly defined as including schools, divisions, faculties, business units or individual teams of the University.</td>
</tr>
<tr>
<td>Carry out works</td>
<td><strong>Example:</strong> Maintenance Services who may need to repair a boiler in a different University building other than their ‘home’ office.</td>
</tr>
<tr>
<td>Provide services</td>
<td><strong>Definition:</strong> Relates to those departments/individuals engaged in providing services to other departments. Providing services does not include staff attending ad hoc meetings with other departments. Example departments: IT services, Hospitality, Site Services, Security Services and users requiring travel to other sites or involved in emergency response.</td>
</tr>
<tr>
<td>Emergency response</td>
<td><strong>Definition:</strong> Relates only to the resolution of those incidents stated in the University’s Incident &amp; Crisis Management Framework (Version 7.0 2012 or subsequent revisions): <a href="http://www.bristol.ac.uk/planning/crisismanagementandbcm/icmfdocuments/icmf.pdf">http://www.bristol.ac.uk/planning/crisismanagementandbcm/icmfdocuments/icmf.pdf</a>. Consideration will only be given on the basis of emergency response where identified staff have an active and immediate on-site presence to resolve an emergency incident. This does not include departmental staff dealing with the aftermath of any incident. A departmental parking permit will not be given solely based on emergency response requirements and applications must clearly evidence frequent usage of any spaces applied for if this is the sole reason given.</td>
</tr>
<tr>
<td>Collecting and delivering bulky items</td>
<td><strong>Example:</strong> This may apply to departments such as Print Services or IT services who are responsible for transporting bulky supplies or heavy equipment between University sites.</td>
</tr>
<tr>
<td>Frequent management of staff</td>
<td><strong>Definition:</strong> Staff responsible for managing other University employees must evidence that they line manage staff in non-University Precinct locations and that this activity requires off-site travel where use of an alternative form of transport is not practical. If this is the sole reason for submitting a departmental parking application, evidenced activity should equate to off-site travel for this purpose no less than three times per week.</td>
</tr>
<tr>
<td>University Precinct</td>
<td><strong>Definition:</strong> Car parks managed centrally by Security Services where a parking permit needs to be displayed. Please see Parking Terms and Conditions, Appendix 1, for a list of car parks.</td>
</tr>
<tr>
<td>Quality assurance activities</td>
<td><strong>Definition:</strong> Visitors involved in auditing or other statutory functions that are critical to departmental operation where it can be clearly demonstrated that utilising parking elsewhere for such visitors may adversely impact departmental activity.</td>
</tr>
<tr>
<td>Time is a critical factor</td>
<td><strong>Definition:</strong> A department may believe that a visitor is unable to use alternative parking due to other time commitments (University or non-University), whereby their involvement with the University may be compromised if parking in the immediate vicinity of the specified building is not required. Applicants would need to clearly demonstrate that utilising parking elsewhere is not practical and may adversely impact departmental activity.</td>
</tr>
</tbody>
</table>

Continued overleaf
## Definitions and examples

<table>
<thead>
<tr>
<th>Where alternative parking is not practical</th>
<th>Definition: Alternative parking includes visitor parking that may be booked by University departments, on-street parking bays or off-street non-University parking such as the Trenchard Street multi-storey car park.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequent usage</td>
<td>Definition: Applicants must be able to demonstrate that at least 70 percent of the period covered by the supporting evidence shows that a vehicle is used on average for a minimum of three days per week. For example, over a three week period a departmental vehicle is used once during week one, three times during week two and six times in week three. In total, the vehicle is used ten times over a three week period, with usage varying each week. The minimum usage required to qualify in this example is calculated by multiplying the number of monitoring weeks by three (3x3=9) and multiplying that by 70 percent (9x0.7=6.3). In this example, one parking space would be approved because the number of instances of use exceeds the minimum requirement.</td>
</tr>
<tr>
<td>Infrequent usage</td>
<td>Definition: Applicants that are not able to demonstrate that at least 70% of the period covered by the supporting evidence shows that a vehicle is used for a minimum of three days per week.</td>
</tr>
<tr>
<td>Demonstrable evidence</td>
<td>Definition: To show how a parking space is currently used by the applying department. Example: A vehicle log book showing activity, content from a diary-based booking system, or other suitable evidence should be provided with a departmental parking application.</td>
</tr>
<tr>
<td>Single application</td>
<td>Definition: Refers to one department applying for a departmental parking space.</td>
</tr>
<tr>
<td>Joint application</td>
<td>Definition: Refers to an application submitted on behalf of more than one University department.</td>
</tr>
<tr>
<td>Space reduction</td>
<td>Example: If two departments submit a joint application they must demonstrate an overall reduction in the number of spaces they request. Eg. Department A has one space and Department B has one space. They are only permitted to submit a joint application for one space.</td>
</tr>
<tr>
<td>Staff commuting</td>
<td>Definition: Use of a personal vehicle for travel to work purposes only when the vehicle is not required to support the completion of specific departmental duties. This may apply to those departmental parking permit holders who do not need to use their vehicle for departmental related business on a given day.</td>
</tr>
<tr>
<td>Bespoke vehicle</td>
<td>Example: Vehicles that have been subject to specific adaptation or customisation to fulfill a department’s requirements and therefore cannot be hired elsewhere, such as Chemistry Lab and Archaeology vehicles.</td>
</tr>
<tr>
<td>Parking space</td>
<td>Definition: A parking space is a location that is designated for parking in University car parks.</td>
</tr>
<tr>
<td>Parking permit</td>
<td>Definition: A parking permit is proof of eligibility to park within University car parks as specified on the permit.</td>
</tr>
<tr>
<td>Private vehicle</td>
<td>Example: A vehicle owned by a member of staff that is used on University business.</td>
</tr>
</tbody>
</table>
Contact

Completed application forms should be sent to:

Security Services – Car Parking
University of Bristol
Estates Office
Royal Fort Lodge
Clifton
Bristol, BS8 1UH.

Or email car-parking@bristol.ac.uk

Parking Permit application queries:

Security Services (Car Parking)
Email: car-parking@bristol.ac.uk
Tel: 0117 3311190

Parking charge queries:

Finance Services
Tel: 0117 3317104

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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>
</tr>
</thead>
<tbody>
<tr>
<td>Read guidance document (DeptP0)</td>
<td></td>
</tr>
<tr>
<td>Collected supporting evidence</td>
<td></td>
</tr>
<tr>
<td>Completed either single (DeptP1a) or joint (DeptP1b) application form</td>
<td></td>
</tr>
<tr>
<td>Obtained budget holder approval and section signed by relevant person</td>
<td></td>
</tr>
<tr>
<td>Submitted application form and supporting evidence</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.