

Car Parking Terms and Conditions Information for Students

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1 Overview

1.1 Purpose

Students should not bring a car to Bristol unless it is essential, for example because of a disability. Bristol is a highly congested city and there are many restrictions on parking in place. The main University campus is contained within the Kingsdown Residents' Parking Scheme area (KRPS) and most of the on-street parking in and around the campus is subject to residential permits, meters and time limits.

Sustainable travel is embedded within university culture, and the University actively encourages the use of alternative methods of travel. Sustainable travel benefits your environment, your health and well-being as well as your finances. Information about your transport options can be found on our transport for students' webpages.

The University offers a limited number of residential parking permits to students living in some University-allocated accommodation. Before bringing your vehicle to university-allocated accommodation, please ensure that you have applied for and obtained a parking permit. Permits will only be issued for cars that are adequately insured taxed and have an up-to-date MOT.

1.2 Scope

This instruction applies to students seeking to bring or park a vehicle at University-allocated accommodation and outlines the requirements for obtaining and maintaining a residential parking permit.

2 Definitions

Term	Meaning
CD	Campus Division
UoB	University of Bristol

3 Guidance Text

3.1 Priority groups

If we receive more applications for permits than we have places, priority will be given to students who:

- are Blue Badge holders (mobility impairment);
- have a disability or ill health that means they need the use of a car;
- have caring responsibilities that cannot be performed without the use of a car;
- have academic (course) placements that can only be reached by car.

3.2 Applications and Allocations

Students living in university allocated accommodation can apply by creating a PermiSmarti account online, then following the options for creating a new application. Applications open on the 1st of September 2025; the application process will remain open for students who wish to bring a car later in the year. Details of this process can be found on the University of Bristol Website.

Once the application form is received and processed, applicants will be notified whether their application has been successful or not. Permits will be offered to successful applicants; once a permit offer is made, the applicant **MUST** log in to the online portal and accept the permit, otherwise the permit will remain inactive, and you may be subject to a PCN.

Please note that you will not be able to park your car in any of the car parks until after the main arrival dates, usually the second weekend in September as all the spaces will be utilised for the moving in process.

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

3.3 Charges

Blue Badge holders will receive permits free of charge, all other students will be charged: £108 for annual North Village student parking permits, £196.90 for the annual West Village student parking permits.

3.4 Responsibilities

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

All information provided on applications and supporting documentation is to be true and accurate. Falsification of information will result in withdrawal of the permit/right to park.

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

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

3.5 Visitors

Visitors are only permitted to park if they hold a valid virtual parking permit. Restrictions apply – see below.

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Eligibility

A visitor is defined as:

- Anyone who wishes to visit the University of Bristol Halls of Residence 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 buildings associated with the car parks covered in the scope.

Permit

In order to park, all visitors must hold a valid “virtual” permit.

Virtual pay and display visitor parking is applicable in all residence car parks. Visitors can book parking vouchers via the PayByPhone app directly from the car park using the location codes that are signposted in the 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 University of Bristol website or via the PayByPhone app directly from the car park using the location codes that are signposted in the car parks.

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

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				

All our residents have the ability to book parking spaces via the PayByPhone app directly from the car park using the location codes that are signposted in the car parks.

With the virtual permit in place, you will no longer need to display paper permits or scratch cards.

3.6 Enforcement and Penalties

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. This includes but is 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”.

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- Parking which blocks the entry or exits or prohibits the access of any other vehicle or pedestrian.
- Residential parking permits can be withdrawn at the discretion of the Divisional Director in other cases of misuse with no further right of appeal.

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

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 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.

For the 2025/2026 academic year, the charge will be £100 (reduced to £60.00 for early payment).

3.7 Parking Charge Notices (PCN)

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>. The above rules and notes will be used to reach a decision, and Open Parking may consult with the University. If following the appeal process, you are unhappy with the decision taken you may refer to the www.theias.org the Independent Appeals Service for parking on private land.

It is the responsibility of all permit holders to ensure that accurate and up-to-date details of their vehicles are registered with the Residences car parking team. 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 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, then revocation of 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