New Parking Policy
Summary of parking policy details
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.
- Applicants are not required to score a minimum number of points to be considered for a 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, which is an amalgamation of the previous Category A1 (car share), Category B and Category C car parks.
- 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 permit 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.

Useful Information
Application deadlines and permit award dates: http://www.bristol.ac.uk/transportplan/parking/staff-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/

Formal Car Share (CSP)

Two or more members of staff who have been issued with a General parking permit may hand back their individual permits and apply 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 who have been issued with a General parking permit may hand back their individual permits and apply for 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 share team.
- All coupons, including those purchased by the lead driver, can be used by any member of the car share team.

Useful Information
Application deadlines and permit award dates: http://www.bristol.ac.uk/transportplan/parking/staff-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/
Further information on formal car sharing at the University: http://www.bristol.ac.uk/transportplan/transport/carsharing

### 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
- **DP-C.08** They are a Blue Badge holder

#### Policy

- Applicants are required to provide medical evidence of their disability, its impact on their travel to work or study and its duration.
- Applications made on the basis of holding a local authority Blue Badge will be automatically awarded a disabled parking permit and dedicated disabled parking space.
- A Disabled Parking Review Panel will assess all other disabled parking applications. Each application will be considered on a case-by-case basis.
- 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.
- All staff with a disabled parking permit will be charged the standard daily staff charge to park within the University Estate, and must display a relevant parking coupon along with their permit.
- Students awarded a disabled parking permit will not be charged.
- Those applicants deemed to have a permanent condition are not required to reapply each permit year. Blue Badge holders are not required to reapply each permit year during the period that their Blue Badge is valid. Those permit holders issued a disabled parking permit on the grounds of a temporary condition will need to reapply each parking permit year as appropriate.

#### Useful Information

- **Application deadlines and permit award dates**: http://www.bristol.ac.uk/transportplan/parking/staff-parking/
- **Parking charges and payment**: http://www.bristol.ac.uk/transportplan/parking/charges/
- **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 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 newly formed 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 only.
- All departments allocated a dedicated parking space are to be charged for its use.

Useful Information
Application deadlines and permit award dates: www.bristol.ac.uk/transportplan/parking/departmental-parking/
Parking charges and payment: http://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.
- Up to five vehicles may be listed under one permit and up to ten vehicles may be listed under two permits, including any subcontractor vehicles.
- 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.
- 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

- To support departments in carrying out their operational requirements, the number of visitor parking spaces located at The Hawthorns will increase.
- 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