

Car Parking Terms and Conditions Information for Staff (including RFM, Catering, Residential Life, Estates Departmental Vehicles) Visitors and Contractors

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1 Overview

1.1 Purpose

Demand for parking spaces at the residences exceeds the number of spaces available, particularly during term time. In response, parking controls and restrictions were introduced in 2015 to manage the limited supply of parking spaces and to support the efficient and effective operation of the residential car parks while maintaining equity and fairness for all users.

The majority of available spaces are located at the Stoke Bishop residences, where a regular bus service operates between the main University campus and the Stoke Bishop transport hub, situated between Hiatt Baker Hall and University Hall during term time. Sustainable travel forms an integral part of university culture, and the University actively encourages the use of alternative methods of transport. Sustainable travel provides benefits to the environment, personal health and wellbeing, and individual finances.

From August 2016, staff are required to apply either for the renewal of an existing permit or for a new permit where one has not previously been held. A permit authorises parking within a designated residential car park and serves as evidence of eligibility to park within the allocated area.

Staff working within the residences who live less than two miles from their place of work are encouraged to consider alternative methods of transport.

Permits will only be issued to University of Bristol staff whose substantive work activities are based within the Clifton or Stoke Bishop residences. All applications will be assessed in accordance with the requirements established by the Residential Facilities Managers and the Head of Residential Facilities Management & Associate Director of Campus Operations.

Permit applications may be submitted throughout the year. However, due to the limited availability of parking spaces at both the Stoke Bishop and Clifton residences, the University cannot guarantee that a permit application will be successful or that a parking space will always be available following the issue of a permit.

1.2 Scope

This document applies to all staff, visitors, and contractors authorised to use residential car parking facilities managed by the University of Bristol. This includes, but is not limited to, staff working within Residential Facilities Management (RFM), Catering Services, Residential Life, and Estates departmental vehicle operations.

The policy applies to all University-managed residential car parks located within the Clifton and Stoke Bishop residences and covers the application, allocation, use, and management of parking permits and parking facilities.

These terms and conditions also apply to visitors and contractors who are granted temporary or authorised access to residential parking areas. All users are required to comply with the parking regulations, restrictions, and operational requirements set out within this document.

2 Definitions

Term	Meaning
CD	Campus Division
UoB	University of Bristol

3 Guidance Text

3.1 Staff working in University Residences

Staff working in University Residences can apply using the PermiSmarti portal.

Applications

Applications can be received by the University on the 1st of September 2025, to be processed by the start of term. Applications will remain open from this date for use by those missing the deadline and Term-Time only staff; however, there will be fewer permits available.

Once an application is received and processed, applicants will be notified whether their application has been successful or not. Permits will be issued to successful applicants via their online PermiSmarti account.

Please note that you may not be able to park your car in any of the car parks during the main student arrival's dates. The dates vary from year to year but are usually around mid-September, as all the spaces will be utilised for the moving in process.

Data Retention

Information supplied during the application process will be kept on record for one year after 2025/2026, even if a permit has not been issued. This information will be used to help manage parking in the area.

Application Requirements

Permit application forms must be completed in full, providing all details as follows:

Home and work address

Contact details (i.e., email and mobile telephone number)

Vehicle details (i.e., car make, model and registration number)

To ensure that your application is dealt with in a timely fashion, please ensure that your proof documents are uploaded onto your application.

Payment

Once your application has been granted you will need to pay for the permit through your PermiSmarti account.

Applicant Responsibilities

It is the responsibility of all permit applicants to ensure that:

All information provided on application forms and supporting documentation is true and accurate. Falsification of information may be treated as a disciplinary matter and may result in withdrawal of the permit/right to park.

The vehicle has a valid MOT, tax and insurance. Failure to do so will result in the permit being revoked.

Appeals and Updates

There is no right of appeal against a decision not to issue a Residential parking permit. Unsuccessful applicants can resubmit an application, which will be reviewed at the next available opportunity.

Permits must be updated if the permit holder disposes of the registered vehicle(s), ceases working for the University or no longer requires a permit. It is the staff member's responsibility to update their permits.

It is prohibited to transfer a permit to another user.

General Rule

Non-permit holders are forbidden to park in a university car park unless prior arrangements have been made, or a visitors permit has been purchased.

3.2 Contractors (Including Departmental Vehicles)

General

Contractor vehicles are only permitted to park in the car parks if they hold a valid parking permit; or they have purchased a "virtual" visitor voucher from the University of Bristol website or the PayByPhone app.

RFM Departmental vehicles that need to park at residences will be issued a permit annually automatically.

Eligibility

A contractor is a visitor who has been contracted by the University to provide a service and requires their vehicle to carry out their duties.

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Permit

To park, contractors must hold a valid parking permit; or have purchased a “virtual” visitor voucher from the University of Bristol website or the PayByPhone app.

It is prohibited to share a permit with another vehicle.

Parking Restrictions

Contractors may only park in unmarked parking spaces and are not permitted to park in Disabled or Departmental car parking spaces.

3.3 Visitors

General

Visitors are only permitted to park if they hold a valid virtual parking permit or if they have purchased parking via the PayByPhone app. Restrictions apply – see below.

Eligibility

A visitor is:

- Anyone who wishes to visit the University Residences who is not a member of staff and has been invited to enter the campus by a University of Bristol member of staff.
- A University member of staff not based in the residential buildings associated with the car parks in which they have parked

Permit

To park, all visitors must hold a valid “virtual” permit.

Visitors can either book in via the University of Bristol visitor’s parking website or by purchasing parking via the PayByPhone App, details of which are available in the residential campus car parks.

Parking Restrictions

Visitors may only park in unmarked parking spaces and are not permitted to park in Disabled or Departmental car parking spaces.

Visitors parking will be required to pay for their “virtual” visitor permit via the PermiSmarti website or via the PayByPhone App, details of which are available in the residential campus car parks.

Visitors who hold Blue Badges can use the designated disabled spaces available at each residence.

3.4 Charges (2025/2026)

Staff (charging of RFM will take place upon a successful application, the policy will be reviewed by RFM annually):

Staff: £49.50 (Grades A – F)

Staff: £101.20 (Grade G and above)

Contractor vehicles (Parked in RFM designated car parks): £225.50 – entitled to 1 permit per company vehicle (no guarantee of place) – primary contractors as identified by UOB Estates will be entitled to purchase one permit.

UoB Estates owned vehicles (Parked in RFM designated car parks): £225.50 per vehicle (no guarantee of place)

RFM Departmental Vehicles: No charge

Visitor's and Conference Delegate Charges: Charges to be £16 per session, or alternatively £24 per day (8:30am – 8:30am)

Breakdown:

2 Hours	£6.00	08:00 - 14:00	Morning	£16.00	Day	£20.00	24 Hours	£24.00
		12:00 - 18:00	Afternoon	£12.00				
		16:00 - 08:00	Night	£5.00				

Booked either through the online portal, PayByPhone App, or the Conference Office (for Conference Visitors).

3.5 Enforcement and Penalties

General

All permit holders are required to conform to the terms and conditions outlined in this document for use of the Residential Campus Car Parks.

Parking in the following manner is a breach of the terms and conditions of parking and may incur a Parking Charge Notice. These include but are not limited to:

Parking anywhere other than a clearly marked parking space for which the driver has a valid permit

Parking on yellow lines, hatched areas, pavements, grass areas or areas marked for "emergency services"

Parking which blocks the entry or exit or prohibits the access of any other vehicle or pedestrian

Residential parking permits can be withdrawn at the discretion of the Associate Director of Campus Operations or Head of Residential Facilities Management in other cases of misuse

Car Parking Terms and Conditions Information for Staff (including RFM, Catering, Residential Life, Estates Departmental Vehicles) Visitors and Contractors with no further right of appeal.

3.5.1 *Enforcement*

Enforcement is undertaken in accordance with the Accredited Trade Association (IPC) “Code of Practice” and managed in partnership with Open Parking.

The parking enforcement team will regularly monitor all car parks. Although these individuals will always give as much help and guidance as they can, they have been advised that they must act when they see a vehicle parked in breach of these conditions.

3.5.2 *Parking Charge Notices (PCNs)*

Any non-compliance as detailed in the Terms and Conditions of your permit may result in a Parking Charge Notice (PCN) being issued by University of Bristol authorised Open Parking staff.

The charge for 2025/2026 will be:

£100 (reduced to £60.00 for early payment)

3.5.3 *Appeals*

Open Parking is the company contracted by the University to pursue and progress recovery of any Parking Charge Notices.

These are the responsibility of the vehicle user and any communication in respect of PCNs must be addressed to Open Parking as indicated on the notice.

If you feel that the PCN may have been unfairly issued, you may appeal the notice by filling in the relevant details at:

<https://payments.openparking.co.uk/parking>

Open Parking may consult with the University when reviewing appeals.

If following the appeal process you are unhappy with the decision taken, you may refer to:

www.theias.org (The Independent Appeals Service for parking on private land).

3.5.4 *Additional Responsibilities*

It is the responsibility of all permit holders to ensure that accurate and up-to-date details of their vehicles are registered with the Residential Facilities Management car parking team:

residences.carparking@bris.ac.uk

3.5.5 *Non-Compliance*

Residential parking permits can be withdrawn at the discretion of the Associate Director of Campus Operations or Head of Residential Facilities Management in cases of misuse, with no further right of appeal.

In the event of a serious breach of the terms and conditions, or multiple breaches occurring at the same time, parking rights may be withdrawn with immediate effect.

4 **References**

4.1 Internal References

4.1.1 *Procedures*

RFO-SP-009 Car Parking at RFM Managed Car Parks

4.1.2 *Other Internal References*

None

4.2 External References

None