

Car Parking at Residential Facilities Managed Car Parks

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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. As a result, parking controls and restrictions have been introduced to manage the limited supply of parking spaces, ensure the efficient operation of residential car parks, and promote fairness and equity in the allocation of parking.

The majority of available parking 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. Across both residential campuses, there are fewer than 450 parking spaces available for all users.

Residential Facilities Management is committed to encouraging staff and residents to use alternative methods of transport for commuting and travel between sites. This parking scheme reflects the University's ongoing commitment to promoting sustainable travel options, including walking, cycling, and public transport, in support of its objective to reduce single-occupancy vehicle journeys.

1.2 Scope

This scheme applies to students, staff, contractors, and visitors. It should be read in conjunction with the Residential Facilities Management Car Parking Terms & Conditions (Information for Staff; Information for Students).

The operational policy and procedures will apply at the following sites:

- Badock Hall
- Churchill Hall
- Clifton Hill House
- Durdham Hall
- Goldney Hall
- Hiatt Baker Hall
- Manor Hall and Annexes (Manor House, Sinclair House, Richmond House Richmond Terrace)
- University Hall
- Wills Hall

The Policy does not apply in partnership or nomination schemes where Residential Facilities Management does not manage or control the parking spaces or in Car Parks that are part of the University Car parking scheme e.g. The Hawthorns, Winkworth House.

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Sites where the policy applies:



2 Definitions

Term	Meaning
CD	Campus Division
UoB	University of Bristol
RFM	Residential Facilities Management

3 Procedure

3.1 Operating Hours

Car parking management operates across all residences covered by this policy, 24 hours a day, throughout the year

3.2 Variations and Management

All enquiries relating to residential car parking should, in the first instance, be directed to the Residences Car Parking Coordinator at residences-carparking@bristol.ac.uk. Where appropriate, enquiries will be escalated to the relevant member of the Residential Facilities Management team.

The suspension or alteration of parking enforcement will only be considered in the event of an emergency or a campus-wide operational requirement. Any such decision must be authorised by the Director of Campus Services or the Head of Residential Facilities Management.

3.3 Charges and Permits

3.3.1 Permit Charges

Permit charges are set out in the Residential Facilities Management Car Parking Terms and Conditions (Information for Staff; Information for Students) and are reviewed annually.

3.3.2 *Annual Permits*

Eligible staff, students and residents who live or work within qualifying residences may apply for an annual parking permit through the online PermitSmarti system.

Permits are linked to a vehicle's registration number and managed using Automatic Number Plate Recognition (ANPR). They become active once the application has been approved and remain valid until they are surrendered, cancelled or expire.

Holding a permit authorises access to the relevant residential car park but does not guarantee the availability of a parking space.

3.4 User Groups

Designated parking is available for:

- Staff whose primary place of work is within the Clifton or Stoke Bishop residences.
- Staff and students who hold a valid Blue Badge.
- Eligible staff and student residents.
- Residential Facilities Management departmental vehicles.
- Campus Division vehicles.
- Contractors.
- Visitors.
- Motorcyclists.
- Cyclists.

3.5 Student Parking

3.5.1 *Eligibility*

Students living in eligible accommodation may apply for a parking permit for their own hall of residence through the PermitSmarti system.

Eligible accommodation includes:

- Badock Hall
- Churchill Hall
- Clifton Hill House
- Durdham Hall
- Goldney Hall
- Hiatt Baker Hall 1 & 2
- Manor Hall and Annexes
- University Hall
- Wills Hall

3.6 Allocation of Spaces

Parking spaces are allocated on a first-come, first-served basis, subject to applicants meeting the eligibility criteria.

Where no spaces are available, eligible applicants will be placed on the relevant waiting list. Waiting list applications will only be prioritised where supported by appropriate medical evidence.

3.7 Blue Badge Parking

Students living in eligible accommodation who hold a valid Blue Badge are entitled to a parking permit free of charge, subject to providing evidence of their Blue Badge.

Blue Badge permit holders may use designated accessible parking bays as well as unmarked parking spaces. Students without a valid Blue Badge may only use unmarked parking spaces.

3.8 Visitor Parking

3.8.1 *Visitor Permits*

For the purposes of this policy, a visitor is defined as:

A person invited onto a University of Bristol residential site by a member of staff or a resident.
A University member of staff whose normal place of work is not within the residences covered by this policy.

Visitors must obtain a valid virtual parking permit before parking within residential car parks. Permits can be purchased through the visitor parking website or the PayByPhone app.

University staff hosting visitors may arrange visitor parking through their PermitSmarti account. Staff visiting residences may also register for a PermitSmarti account to book visitor vouchers where appropriate.

Visitors attending a residence at the invitation of a student or resident must purchase a visitor permit using the Virtual Pay and Display system or other approved payment methods.

3.8.2 *Visitor Parking Restrictions*

Visitors may only park in unmarked parking bays and must not park in designated disabled, departmental or reserved spaces.

Visitors holding a valid Blue Badge may park free of charge in designated accessible parking bays. Visitors without a valid Blue Badge must only use unmarked parking spaces.

3.9 Staff Parking

3.9.1 *Eligibility*

Staff whose primary place of work is within the Clifton or Stoke Bishop residences may apply for a parking permit. To qualify, staff must spend more than 50% of their working hours at the residence for which they are applying.

Parking permits are valid only for the residential car park to which they have been allocated. Permit holders are not authorised to park at other residential sites unless specifically permitted.

A parking permit provides access to the allocated car park but does not guarantee the availability of a parking space.

Staff without a valid permit must purchase a visitor permit before parking on site. Vehicles parked without a valid permit or visitor voucher may be issued with a Parking Charge Notice (PCN).

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Persistent breaches of this policy may also result in action under the University's disciplinary procedures.

3.9.2 *Staff Blue Badge Parking*

Staff who hold a valid Blue Badge are entitled to a parking permit free of charge, subject to providing evidence of their Blue Badge.

Blue Badge permit holders may park in designated accessible parking bays as well as unmarked parking spaces.

Staff without a valid Blue Badge must not park in designated accessible bays.

3.9.3 *Residential Life and Student Services*

Residential Life and Student Services staff whose primary office location or accommodation falls within the scope of this policy may apply for a permit under their substantive University status (staff or student). Where demand exceeds availability, applicants will be placed on the appropriate waiting list.

Staff living in residences who have access to dedicated garages or allocated parking spaces are expected to use those facilities.

3.9.4 *Multi-Site Permits*

A limited number of Multi-Site Permits are available where there is a demonstrable business need. Applications require approval from the applicant's line manager and authorisation by Residential Facilities Management. Decisions are final and there is no right of appeal.

Dual Permits provide access to a secondary parking location from 3.00 pm Monday to Friday and throughout weekends. These permits are limited in number and may be withdrawn where operational requirements change.

Catered Roving Permits are also limited and are valid only at:

- Badock Hall
- Churchill Hall
- Clifton Hill House
- Hiatt Baker Hall / University Hall
- Wills Hall

Vehicles parked outside the authorised locations may be issued with a Parking Charge Notice.

3.9.5 *Waiting Lists*

New members of staff who meet the eligibility criteria may apply for permits at up to three residential locations. Where no spaces are available, applicants may be offered an alternative location before being placed on the relevant waiting list.

Waiting lists will only be prioritised where supported by appropriate medical evidence.

3.10 Contractor and Departmental Vehicles

3.10.1 *Eligibility*

Contractors requiring a vehicle to undertake University business may apply for a contractor parking permit through the PermitSmart system.

Departmental vehicles, including those operated by Residential Facilities Management, will also be authorised through the same system.

Contractor permits provide access to residential parking areas but do not guarantee the availability of a parking space.

3.10.2 *Parking Restrictions*

Contractors may only park in marked parking bays and must not use designated disabled, departmental or reserved spaces unless specifically authorised or displaying a valid Blue Badge.

Contractors should be briefed on local parking arrangements by their university sponsor or Residential Facilities Management before commencing work.

Where a contractor permit has not been issued, a valid visitor permit must be purchased before parking.

3.11 Accessible (Blue Badge) Parking

Accessible parking bays are provided at each residence for Blue Badge holders undertaking University business or residing within university accommodation.

Blue Badges must be clearly displayed whenever a vehicle is parked in a designated accessible bay.

Vehicles parked in accessible bays without displaying a valid Blue Badge may receive a Parking Charge Notice. Residential Facilities Management reserves the right to request evidence of Blue Badge entitlement where appropriate.

3.12 Loading Bays, Deliveries and Taxis

Delivery vehicles, couriers and taxis should use designated loading bays or other marked loading areas where available.

Loading is limited to a maximum stay of 20 minutes. Vehicles remaining beyond this period or parked in breach of the parking terms and conditions may receive a Parking Charge Notice.

3.13 Responsibilities of Permit Holders

Permit holders are responsible for ensuring that:

- All information provided during the application process is accurate and up to date.
- Vehicle registration details are correct.
- The permit is used only by the person to whom it was issued.

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- Any vehicle covered by the permit is legally taxed, insured and holds a valid MOT where required.

Failure to comply with these requirements may result in the issue of a Parking Charge Notice.

3.14 Multiple Vehicles

Permit holders with access to more than one vehicle should apply for a permit for their primary vehicle.

If an alternative vehicle is used, the permit holder must update their vehicle details through their online PermitSmarti account before parking. Alternatively, details of all vehicles to which they have access may be provided during the application process or by contacting the Residences Car Parking Team.

All vehicles registered against a permit must have valid vehicle tax, insurance and MOT (where applicable).

Failure to update vehicle details may result in a Parking Charge Notice (PCN).

3.15 Change of Vehicle

If a permit holder changes their vehicle or vehicle registration number, they must update their PermitSmarti account before using the new vehicle within residential car parks. Confirmation will be provided once the changes have been processed.

3.16 Changes in Circumstances

Permit holders who move to another residence must submit a request through their PermitSmarti account. Staff requesting a change of parking location must also ask their line manager to notify the Residences Car Parking Team. Approval will be subject to parking availability and any applicable waiting list.

Permit holders wishing to surrender or cancel their permit must notify the Residences Car Parking Team and complete the cancellation process through their PermitSmarti account.

3.17 Permit Sharing

Parking permits are issued to individual permit holders and must not be shared or transferred to another person.

3.18 Long-Term Sickness and Maternity Leave

Staff who commence long-term sickness absence or maternity leave should surrender their parking permit.

Where a member of staff returns to the same role and contracted hours, their permit will be reissued. This also applies to staff returning on a phased return to work arrangement.

3.19 Motorcycles

Motorcycles must be parked within designated motorcycle parking areas.

Motorcycles parked inappropriately, or in a manner that creates a hazard or obstruction, may receive a warning notice or be removed in consultation with University Security Services where a safety risk exists.

Residents and staff who require motorcycle parking should apply for a permit through the PermitSmarti system. Motorcycle permits are provided free of charge.

3.20 Bicycles

The University encourages staff, students and visitors to travel by bicycle as part of its commitment to sustainable transport.

Bicycle storage is available at each residential site. Where secure cycle storage is provided, staff and students may obtain access on payment of a refundable key deposit.

Users are responsible for securing their bicycles using their own locks. The University accepts no responsibility for loss of or damage to bicycles or associated equipment.

Cyclists must use the designated cycle parking facilities and should not leave bicycles in locations that obstruct access or create a hazard. Bicycles parked inappropriately may receive a warning notice and may be removed by University Security Services.

3.21 Off-Site Parking

Residential Facilities Management is committed to maintaining positive relationships with local residents, community groups, Bristol City Council, the police and other road users.

Staff and students are strongly discouraged from parking on surrounding residential streets and are expected to park considerately, legally and with due regard for local residents.

Users should also be aware of local Residents' Parking Zones and any associated parking restrictions.

Residential Facilities Management does not condone inconsiderate, illegal or dangerous parking by members of staff or students.

Any intimidation, abuse or damage directed towards individuals or their vehicles while parked legally off-site should be reported to the police.

3.22 Enforcement

Parking enforcement is carried out in accordance with the International Parking Community (IPC) Code of Practice and is managed on behalf of the University by Open Parking.

Failure to comply with this policy or the Residential Facilities Management Car Parking Terms and Conditions may result in the issue of a Parking Charge Notice (PCN). Parking enforcement officers regularly patrol residential car parks and are authorised to take appropriate enforcement action where vehicles are parked in breach of the applicable terms and conditions.

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For the 2026/2027 academic year, the standard Parking Charge Notice is £100, reduced to £60 if paid within the specified early payment period.

Abusive, threatening or violent behaviour towards staff involved in the management or enforcement of residential parking will not be tolerated. Such behaviour may result in the withdrawal of parking privileges, disciplinary action under university procedures, and where appropriate, referral to University Security Services or the police. CCTV footage may be used to support any investigation.

3.23 Failure to Comply

All permit holders are expected to comply with the requirements of this policy and the Residential Facilities Management Car Parking Terms and Conditions.

Examples of parking that may result in a Parking Charge Notice include, but are not limited to:

- Parking outside a clearly marked parking space.
- Parking without a valid permit or visitor voucher.
- Parking in a space for which the driver is not authorised.
- Parking on yellow lines, hatched areas, pavements, grassed areas or emergency access routes.
- Parking in a manner that blocks access to other vehicles, pedestrians or emergency services.

Residential Facilities Management reserves the right to withdraw parking permits at the discretion of the Director of Campus Services or the Head of Residential Facilities Management.

Permit holders may also be required to move their vehicles temporarily to facilitate emergency access, maintenance works, events or filming. Failure to comply with a reasonable request may result in enforcement action or withdrawal of parking privileges.

Vehicles parked without authorisation may receive a warning notice followed by a Parking Charge Notice if they remain on site beyond the permitted period.

Vehicles believed to have been abandoned will be managed in accordance with relevant legislation. Where necessary, enquiries will be made with the Driver and Vehicle Licensing Agency (DVLA), and the registered keeper will be given notice to remove the vehicle before further action is taken.

Requests to reserve parking spaces for planned maintenance, events or filming should normally be submitted to the Residences Car Parking Team at least seven days in advance.

3.24 Parking Charge Notices (PCNs)

Parking Charge Notices are administered by Open Parking on behalf of the University.

Any correspondence relating to a Parking Charge Notice, including payment or appeals, should be made directly to Open Parking using the details provided on the notice.

Where a recipient believes that a Parking Charge Notice has been issued incorrectly, they may submit an appeal through Open Parking's published appeals process. If the appeal is unsuccessful, a further appeal may be made through the Independent Appeals Service (IAS), where applicable.

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Permit holders are responsible for ensuring that their vehicle details remain accurate and up to date within their PermitSmart account.

Residential Facilities Management reserves the right to withdraw parking permits immediately where there has been a serious breach of this policy or repeated instances of non-compliance.

3.25 Statutory Limitations and Liability

Residential car parks are situated on private land. Residential Facilities Management reserves the right to control access to all residential parking areas.

Drivers must comply with all traffic signs, road markings and applicable road traffic legislation, including requirements relating to vehicle taxation, insurance, licensing and roadworthiness.

Road traffic signs within residential sites conform to the standards adopted by the relevant local authority.

Vehicles are parked within residential car parks entirely at the owner's risk. The University accepts no responsibility for loss of or damage to vehicles or their contents while parked on University property.

3.26 Exceptional Circumstances

Exceptional circumstances are situations in which a driver is unable to comply with the normal parking requirements due to unforeseen or unavoidable events, such as an emergency or other significant incident.

Where exceptional circumstances are demonstrated, each case will be considered individually. Residential Facilities Management will seek to ensure that decisions are made fairly, consistently and in accordance with the principles of this policy.

4 References

4.1 Internal References

Car Parking Terms and Conditions Information for Students [RFO-WI-026.docx](#)

Car Parking Terms and Conditions Information for Staff (including RFM, Catering, Residential Life, Estates Departmental Vehicles) Visitors and Contractors [RFO-WI-021.docx](#)

4.2 External References

Unibus Service : <http://www.bristol.ac.uk/transportplan/transport/bus/>

Stoke Bishop Transport Hub: <https://goo.gl/maps/5klve>

<http://www.bristol.ac.uk/accomodation/parking/>

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

<http://www.theias.org/>