Parking Policy
Summary of parking policy details

Updated March 2016
Staff Parking (SP)

A 2-mile exclusion zone is in force around the University Precinct and its satellite sites. Any member of staff whose home address is located within the exclusion zone is not eligible to apply for a staff parking permit. Disabled staff living with the exclusion zone may apply for a disabled parking permit. Those living beyond the exclusion zone are eligible to apply for a parking permit.

Criteria

Applicants/eligible staff are required to meet one or more of the following needs based criteria:

- **SP-C.01** Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare
- **SP-C.02** Caring responsibilities for a disabled, elderly or ill dependent
- **SP-C.03** Unavailability of public transport to support the applicant’s contractual obligations to work between the hours of 8PM and 6AM (grades A to I inclusive)
- **SP-C.04** Access to public transport (bus) expressed as total door-to-door journey time

Policy

- All staff parking permits will be issued on the basis of demonstrable need.
- Applicants must provide relevant supporting evidence for all criteria they are applying against with their submitted application form.
- Each criterion is assigned a score, with scores for each criterion added together to give a total applicant score.
- Only those applicants who score at least one point in the needs based assessment are eligible for award of a University staff General parking permit.
- Those applicants with the highest score will be allocated a permit. Where the maximum number of permits available is exceeded, a lottery will be used to allocate permits to staff scoring the same number of points where it is not possible to allocate them all with a permit.
- The issuing of a staff parking permit allows the holder to park in a University General car park.
- Details of those existing staff who did not receive a permit in the original allocation will be retained so that their details and those of any new staff seeking to apply can be assessed if additional permits become available during the course of the permit year. The issue of any additional permits will follow the same process as applied during the original allocation.
- Coupons must be purchased to park in a General car park, with the daily amount set at 0.0083% of salary. Staff are not able to pay for parking via salary deductions.
- Staff must reapply for a parking permit each year.

Useful Information

Application deadlines and permit award dates: [http://www.bristol.ac.uk/transportplan/parking/staff-parking/](http://www.bristol.ac.uk/transportplan/parking/staff-parking/)
Parking charges and payment: [http://www.bristol.ac.uk/transportplan/parking/charges/](http://www.bristol.ac.uk/transportplan/parking/charges/)
Application guidance, application forms and supporting documents: [www.bristol.ac.uk/transportplan/parking/applying](http://www.bristol.ac.uk/transportplan/parking/applying)

Formal Car Sharing (CSP)

Two or more members of staff who have been issued with a General parking permit may apply for a formal car sharing permit. University staff whose staff parking permit applications were not successful are not eligible for a formal car sharing permit.

Criteria

Applicants/eligible staff are required to meet one or more of the following criteria:

- **CSP-C.01** Two or more members of University staff who have been issued with their own University parking permit in the same year

Policy

- Two or more members of staff whose General parking permit applications are successful may be issued with a formal car sharing permit.
- All staff, irrespective of the number of hours worked, are able to participate in a formal car sharing team.
- The daily coupon rate is based on the salary of the lowest earning member of the car sharing team.
- With the exception of the lead driver, 30 days’ free parking will also be issued to the other formal members of the car sharing team.
- All coupons, including those purchased by the lead driver, can be used by any member of the car sharing team.
- Any free coupons issued to members of a formal car sharing team can be used by any member of the team, including the lead driver.

Useful Information

Application deadlines and permit award dates: [http://www.bristol.ac.uk/transportplan/parking/staff-parking/](http://www.bristol.ac.uk/transportplan/parking/staff-parking/)
Parking charges and payment: [http://www.bristol.ac.uk/transportplan/parking/charges/](http://www.bristol.ac.uk/transportplan/parking/charges/)
Application guidance, application forms and supporting documents: [www.bristol.ac.uk/transportplan/parking/applying](http://www.bristol.ac.uk/transportplan/parking/applying)
Disabled Parking (DP)
The disabled parking category covers all disabled parking applicants (long term and temporary impairments), including University staff and students.

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

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

Policy
• Applicants are required to provide medical evidence of their disability, its impact on their travel to work or study and its duration.
• A Disabled Parking Review Panel will assess all disabled parking applications. Each application will be considered on a case-by-case basis, with the duration of the permit set by the Panel.
• Applicants do not have the right to appeal decisions made by the Panel but are permitted to reapply with additional information where appropriate.
• If a disabled parking applicant is successful they will be assigned a dedicated parking space as close to their place of work as practically possible. Please note, if it is necessary to create a new disabled parking space there may be a delay while appropriate works are completed.
• Disabled staff and disabled students will not be charged to park in a University car park.
• Those applicants deemed to have a permanent condition are not required to reapply each permit year. Security Services will contact each permit holder to confirm whether the permit and space are still required prior to the start of each permit year.

Useful Information
Application deadlines and permit award dates: http://www.bristol.ac.uk/transportplan/parking/staff-parking/
Application guidance, application forms and supporting documents:
http://www.bristol.ac.uk/transportplan/parking/applying/

Departmental Parking (DeptP)
For the purposes of the parking policy, departmental parking is broadly defined as including departments, divisions, faculties, business units or individual teams of the University.

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

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

Policy
• Applications will be assessed on the frequency of parking space use, defined as a space being in use for a minimum of three days per week, for at least 70 percent of the period that is covered by the supporting evidence.
• Applications must be accompanied by demonstrable supporting evidence.
• Applications must be approved by the relevant budget holder prior to submission.
• Applications may be submitted by a single department or jointly, where a department is unable to demonstrate frequent usage on its own.
• Joint applications between departments will only be considered if the departments can justify a space reduction from their pre-existing number.

• A Departmental Parking Review Panel will assess all departmental parking applications.

• If a department is successful it will be assigned a dedicated parking space or spaces, along with the appropriate number of permits.

• University/departmentally owned or leased vehicles will receive a roving permit, enabling them to park in General car parks when carrying out departmental business.

• All departments allocated a dedicated parking space are to be charged for its use.

• A disabled member of staff will be issued with a roving permit where there is a demonstrable need for them to use their vehicle on departmental business and park in a University car park covered by this policy. A roving permit will allow the permit holder to park in any General parking space. When not conducting departmental business, the disabled parking permit holder must park their vehicle in the disabled parking space allocated to them. The appropriate permit must be displayed in the vehicle at all times.

Useful Information
Application deadlines and permit award dates:
www.bristol.ac.uk/transportplan/parking/departmental-parking/
Parking charges and payment:
www.bristol.ac.uk/transportplan/parking/charges/
Application guidance, application forms and supporting documents:
http://www.bristol.ac.uk/transportplan/parking/applying/

Contractor Parking (CP)
Criteria
Applicants are required to meet the following criteria:
CP-C.01 A visitor who has been contracted by the University to provide a service and must park their vehicle in close proximity to the building where they are working. A Contractor is not directly employed by the University.

Policy
• Contractors are eligible to apply for an annual parking permit to park in University General car parks.
• Each contractor can apply for a MAXIMUM of two permits per permit year.

• All contractors are required to submit an application form, which must be approved by a University sponsor prior to submitting the application. The University sponsor must have knowledge of the contract awarded to the contractor.

• It is the responsibility of the contractor to ensure that the correct vehicle has the correct permit prior to parking on site.

• The issuing of any contractor parking permit is free of charge. If a contractor vehicle is parked in a University General car park it must also display a valid parking coupon, which is charged at a daily rate.

• Only parking coupons ordered through the University of Bristol Online Shop will be issued with a VAT receipt.

• Contractor vehicles are only permitted to park in University car parks designated as General.

Useful Information
Application deadlines and permit award dates:
www.bristol.ac.uk/transportplan/parking/contractor-parking/
Parking charges and payment:
http://www.bristol.ac.uk/transportplan/parking/charges/
Application guidance, application forms and supporting documents:
www.bristol.ac.uk/transportplan/parking/applying/

Visitor Parking
A visitor is:
• Anyone who wishes to visit the University who is not a member of staff.
• A University member of staff not based in buildings in the Precinct and its satellite sites.

Policy
• Visitors parking must be booked on behalf of the visitor by the hosting department, who will be charged either a half day or full day rate. There is no actual charge to the visitor.
• Visitors are not permitted to park in Departmental parking spaces unless they meet Criterion 4 of the departmental parking policy.

Useful Information
Booking a space and parking charges: http://www.bristol.ac.uk/transportplan/parking/visitor-parking.html