Appendix 7 Student Parking permits

Eligibility Criteria

There is limited parking available at the University and depending on where you live you may be able to obtain a permit to park.

The University operates a parking exclusion zone that covers postcode areas GU1, GU2 and parts of GU3 and GU4. See Appendix 2 for details of roads in the exclusion zone.

If you live in the exclusion zone you will not be eligible for a parking permit. The Stag Hill and Manor Park Residences are in the exclusion zone.

Postcodes GU5 - GU52 are outside of the parking exclusion zone.

Types of Student Parking Permit

Students may hold one type of permit only. Details of all permit fees are set out in Appendix 4.

1) Student Online University Permit System - SOUPS (pay as you go) available at http://magic.surrey.ac.uk/soup/servlet/SignIn

You will be eligible to join SOUPS if you:

- live outside the University's parking exclusion zone and the journey from your place of residence (during semester only) to the University using public transport is not viable
- live inside the University's parking exclusion zone but have a medical condition that necessitates the use of a car. This must be supported by medical evidence provided by your GP or Consultant and endorsed by the Medical Team at the Centre for Wellbeing. Further information on medical parking is available at http://www.surrey.ac.uk/currentstudents/campus/transport/parking/medical
- live inside the University's parking exclusion zone but follow a course of study that either requires regular attendance outside normal public transport operating hours (7am to 7pm) or requires regular use of a car. You will need to arrange for your course tutor to provide a letter of support confirming this. Further information on parking for students on placement is available at http://www.surrey.ac.uk/currentstudents/campus/transport/parking/placement
- live inside the University's parking exclusion zone but have other exceptional circumstances that make the use of public transport untenable. You will need to provide detailed evidence to support this.

Full and part time students can use SOUPS.

Applicants may be required to provide student id, proof of current term time address, and proof of eligibility to drive the vehicle(s) stated in the application. This must be the registration document (Log Book) or a valid certificate of insurance (or Cover Note) with the applicant shown as a named driver. SOUPS permits are valid from 1 September – 31 August each year. Any unused SOUPS cannot be carried over beyond 31 August each year and cannot be refunded.
2) **Annual Car Share Permits (valid 13 calendar months from September 2014 – September 2015)**

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 Share permits are available to groups of 2 or 3 individuals:

- who are each students of the University of Surrey
- who each meet the eligibility criteria in place for SOUPS as 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.

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. Details of permit fees are in Appendix 4. 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. Students 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 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.

Students 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.

All car share applicants will be required to provide student id, proof of current term time address, and proof of eligibility to drive the vehicle(s) stated in the application. This must be the registration document (Log Book) or a valid certificate of insurance (or Cover Note) with the applicants shown as named drivers.

3) Essential Use Student Permits

We will only consider applications for an essential use permit from students who:

- hold a Blue Badge
- have a medical condition that necessitates the use of a car. This must be supported by medical evidence provided by your GP or Consultant and endorsed by the Medical Team at the Centre for Wellbeing. Further information on medical parking is available at http://www.surrey.ac.uk/currentstudents/campus/transport/parking/medical
- are resident in University accommodation on Stag Hill or at Manor Park and follow a course of study that either requires regular attendance outside normal public transport operating hours (7am to 7pm) or requires regular use of a car. Please note the Transport Team reserve the right to withdraw permits granted on these grounds should a more sustainable transport alternative become available.
- are resident in University accommodation on Stag Hill or at Manor Park and have a compelling childcare need that can only be met with the use of a car. Public transport options must be considered before making an application.
- are resident in University accommodation on Stag Hill or at Manor Park and are registered as part of the 2014/15 High Performance Athlete Support Scheme (HPASS) through the Surrey Sports Park. Further information on HPASS is available at http://www.surreysportspark.co.uk/students/performancesport/.

Applicants will be required to provide student id, proof of current term time address, and proof of eligibility to drive the vehicle(s) stated in the application. This must be the registration document (Log Book) or a valid certificate of insurance (or Cover Note) with the applicant shown as a named driver.

Please Note

Manor Park is a car free site. If you live at Manor Park or on the main Stag Hill site, you will not be able to bring your car unless you meet the strict eligibility criteria above. Your application may be considered by the Centre for Wellbeing and / or the Student Appeals Panel who will adopt a robust approach to any application made within the parking exclusion zone. Please therefore do not apply unless you have a strong case.

The decision of the Centre for Wellbeing and / or the student Appeals Panel will be final. Students who live off campus in University accommodation may have access to limited parking spaces at their place of residence. A licence to park at your accommodation does not permit you to park in the Stag Hill Car Parks. For further information on off campus parking in University accommodation, please contact the Accommodation Office at http://www.surrey.ac.uk/accommodation/contact/contact_us.htm.
Disabled Parking and Parking Applications on Medical Grounds

Parking for Blue Badge Holders

Student with a Blue Badge are asked to apply for a University Essential Use (Medical) permit using the student 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. Students should present their valid blue badge when collecting the permit.

Applications for parking on Medical Grounds

Students who do not hold a Blue Badge but who have a medical need to park at the University, may apply for a permit 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 students 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 students 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 student 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 student being supported does not also hold any other permit type at the same time. Applications
should be made by the student. Evidence that the carer is registered to support the student will be required.

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

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

**Pay & Display Parking**

If you do not have a parking permit and you have to drive to the University you can use the University pay & display car park or other pay & display car parks in Guildford.