

University Precinct Parking Policy Summary



1 – General

This policy summary applies to car parking on the University's Precinct and satellite sites.

A list of the car parks to which the policy relates is available here: www.bristol.ac.uk/transportplan/car-parking/precinct/

Use of the car parks is also governed by a set of terms and conditions available here: www.bristol.ac.uk/transportplan/car-parking/precinct/rules.html

2 – Staff Parking

A two-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 within the exclusion zone may apply for a disabled parking permit.

2.1 – Criteria

Applicants/eligible staff are required to meet one or more of the following needs-based criteria:

1. Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare
2. Caring responsibilities for a disabled, elderly or ill dependent
3. 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)
4. Access to public transport (bus) expressed as total door-to-door journey time

2.2 – Policy

- All staff parking permits will be issued on the basis of demonstrable need, with reference to the application criteria in 2.1 above.
- Staff parking permit applications can be made only during the published application rounds. Late applications will not be accepted and must be resubmitted during the next available application round.
- Applications from new members of staff will only be accepted once their details are available on the relevant University systems. Applications from new staff will be assessed during the published allocation windows only.

- Applicants must provide appropriate supporting evidence for all criteria they are applying against with their application. Incomplete applications will not be processed.
- Each criterion is assigned a score as shown in the table below, with scores for each criterion added together to give a total applicant score.
- Only those applicants who score at least one point in the needs-based assessment are eligible for award of a University staff parking permit.
- A target score is set each year according to the volume of applications and the level of parking spaces available.
- Only those applicants with the target score or above will be allocated a permit. Where required, a lottery will be used to allocate permits to staff with the same number of points above the target score.
- When used with a valid parking coupon, a staff parking permit entitles the holder to park in a University General car park, subject to space being available.
- It is the responsibility of the permit-holder to ensure that the correct vehicle is active on its parking permit in advance of being parked in a University General car park.
- Permit-holders must display a valid coupon in their vehicle when parked in a University General car park.
- Unless otherwise advertised, permits issued are valid until 31st July each year. All applicants will be required to reapply each year for a parking permit. There is no guarantee that existing permit holders will be awarded a permit in the following permit year.
- There is no right to appeal an unsuccessful permit application, but unsuccessful applicants may reapply in any subsequent interim application round in the same permit year.

Criterion	Description	Score	
Parental responsibilities	Transporting your own child(ren) up to and including the age of 11 immediately before or after work to/from nursery, school or childcare*	3	
Caring responsibilities	Caring responsibilities for a disabled, elderly or ill dependent	3	
Unsocial hours	Unavailability of public transport to support the applicant's contractual obligations to work between the hours of 8pm and 6am (Monday to Friday). Grades A to I inclusive only	3	
Public transport accessibility	Access to public transport (bus) expressed as total	46-55 mins 56-65 mins 66-75 mins 76-85 mins 86-95 mins 96+ mins	1 2 3 4 5 6
	door-to-door journey time based on a direct journey between home and work addresses		

*For assessment purposes, the age of a child is based on their age on the first day of the permit year (1st August) to which the application relates.

2.3 – Further information

Application deadlines and permit award dates:

www.bristol.ac.uk/transportplan/car-parking/precinct/

Parking charges and payment:

www.bristol.ac.uk/transportplan/parking/charges/

Application guidance and link to permit management website:

www.bristol.ac.uk/transportplan/car-parking/precinct/staff-parking/

3 – Formal Car Sharing

Two or more members of staff who have been issued with a General parking permit may apply for a formal car sharing permit. University staff whose staff parking permit applications were not successful are not eligible for a formal car sharing permit.

3.1 – Criteria

Applicants are required to meet the following criteria:

- To have an approved application for a staff parking permit in the same year.
- To have registered as member of a formal car share team using the University's online car-sharing service.

3.2 – Policy

In addition to the policy for General staff parking permits (2.2) above, the following applies to formal car share permits:

- Two or more members of staff whose General parking permit applications are approved may be issued with 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 for all members of the car share team is based on the salary of the lowest earning member.
- With the exception of the lead driver, 30 days' free parking will be issued to the other formal members of the car sharing team.
- All coupons, including those purchased by the lead driver, can be used by any member of the car sharing team.
- Any free coupons issued to members of a formal car sharing team can be used by any member of the team, including the lead driver.
- Applications are subject to verification by Security Services who may reject an application if they identify that the proposed car share team is not practicable.

3.3 – Further information

Application deadlines and permit award dates:

www.bristol.ac.uk/transportplan/car-parking/precinct/

Application guidance and link to permit management website:

www.bristol.ac.uk/transportplan/car-parking/precinct/car-share-parking/

Parking charges and payment:

www.bristol.ac.uk/transportplan/parking/charges/

Further information on formal car sharing at the University:

www.bristol.ac.uk/transportplan/transport/car/

4 – Disabled Parking

The disabled parking category covers all disabled parking applicants (long term and temporary impairments), including University staff and students.

4.1 – Criteria

Applicants are required to meet one or more of the following criteria:

1. They regularly require the use of a walking aid such as a wheelchair, walking frame, stick or a leg brace
2. They are registered as blind or partially sighted with their local authority
3. They are only able to walk very short distances without needing to rest or without requiring the assistance of another person
4. They have a permanent and substantial disability that means they are unable to walk or have very considerable difficulty in walking
5. 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
6. They have undergone surgery, are undergoing treatment or have had an accident that has left them with a temporary mobility impairment
7. They are experiencing a difficult pregnancy

4.2 – Policy

All disabled parking permit applicants are required to provide medical evidence of their disability, its impact on their travel to work or study and its likely duration.

All disabled parking applications are assessed by the University's Occupational Health Service (OHS). Each application will be considered on a case-by-case basis, with the duration of the permit determined on the basis of the evidence provided.

There is no right to appeal, but unsuccessful applicants may contact OHS to discuss the reasons their application has been declined and may be permitted to reapply.

Each disabled parking permit holder is allocated a designated parking space as close to their normal place of work or study as possible.

The allocation of designated spaces is subject to operational constraints. If a suitable disabled parking space is not available, an existing general staff or departmental parking space may be allocated on a temporary basis until a new disabled parking space can be created.

Due to the finite number of disabled parking spaces available, it will not be possible to allocate multiple disabled parking spaces to one permit holder to cover multiple work or study locations.

It is the responsibility of the permit-holder to ensure that the correct vehicle is active on its parking permit in advance of being parked in a University disabled parking space.

Disabled parking permit holders do not need to display a daily parking coupon in their vehicle to park in their designated disabled parking space.

New disabled parking permit applications may be submitted at any time. All disabled staff and student parking permit holders are required to re-apply for their parking permits each year.

4.3 – Further information

Application deadlines and permit award dates:

www.bristol.ac.uk/transportplan/car-parking/precinct/

Application guidance and link to permit management website:

www.bristol.ac.uk/transportplan/car-parking/precinct/disabled-staff-and-student-parking/

5 – Departmental Parking

For the purposes of the parking policy, departments are broadly defined as including departments, divisions, faculties, business units or individual teams of the University.

5.1 – Criteria

Applicants are required to meet one or more of the following criteria:

1. Travel within and between University sites, as well as non-University sites, to carry out works and/or provide services
2. Travel about University sites collecting and delivering bulky items
3. Frequent management of staff based at multiple locations beyond the University Precinct where parking is not managed centrally by Security Services
4. Frequent external visitors delivering teaching, research or quality assurance activities, especially when time is a critical factor where alternative parking is not practical
5. Bespoke vehicles that might be used for outreach or field work on an infrequent basis

5.2 – Policy

- Applications will be assessed on the frequency of use of the parking space and/or vehicle for one or more of the essential uses described above.
- The minimum frequency of use is defined as a space and/or vehicle being in use for three or more days per week, for at least 70 percent of the period covered by the supporting evidence.
- Applications must be accompanied by supporting evidence to demonstrate the type and frequency of use of each parking space and/or vehicle for which a permit is required. This is not a requirement for a Bespoke Vehicle application.
- Applications must be approved by the relevant budget holder prior to submission.
- Two departments may submit a joint application where either or both are unable to demonstrate frequent usage on their own.
- One of the departments submitting a joint application must take lead responsibility for the application and ongoing administration of any designated departmental parking spaces and permits.
- A 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.
- Except by prior agreement with Security Services, departmental parking permits are valid only for use in the designated departmental parking spaces allocated to each permit-holding department. All departments allocated a dedicated parking space are to be charged an annual fee for its use. Daily parking coupons are not required.
- It is the responsibility of the permit-holder to ensure that the correct vehicle(s) is/are active on its parking permit(s) in advance of being parked in a designated Departmental parking space.
- However, if requested in its application, a department may be issued with one or more flexible permits for ad hoc use in its designated parking space(s) by visitors in vehicles not registered to its permit(s). In such cases, all the department's designated spaces will be treated as open to unregistered vehicles, so the department must accept that the University will not be able to enforce parking policy in any of its departmental spaces.
- Departments shall be responsible for managing the use of their designated spaces and permits. This includes monitoring the daily usage of departmental spaces and/or vehicles to provide supporting evidence for future permit application

5.3 – Further information

Application deadlines and permit award dates:

www.bristol.ac.uk/transportplan/car-parking/precinct/

Parking charges and payment:

www.bristol.ac.uk/transportplan/parking/charges/

Application guidance and link to permit management website:

www.bristol.ac.uk/transportplan/car-parking/precinct/departmental-parking/

6 – Contractor Parking

6.1 – Criteria

Applicants are required to meet the following criterion:

- 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.

6.2 – 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 six permits per permit year.
- All contractors are required to submit an online application, which must be approved by a University sponsor prior to submission. The University sponsor must have knowledge of the contract awarded to the contractor.
- Applications are accepted only from main contractors, who must apply on behalf of any subsidiary companies, subcontractors or suppliers engaged on the same contract(s).
- It is the responsibility of the contractor to ensure that any vehicle(s) to be parked on the University Precinct on any day are made active on its permit(s) in advance
- It is the responsibility of the contractor to ensure that the correct vehicle(s) is/are active on its parking permits in advance of being parked.
- 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.

6.3 – Further information

Application deadlines and permit award dates:

www.bristol.ac.uk/transportplan/car-parking/precinct/

Parking charges and payment:

www.bristol.ac.uk/transportplan/parking/charges/

Application guidance and link to permit management website:

www.bristol.ac.uk/transportplan/parking/contractor-parking

7 – 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.

6.1 – Policy

- Parking in a designated visitor parking space must be booked in advance 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 may only park in a Departmental parking space if such use has been approved as part of the host department's parking permit application.

6.2 – Further information

Booking a space and parking charges:

www.bristol.ac.uk/transportplan/parking/visitor-parking