
This page to be retained by the Department

PERMIT RENEWAL FOR THE 2012- 13 ACADEMIC YEAR

This year, a full reapplication of departmental parking permits is taking place and existing permits will not automatically be renewed. The review is designed to ensure that all permit allocations and vehicle details are up to date and applications are treated equally across all University departments.

Departments are reminded of the scarcity of Category A parking spaces. Last year there were a total of 200 departmental spaces, which is 21% of the overall number of parking spaces available across the University Precinct. TWIG considers this to be an unacceptably high proportion. It is anticipated that the number of applications will greatly exceed the available supply of spaces. Please therefore provide FULL information in justification of each application. Evidence of a previous year's permit is not considered to be a valid justification for a permit this year.

As in previous years, individuals/vehicles will not necessarily be allocated individual parking spaces; a number of spaces will be issued to a department and these must be shared between departmental permit holders.

The charge for a Category A (departmental) space for the year 2012-13 is £760. Charge codes must be provided with this application. Permits allocated to departmentally owned vehicles are free of charge.

In the interests of fairness and transparency, all departmental parking applications will be presented to the Travel to Work Implementation Group.

ADMINISTRATION

As in previous years **ALL** vehicles parked in departmental spaces **MUST** display a valid Category A permit. Departments are asked to nominate an administrator who will be responsible for managing the use of the department's parking space(s) and allocating visitor permits where applicable. Security Services will liaise with the designated administrator on a regular basis regarding management of spaces.

In general, departmental spaces will be left to the department to manage, however abuse of this privilege could result in the space and permit being withdrawn. Guidance to departmental administrators will be provided when the permits are allocated.

All applicants should read the Rules Governing University Car Parks, which can be viewed from the Travel Plan web site <http://www.bris.ac.uk/transportplan> or obtained from Security Services.

If you have any queries about this application or how to fill it in please contact Security Services via their website <http://www.bris.ac.uk/securityservices>.

Please do not include accompanying letters with this application form as only the information on the form will be considered as part of your application.

PLEASE ENSURE THAT NO INDIVIDUAL WITHIN A DEPARTMENT IS ENTERED ON MORE THAN ONE APPLICATION FORM. (This form has been sent to ALL organisations and Unit Heads).

GUIDANCE

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To assist departments in deciding whether to make an application for Category A spaces / permits the following guidance has been provided under five headings. You should complete part B of this form under the heading relevant to your application, B1 through to B5.

B1. Departmental vehicles.

Please provide details of what the departmental vehicle is used for and a copy of the Vehicle Registration document (V5) for each vehicle.

B2. Access to a vehicle for emergency/safety purposes

*A permit is **unlikely** to be awarded;*

- If evidence is not provided proving the need occurs on a daily basis.*

Only University Emergency Services with a University-wide remit (e.g. Health & Safety, Student Health & Security Services) are likely to be considered under this category.

B3. Operational requirements to use vehicles for a departmental purpose PURELY around the precinct, at least 3 times per week (roving permit).

Please give full details of the operational purpose of the vehicle(s).

*A departmental space is **unlikely** to be awarded for;*

- Carrying bulky materials or equipment when this does not form a major part of the employee's duties of employment as listed on their job description.*
- Attending meetings where there is not a justifiable operational need why alternative forms of transport cannot be used.*

B4. Operational requirements to use vehicles for a departmental purpose away from the University precinct at least 3 times a week.

Please give full details of the operational purpose of the vehicle(s).

*A departmental space is **unlikely** to be awarded for;*

- Carrying bulky materials or equipment when this does not form a major part of the employee's duties of employment as listed on their job description.*
- Attending meetings where there is not a justifiable operational need why alternative forms of transport cannot be used.*

B5. Visitors to the department.

Departments who have daily visitors to their premises as part of the core function of the department should indicate why car parking spaces need are required for this purpose. Reasons should be given why The Hawthorns visitors parking area is not sufficient or why visitors can not be directed to public on-street meter parking or NCP.

SECTION A : ALL APPLICANTS TO COMPLETE THIS SECTION

Department:		
Departmental address:		
Details of previous departmental permit(s) *	Number of departmental parking spaces held last year (2011-12) *	Number of Cat A departmental permits held last year (2011-2012) *

* (for administrative purposes only. Evidence of a previous permit is not in itself a justification for an award this year)

Please give the details of the nominated departmental administrator (and deputy) who will be responsible for the daily administration of your department's permits. This person should be available during full time hours and should nominate a deputy for periods when they are absent.

Departmental Parking Administrator	Name	Email	Phone
Main contact			
Alternative contact			

PERMIT CHARGES

The charge for a Category A (departmental) space for the year 2012-13 is £760. Please provide the departmental charge code you wish the parking permit charges to be deducted from. Permits allocated to departmentally owned vehicles are free of charge.

Departmental charge code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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TYPE OF DEPARTMENTAL PARKING PERMIT REQUESTED

Please enter the number of car parking spaces and permits you are applying for under each of the headings B1 to B5.

	Number of parking spaces	Number of permits
DEPARTMENTAL VEHICLE (complete part B1)		
EMERGENCY RESPONSE (complete part B2)		
OPERATIONAL USE ON PRECINCT (complete part B3)		
OPERATIONAL USE OFF PRECINCT (complete part B4)		
VISITORS (complete part B5)		

DECLARATION

- I confirm that all information provided on this form is correct.
- I confirm that the department will relinquish any permit issued if eligibility ceases.
- I agree that any permit issued will be utilised in accordance with the Rules Governing University Car Parks (see <http://www.bris.ac.uk/transportplan>)

Head of Department (please print) _____ Date _____

Signature _____

SECTION B : APPLICATION DETAILS. COMPLETE THE RELEVANT HEADING.

Please now complete the relevant section heading in support of your application. For guidance on circumstances which may qualify for a parking space or permit please refer to the guidance notes on page 2 of this form.

B1 : DEPARTMENTAL VEHICLES

Please give the primary use of your departmental vehicle(s) and supply a copy of the vehicle registration document in support of this application. Details will be crossed checked against records held by the University insurance officer.

DETAILS: specify the use of departmental vehicles (photocopy this page if details differ for each vehicle)

Please give registration details of departmental vehicles (photocopy this form if more than 4 vehicles).

Vehicle Registration Number	Vehicle Registration Number
1.	3.
2.	4.

B2 : EMERGENCY RESPONSE

Please give details of members of staff within your department who need access to a vehicle for emergency/safety purposes that might affect the University Estate.

DETAILS: specify the nature and frequency of the requirement (**photocopy this page if details differ for each driver**)

Please give driver and vehicle registration details for applicant(s) under this section (photocopy this page if there are more than 4 drivers / vehicles).

Name	Vehicle Registration

B3 : OPERATIONAL USE ON PRECINCT

Please give details of members of staff within your department who have an operational requirement to use a vehicle for a departmental purpose PURELY around the precinct, at least 3 times per week.

DETAILS: specify the nature of the tasks necessitating use of a vehicle and why movement by foot or cycle is not viable (**photocopy this page if details differ for each driver or vehicle**).

Please give driver and vehicle registration details for applicant(s) under this section (photocopy this page if there are more than 2 drivers / vehicles).

Name	Vehicle Registration

B4 : OPERATIONAL USE OFF PRECINCT

Please give details of members of staff within your department who have an operational requirement to use a vehicle for a departmental purpose OFF the Precinct, at least 3 times per week.

DETAILS: specify the nature of the tasks necessitating use of a vehicle and state why transportation by public transport / foot / cycle is not viable (**photocopy this page if details differ for each driver or vehicle**).

Please give driver and vehicle registration details for applicant(s) under this section (photocopy this page if there are more than 2 drivers / vehicles).

Name	Vehicle Registration

B5 : VISITORS

Please give details why visitor parking at your department is a requirement and why alternative parking is not considered adequate.

DETAILS: specify the nature of visitors and why Hawthorns or NCP parking is not adequate.

THE TRAVEL TO WORK GROUP (TWIG) RESERVES THE RIGHT TO ASK FOR ADDITIONAL DETAILS TO BE PROVIDED IF IT IS FELT INADEQUATE INFORMATION IS PROVIDED WITHIN THIS APPLICATION.