Appendix 6

Staff Parking permits

Eligibility Criteria

The University operates a parking exclusion zone that covers the GU1 and GU2 postcode areas and parts of GU3 and GU4 (please see Appendix 2 for details of roads in the exclusion zone). Eligibility criteria are as follows:

If you live outside the University's Exclusion zone

All applications will be considered from those members of staff who reside outside the University's exclusion zone. If you are paid via the University's payroll system you will qualify for a rolling permit, if required, while you continue to live outside the zone.

If you live inside the University's Exclusion Zone

If you reside within the exclusion zone you will not be eligible for a parking permit unless you:

1. have a registered walking disability and hold a disabled blue badge
2. have a medical condition that necessitates the use of a car
3. have a contract of employment that requires regular attendance outside of normal public transport working hours (7am to 7pm)
4. have other exceptional circumstances that make the use of public transport untenable
5. are a carer and have an absolute requirement to use your car to meet regular caring responsibilities immediately before, after or during the working day

Members of staff living within the parking exclusion zone who have a medical condition that necessitates the use of a car, but who do not hold a blue badge will need to get their GP or the Robens Centre for Occupational Health and Safety to complete a MED 1 assessment form in support of their application. Forms will be provided on application. Further information on medical and disabled parking is below.

Staff can apply on childcare grounds (4 above) if they need to take and/or collect children from school / nursery / childminder on a regular basis. You will need to provide address details of the school(s) / nursery / childminder, age of the child(ren), the drop off / collection requirements and detail how these cannot be met either by public transport, or by the use of alternative arrangements. Applications on childcare grounds for children aged 13 and above cannot be considered.

Members of staff who have regular caring responsibilities will need to get their GP (or the GP of the person they are caring for) to complete a CARE 1 assessment pack in support of their application. Packs will be provided on application.

Members of staff living within the exclusion zone who cite a regular business need to use a vehicle during the working day are expected to use the University's WeCar scheme for these journeys. Any applications made by staff living inside the exclusion zone may be considered by the University's Robens Centre for Occupational Health and Safety and / or the Staff Appeals Panel whose decision will be final.
Types of Staff Parking Permit

Individuals may hold one type of permit only (car share permits, see below). Details of all permit fees are in Appendix 4.

1) Car Share Permits for Stag Hill or Manor Farm

Car sharing is one way to encourage more efficient use of the limited car parking spaces. The aim is to reduce the number of cars parking arriving at the University; car sharing with a friend or relative who does not work at the University would not reduce the number of cars on site and is not currently included in the University’s car share scheme. Staff who normally commute by public transport, walking or cycling should also not apply for a car share permit.

Car Share permits are available to groups of 2 or 3 individuals:
- who are each members of staff at the University of Surrey
- who each meet the eligibility criteria detailed above
- where at least two members of the group each register their vehicle to use for the journey
- where, having assessed the application according to the distance between driver addresses and the University, it is deemed to be a legitimate car share journey by the Transport Team that the members will share for the majority of the journey time to University

Applications will not be considered from an address where a more sustainable mode of transport is available.

Any existing member of staff wishing to join a car share group should already drive to the University and be in possession of a parking permit, which must have been valid for at least three months prior to the car share application. All previously held parking permits must be returned before the car share permit is issued.

Drivers may only register their vehicle to one car share group.

A registered car share group will be issued with one parking permit. It is up to the members of the group to share the use of the permit. Where a car share permit is lost, stolen or damaged there is a £20 charge for a replacement.

Car share permits cost significantly less than other parking permits for the University. Arrangements for payment of the car share permit and any ongoing costs are a private matter for agreement between members of the group. Drivers should not make a profit from car sharing as this may invalidate their car insurance. If every member of the group is taking turns to drive on a regular basis, it may be more appropriate to split the number of journeys equally, rather than contribute to each other’s costs.

Each car share group must have a designated lead applicant who is responsible for the smooth operation of the group, informing the Transport Team via email at transportenquiries@surrey.ac.uk of any changes and acting as the main point of contact. The permit fee is payable by the lead applicant. Staff that belong to a car share group may join the Staff Occasional Use Scheme and each buy up to 10 permits each in any permit year. This is designed to cover attendance at doctors’ appointments and similar events so that both vehicles can legitimately park on campus.

Staff may de-register themselves and their vehicle from a car share group at any time and may then apply for another type of permit if they meet the eligibility criteria. The lead applicant must return the
permit to the Transport Team where it will be re-issued taking into account the application and membership changes. Where the lead applicant wishes to de-register from the car share group, the group should elect a new lead applicant and inform the Transport Team via email at transportenquiries@surrey.ac.uk of this change. In this instance, the car share group must submit a new permit application. Should sufficient members de-register that the car group comprises less than two people, the group is no longer valid; the car share permit must then be returned to the Transport Team.

Use of car share permits will be closely monitored. Any individual consistently driving to the University alone, but parking with a car share permit will have the permit withdrawn. Giving a friend or relative a lift does not constitute a formal car share arrangement.

Staff who are interested in applying for a car share permit but who are unable to identify someone to car share with, may wish to use www.surreycarshare.com to help find a suitable match.

Regardless of whether the University has played a part in introducing potential members of a group to each other, participation in car sharing is voluntary and undertaken at the driver’s risk. The University accepts no responsibility or liability for any claims arising from car share groups sharing vehicles howsoever arising.

2) Staff Occasional Use Permits

The Occasional Use Permit Scheme has been designed to cater for staff that only need to park on campus intermittently. It is ideal for staff who usually cycle, take the train or bus and need occasional parking for example during poor weather or when carrying heavy items to the University. The number of Occasional Use permits available each day is limited.

Staff may currently purchase up to 75 occasional use permits in any permit year, in blocks of five or ten.

Staff who are members of a registered University car share group can join the Scheme and each purchase up to 10 permits in any permit year.

Staff who hold an annual parking permit and would like to swap this for Occasional Use Permits, should contact the Transport Team.

3) Stag Hill Rolling Parking Permits, Manor Farm Rolling Parking permits

Full and part-time members of staff can purchase a permit valid at Stag Hill or the Manor Farm site depending on where they are based.

Staff members who live outside the parking exclusion zone and are paid on a monthly basis through the University payroll will be entitled to a rolling permit. Once a rolling permit has been issued, staff will not need to re-apply for a parking permit if their circumstances remain unchanged.

Stag Hill Rolling permits are allocated in one of six different colours. These permits are subject to restrictions on a number of days per academic year.
4) **Stag Hill Annual Permits, Manor Farm Annual permits**

Staff who are not salaried through the University’s payroll and/or those who live within the exclusion zone but otherwise meet the eligibility criteria will be issued with an annual permit that will allow parking from 1 March 2015 through to 29 February 2016.

Stag Hill Annual permits are allocated in one of seven different colours. These permits are subject to restrictions on a number of days per academic year.

5) **Multi-Site & Split-Site Annual Permits**

Full, and part-time staff who are required to work at more than one University site may apply for an appropriate split-site or multi-site permit. Usage of these permits is strictly limited to those that can demonstrate an operational need to travel between two University sites on at least three occasions per week.

Permits will be valid for up to one year.

Applications are subject to approval from the Applicant’s Faculty / Departmental Manager. Split-site permits are subject to restrictions on a number of days per academic year.

6) **Manor Park Residences Only**

Manor Park is a car free site. Staff that live or work at the Manor Park Residences who have an exceptional need to park at that site may apply for this permit.

Further information is available from the Transport Team at Team via transportenquiries@surrey.ac.uk

7) **Vacation Permit**

A vacation permit allows staff to park on campus outside of semester time. Exclusion zone rules are not applied to this permit. These permits will be invalid for use before 3pm on restricted parking days that occur outside of semester time.

Application forms and permits are available from the Cashiers Office, Senate House.

**Disabled Parking and Parking Applications on Medical Grounds**

**Parking for Blue Badge Holders**

Staff with a Blue Badge are asked to apply for a University Medical permit using the staff permit system. Blue Badge holders living within the parking exclusion zone should select that they have a registered walking disability and hold a Blue Badge.

A University Medical Permit allows the holder to park in the reserved disabled bays on campus and in other designated parking areas. Drivers should clearly display both the University Medical Permit and the Blue Badge in the front windscreen when parked, so as to avoid the risk of receiving a parking charge notice.
Disabled bays are located throughout the campus and the Security Office will be able to advise the most suitable spaces.

It is University policy that holders of disabled blue badges are not charged for parking permits. Staff should present their valid blue badge when collecting the permit.

**Applications for parking on Medical Grounds**

Staff who do not hold a Blue Badge but who have a medical need to park at the University, may apply for parking on medical grounds. It is a requirement that applications for parking on medical grounds are supported by a MED 1 Assessment Form (this will be sent via email to staff applying electronically who indicate that they have a medical need to park). The form should be completed by the applicant’s GP or Consultant, the nursing team at the Centre for Wellbeing, or the University’s Robens Centre for Occupational Health and Safety.

The information provided will be sent in confidence to the University’s Robens Centre for Occupational Health and Safety or the nursing team at the Centre for Wellbeing who will be asked to endorse the request for parking. Demand for parking at the University of Surrey is high and the University has adopted a robust approach to considering permit requests where the applicant believes they have a medical need. The Robens Centre for Occupational Health and Safety and the nursing team at the Centre for Wellbeing are committed to the rehabilitation of staff and consideration to any request will be given with this in mind.

Only those who truly need to park in a disabled bay will be issued with a University Medical permit. Approved applicants will be permitted to park at the University and will be given either a University Medical permit or a normal annual type University parking permit valid for up to one year. University Medical permit and normal annual type University parking permits will be charged at the appropriate staff permit fee as set out in Appendix 4.

Applicants who are issued with a University Medical permit will be able to park in the designated disabled bays. Holders of Medical permits will not be subject to restricted days.

Applicants who are issued with a normal annual type parking permit will be able to park in the main car parks. These permits will not be valid for parking in designated disabled bays and may be subject to permit restrictions that apply to annual type permits.

A University Medical permit may be issued to a registered carer from outside the University, provided the member of staff being supported does not also hold a permit at the same time. Applications should be made by the member of staff. Evidence that the carer is registered to support the member of staff will be required.

Cases involving a non-registered carer should be discussed with the Transport Team and may be referred to the Staff Appeals Panel.

All permits issued to carers are subject to the usual permit fees.

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