Staff Parking Permit
Application Pack
This application pack contains the following:

SP0  Staff Parking Permit Application Guidance – General car parks
SP1  Staff Parking Permit Application form
SP2  Staff Parking Permit Line Manager letter to confirm unsocial hours
SP3  Staff Parking Permit Letter to GP/Consultant for confirmation of caring status
SP4  Staff Formal Car Sharing Request form
Staff Parking Permit Application Guidance – General Car Parks
SP0
Parking at the University of Bristol is limited. All parking permits allocated to staff will be issued on the basis of need. Permits will not be issued on the basis of seniority or length of service.

This application pack refers to permits issued to park in University General car parks. Only salaried members of University staff may be issued with a University parking permit.

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

- SP1: Staff Parking Permit Application form
- SP2: Staff Parking Permit Line Manager letter to confirm unsocial hours
- SP3: Letter to GP/Consultant for confirmation of caring status
- SP4: Staff Formal Car Sharing Request form

Policy

- A 2-mile exclusion zone is in force around the University Precinct and its satellite sites. For details of the exclusion zone visit: www.bristol.ac.uk/transportplan/parking/applying/.
- Any member of staff whose home address is located within the exclusion zone is not eligible to apply for a staff parking permit. Those living beyond the exclusion zone are eligible to apply for a staff parking permit. Disabled staff living within the exclusion zone of the University may apply for a disabled parking permit.
- Disabled staff do not need to complete a staff parking permit application form (SP1). Disabled staff wishing to park in a University car park must complete a Disabled parking permit application form (see application pack DP0 www.bristol.ac.uk/transportplan/parking/applying/disabled).
- Those staff applying for a permit to park in University General car parks are required to meet one or more of the following needs based criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Need</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP-C.01</td>
<td>Parental responsibilities</td>
<td>Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare</td>
</tr>
<tr>
<td>SP-C.02</td>
<td>Caring responsibilities</td>
<td>Caring responsibilities for a disabled, elderly or ill dependent</td>
</tr>
<tr>
<td>SP-C.03</td>
<td>Unsocial hours</td>
<td>Unavailability of public transport to support the applicant’s contractual obligations to work between the hours of 8pm and 6am (Monday to Friday). Grades A to I inclusive only</td>
</tr>
<tr>
<td>SP-C.04</td>
<td>Public transport accessibility</td>
<td>Access to public transport (bus) expressed as total door-to-door journey time</td>
</tr>
</tbody>
</table>

The University cannot guarantee that permits will be issued to all applicants.
Supporting Evidence

Applicants are required to provide relevant evidence for the criterion or criteria they are applying against as given below.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Need</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP-C.01</td>
<td>Parental responsibilities</td>
<td>Copy of child(ren)’s birth certificate</td>
</tr>
<tr>
<td>SP-C.02</td>
<td>Caring responsibilities</td>
<td>Copy of letter from medical practitioner confirming caring status (SP3)</td>
</tr>
<tr>
<td>SP-C.03</td>
<td>Unsocial hours</td>
<td>Letter from line manager confirming applicant is contracted to work unsocial hours and inability to use public transport (SP2)</td>
</tr>
<tr>
<td>SP-C.04</td>
<td>Public transport accessibility</td>
<td>Bus journey details as given by the approved national journey planner (Traveline) <a href="http://www.traveline.info/">http://www.traveline.info/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance on calculating your total door-to-door journey time by Traveline.info can be viewed at: <a href="http://www.bristol.ac.uk/transportplan/parking/applying/">http://www.bristol.ac.uk/transportplan/parking/applying/</a></td>
</tr>
</tbody>
</table>
How to apply

Download and read the staff parking permit application form (SP1) and parking Terms & Conditions document

**Supporting evidence**

- Note: If applying under SP-C.03 Unsocial Hours, complete the Line Manager confirmation letter (SP2) and send it to your line manager for them to complete prior to submitting your application.
- Note: If applying under SP-C.02 Caring Responsibilities, complete the letter to GP/Consultant (SP3) and send it to your GP for them to complete prior to submitting your application.
- Note: If wishing to formally car share with one or more University of Bristol staff members, complete the Staff formal car sharing request form (SP4) and submit it with your application (SP1).

Submit your completed application form (SP1) and supporting evidence to Security Services (SP2, SP3 and/or SP4).

**Security Services** will notify you whether your application has been successful for a staff permit.

**SUCCESSFUL application**

- **Security Services** will issue your staff parking permit and send it to your University address.

- **Successful applicants** are required to purchase coupons from Payroll (Finance Services, Senate House) prior to parking on-site.

**UNSUCCESSFUL application**

There will be no right of appeal, but your details will be retained in the event that permits become available during the same permit year.

**REAPPLICATION**

The staff parking permit is valid until 31st July each year. Staff must therefore reapply for a Staff parking permit at the appropriate time.
Application Process

- Those members of staff living within the Exclusion Zone are ineligible to apply for a parking permit, unless they are exempt as a result of a disability or mobility impairment.
- An applicant may apply against one or a combination of the needs based criteria.
- Each criterion is assigned a score, with scores for each criterion added together to give a total applicant score.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Need</th>
<th>Definition</th>
<th>Banding</th>
<th>Score if criterion met</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP-C.01</td>
<td>Parental responsibilities</td>
<td>Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare</td>
<td>n/a</td>
<td>3</td>
</tr>
<tr>
<td>SP-C.02</td>
<td>Caring responsibilities</td>
<td>Caring responsibilities for a disabled, elderly or ill dependent</td>
<td>n/a</td>
<td>3</td>
</tr>
<tr>
<td>SP-C.03</td>
<td>Unsocial hours</td>
<td>Unavailability of public transport to support the applicant's contractual obligations to work between the hours of 8pm and 6am (Monday to Friday). Grades A to I inclusive only</td>
<td>n/a</td>
<td>2</td>
</tr>
<tr>
<td>SP-C.04</td>
<td>Public transport accessibility</td>
<td>Access to public transport (bus) expressed as total door-to-door journey time based on a direct journey between home and work addresses</td>
<td>46-55 mins</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>56-65 mins</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>66-75 mins</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76-85 mins</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>86-95 mins</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>96+ mins</td>
<td>6</td>
</tr>
</tbody>
</table>

- 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.
- For assessment purposes, the age of a child is based on their age on the first day of the permit year (1st August) in which the application applies.
- 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.
- Permits issued are valid until 31st July each permit year. All applicants will be required to reapply each year for a parking permit. There is no guarantee that existing permit holders will be awarded a permit in the following permit year.
- Applications received after the main allocation closing date will be assessed during the published interim allocation(s) with no exception.
- University staff are welcome to submit an application to park in University General car parks at any time. However, applications will only be assessed during the published allocation windows, which can be viewed at www.bristol.ac.uk/transportplan/parking/applying/.
- Applications for new members of staff will only be accepted once their details are available on the relevant University systems. Applications from new staff will be assessed during the published allocation windows only.
- Applicants must provide all relevant supporting evidence with their completed application form. Incomplete applications will not be processed.

Public Transport Accessibility Guidance

Public transport accessibility is calculated using the national journey planner, Traveline (www.traveline.info). For the purposes of this application, this is defined as the total journey length by bus, measured in minutes from your home address to work address with a medium walking speed. Evidence other than that produced by Traveline will not be accepted.

Guidance on calculating your journey time by Traveline.info can be viewed at: http://www.bristol.ac.uk/transportplan/parking/applying/.

In the event that incorrect Traveline or other evidence is provided with an application, a new Traveline calculation will be produced at the time of assessment. Depending on when the assessment is completed, the new calculation may generate a different result than that shown in the original evidence.
Allocation

• A maximum number of staff parking permits will be awarded each year. The number awarded will be based on a fixed ratio.

• It is likely that the University will receive more applicants than the maximum number of permits that can be allocated. Where allocating permits to all staff scoring the same number of permits would result in exceeding the maximum number of permits available, allocation of permits within that group will be determined using a lottery system.

• Permits will be allocated in advance of the start of the relevant parking permit year, or during a specific application and award periods that take place during the permit year.

• The application details of those existing staff who did not receive a permit in the original allocation will be retained for the remainder of the permit year. This is 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.

• Any permits awarded during the permit year will follow the same process as detailed above with those allocated a permit scoring the highest number of points, irrespective of whether they are an existing or new member of staff.

• Permits will only be allocated during the permit year if they are available. Details of permit application and award periods can be viewed at [http://www.bristol.ac.uk/transportplan/parking/applying/](http://www.bristol.ac.uk/transportplan/parking/applying/).

• Parking permits will be sent to the University address stated by the applicant on their application form by internal mail.

• Unless specifically issued with a disabled parking permit, staff may only park in areas marked as University General car parks. This does not guarantee that staff will be able to find an available parking space when they need it as these spaces are provided on a first come first served basis.

• All staff holding a permit to park in University General car parks are required to purchase and display a valid coupon with the current date and month scratched off. Details of staff parking charges are available at [http://www.bristol.ac.uk/transportplan/parking/charges/](http://www.bristol.ac.uk/transportplan/parking/charges/).
Formal Car Sharing Guidance

Car sharing reduces travel costs and maximises the number of parking permits that the University can issue. The University encourages permit holders to car share if possible.

Two or more members of staff whose General parking permit applications are successful may be issued with a formal car sharing permit.

The University’s formal car sharing policy allows permit holders to park in University General car parks and includes the following benefits:

- All staff, irrespective of 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 principal car sharing applicant (Lead Driver), 30 day’s free parking will also be issued to

The above scheme only applies to those staff whose parking permit application has been successful.

Further details regarding the formal car share scheme and associated application form can be found at
http://www.bristol.ac.uk/transportplan/parking/applying/

Policy

Staff applying for a formal car share permit are required to meet the following criteria:

<table>
<thead>
<tr>
<th>Reference</th>
<th>Criteria Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP-C.01</td>
<td>Two or more members of University staff whose individual staff parking permit applications are successful in the same permit year</td>
</tr>
</tbody>
</table>

The University’s formal car sharing policy allows permit holders to park in University General Car Parks and includes the following benefits:

- All staff, irrespective of 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 day’s free parking will also be issued to the other formal members of the car sharing team. This only applies to members of the team whose individual staff parking permit applications were successful in the same permit year.
- All coupons, including those purchased by the lead driver, can be used by any member of the car share team.

The University cannot guarantee that formal car share permits will be issued to all applicants. Applications are subject to verification by Security Services who may reject an application if they identify that the proposed car share team is not practicable.

Supporting Evidence

The University of Bristol's car sharing scheme is hosted and managed by Liftshare.com, the UK's largest and most successful car share provider. The scheme is free to use and is currently available to staff with a University of Bristol email address.

All members of a proposed formal car share team must register with Liftshare.com. For information on Liftshare, and how to register your formal car share team, please visit http://www.bristol.ac.uk/transportplan/parking/applying/.

Applications that do not contain the Liftshare BUDi Team ID number will not be approved.
Application Process

- Staff seeking to create a formal car sharing team must **each** complete the Formal Car Sharing Team Request form (SP4) and submit it with their SP1 application form.
- Only SP4 documents containing a valid Liftshare BUDi team ID number will be processed.
- Formal car sharing permits are valid until 31st July each permit year.
- Formal car sharing permits will not be automatically renewed from one permit year to the next. Formal car sharing team members are required to apply for a staff parking permit each permit year and include details of their intended formal car sharing team members as appropriate.

* University staff not previously issued with a permit to park in University General car parks may share journeys with members of a formal car sharing team. However, these persons will not be considered as members of the formal car sharing team or receive the 30 free days of parking.

Allocation

- If the applicant and at least one other staff member stated on the formal car sharing request form (SP4) are successful in their staff parking permit application, and a valid Liftshare BUDi team ID number is provided, a formal car sharing permit will be produced for each member of the team. These permits will replace any individual staff parking permits that would otherwise be issued to these applicants.
- In the event that the nominated lead driver is not awarded a University parking permit, the second choice will be selected as the team’s nominated lead driver and so on until a lead driver can be identified, where a formal car sharing team with a minimum of two people can be created.
- A formal car share team permit allows the holder to park in areas marked as University General car parks. This does not guarantee that permit holders will be able to find an available parking space when they need it as these spaces are provided on a first come first served basis.
- Formal car sharing team permits will be sent to the departmental address of each applicant.

Use of coupons

- The nominated lead driver can purchase up to 245 days’ worth of coupons in a parking permit year. The number of eligible coupon days available for purchase by the nominated lead driver will be pro-rated based on the number of weeks remaining in the permit year at the time of permit issue.
- The number of free coupons issued to other members of the formal car share team will be pro-rated based on the term when they are awarded their permit, as shown in the table opposite.
- Team members (non-lead driver) issued with free coupons are not eligible to purchase any additional coupons.
- All coupons, including any free coupons and those purchased by the lead driver, can be used by any member of the formal car sharing team in any of the vehicles registered by the lead driver or car sharing team members.
- All formal car sharing coupons must be used by the end of the permit year in which they are issued. This includes any free coupons or those purchased by the lead driver.

<table>
<thead>
<tr>
<th>Term</th>
<th>Free coupons issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Autumn)</td>
<td>30</td>
</tr>
<tr>
<td>2 (Spring)</td>
<td>20</td>
</tr>
<tr>
<td>3 (Summer)</td>
<td>10</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

Parking permit coupon queries:

Payroll
Tel: 0117 9288066

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 (SP0)</td>
<td></td>
</tr>
<tr>
<td>Completed SP1 application form</td>
<td></td>
</tr>
<tr>
<td>Collected supporting evidence (SP2, SP3 and/or SP4)</td>
<td></td>
</tr>
<tr>
<td>Submitted application form and supporting evidence (SP2, SP3 and/or SP4) 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.