

POPP Sub Doc Cover Sheet	
Parking Capacity Plan	
Enabling Policy Statement Executive Owner:	Our Operations - Chief Operating Officer
Authorised Owner:	Director of Campus Operations – Alan Sutherland
Authorised Co-ordinator:	Head of Campus Experience
Effective date:	16/07/2025
Due date for full review:	16/07/2028
Owning Procedure:	Parking Procedure

Approval History

Version	Reason for review	Date
1.0	A supplementary piece was required to outline the specific exemption criteria and some of the finer details around parking eligibility	09/12/2024
1.1	Minor amends approved at Ops Com July 2025	23/07/2025

Parking Capacity Plan

Version	1.1
Last Updated	16/07/2025
Authors	Head of Campus Experience and Director of Campus Operations
Associated Procedure	Parking Procedure

Purpose

This plan outlines the allocation of parking permits and the associated rules to ensure sustainable management of campus parking facilities.

Permit Allocations

University of Surrey staff and students are eligible to apply for a parking permit. If successful, this allows the user to park in any of the designated 'Permit' car parks at Stag Hill and Manor Park campuses, as well as the Kate Granger building on the Surrey Research Park. Not all staff and students are eligible to receive a permit, please see reasons below where someone would not be eligible:

1. Student or Staff Residents - As a condition of having a place in Residence, those living in university owned accommodation (except Hazel Farm and Bellerby Court) are not eligible to receive a parking permit.
2. Those living in a specific postal zone – As part of the University's wider travel plan and sustainability efforts, those living within a certain distance of the grounds are encouraged to find alternate ways of travelling to campus. Please see Appendix item 1 for all relevant roads and post codes that are not eligible to apply for a parking permit.

Following a review of how parking permits are being used (and misused) by University students and staff, data shows a significant number of students are abusing the system. Additional vehicles are being added to individual permits, resulting in multiple vehicles linked to the same permit type being on campus at the same time. The number of vehicles a student can have on their permit is now one. Staff can still have multiple.

Exemption Criteria

There are a small number of circumstances where the above can be superseded. For all instances, evidence will be required as part of the application process to verify the request. Please find a list below:

1. Proven medical need.
2. Proven exceptional caring or childcare commitments.
3. Exceptional work and within academic teaching year, short term professional training requirements. In addition, for staff members, being customer-facing, working shifts or undertaking work that cannot be done remotely
4. Blue Badge holders.
5. Dual Career Athlete.

Bellerby Court Parking Information

- **Ownership & Availability:** Parking at Bellerby Court is owned by Royal Surrey County Hospital. Spaces are limited and allocated on a first-come, first-served basis for

University of Surrey residents in Frances Harrison, Wealden, or West Sussex Houses.
Spaces are not guaranteed.

- **Costs:** Permits cost £252/year or £21/month (subject to change). Pay-as-you-go options are available; contact rsch.carparkingpermits@nhs.net.
- **Parking Area:** Permit holders must park at the bottom of Rosalind Franklin Close. Parking is **not permitted** in the car park on Gill Avenue near the hospital.
- **Temporary Permits on Arrival:**
 1. Park in a 20-minute drop-off bay near the hospital's main entrance.
 2. Visit the Hospital Parking Office near main reception to get a temporary permit (valid for two weeks).
 3. Alternatively, call 01483 571122 ext. 6962 to register your vehicle on the "no ticket" list for the day, then visit the office by 6 am the following day.
- **Permit Applications:** Apply at least 14 days in advance by completing the attached form and emailing it to rsch.carparkingpermits@nhs.net. Payment instructions will follow once the permit is ready for collection.
- **Important Notes:**
 - Permits must be displayed at all times.
 - Temporary permits for up to two weeks during move-in are free.
 - Failure to display a valid permit may result in Parking Charge Notices (PCNs), which could lead to debt collection if ignored.
- **Regulations:**
 - Lending permits may result in suspension.
 - The University cannot intervene with PCNs or infractions.
- **Office Details:** The A2Dominion Office (Hospital accommodation office) is located at 9 Gill Avenue and open Monday to Friday, 9:00 am – 5:00 pm.

Appendix

Item 1: Roads within the University parking exclusion zone

Postcode	Road Name	Postcode	Road Name	Postcode	Road Name
GU1	GU1	GU4 7AE	MERROW STREET	GU4 7DT	LINNETT GROVE
GU2	GU2	GU4 7AF	MERROW STREET	GU4 7DU	REDWING RISE
GU2 7YW	MANOR PARK	GU4 7AG	MERROW STREET	GU4 7DW	PARTRIDGE WAY
GU3 3AD	LIDDINGTON HALL DRIVE	GU4 7AH	MERROW STREET	GU4 7DX	DUNLIN RISE
GU3 3AE	LIDDINGTON HALL DRIVE	GU4 7AJ	MERROW STREET	GU4 7DY	CURLEW GARDENS
GU3 3AF	LIDDINGTON HALL DRIVE	GU4 7AL	MERROW STREET	GU4 7DZ	LAPWING GROVE
GU3 3AH	LIDDINGTON NEW ROAD	GU4 7AN	MERROW STREET	GU4 7EA	KINGFISHER DRIVE
GU3 3AJ	HEATHERMOUNT	GU4 7AP	MERROW STREET	GU4 7EB	EUSTACE ROAD
GU3 3AL	DORRITT CRESCENT	GU4 7AQ	MERROW STREET	GU4 7ED	GOULD COURT
GU3 3AN	BRACKEN WAY	GU4 7AR	RECTORY CLOSE	GU4 7EE	DANSES CLOSE
GU3 3AP	DORRITT CRESCENT	GU4 7AS	MERROW STREET	GU4 7EF	PLATT MEADOW
GU3 3AQ	BROAD STREET	GU4 7AT	MERROW STREET	GU4 7EG	GALES CLOSE
GU3 3AR	GRAVETTS LANE	GU4 7AU	OLD MERROW STREET	GU4 7EH	BURLINGHAM CLOSE
GU3 3AS	OAKFIELDS	GU4 7AW	MERROW STREET	GU4 7EJ	KIMBER COURT
GU3 3AT	OAKFIELDS	GU4 7AX	OLD MERROW STREET	GU4 7EN	GILLIAT DRIVE
GU3 3AU	OAKFIELDS	GU4 7AY	OLD MERROW STREET	GU4 7EQ	MULBERRY COURT
GU3 3AW	BROOMFIELD CLOSE	GU4 7AZ	OLD MERROW STREET	GU4 7ER	APPLETREE COURT
GU3 3AX	FERNDAL	GU4 7BA	OLD MERROW STREET	GU4 7ES	FOXLGLOVE GARDENS
GU3 3AY	BROADACRES	GU4 7BB	OLD MERROW STREET	GU4 7ET	PARKVIEW VALE
GU3 3AZ	BROADACRES	GU4 7BD	MERROW LANE	GU4 7EU	GREENSIDE CLOSE
GU3 3BA	WOOD RISE	GU4 7BE	MERROW COMMON ROAD	GU4 7EW	KINGFISHER DRIVE
GU3 3BB	BROADACRES	GU4 7BG	ASPEN CLOSE	GU4 7EX	HAREWARD ROAD
GU3 3BD	BROADACRES	GU4 7BH	HENCHLEY DENE	GU4 7EY	KINGFISHER DRIVE
GU3 3BH	THE PINES	GU4 7BJ	MERROW COMMON ROAD	GU4 7EZ	GORSE COURT
GU3 3BQ	BRAMBLE CLOSE	GU4 7BL	MERROW COMMON ROAD	GU4 7FA	LADYGROVE DRIVE
GU3 3BS	BROADACRES	GU4 7BP	MERROW LANE	GU4 7FB	WEYBROOK DRIVE
GU3 3BX	BEAVERS CLOSE	GU4 7BS	MERROW LANE	GU4 7FD	SUFFOLK DRIVE
GU3 3BY	CATER GARDENS	GU4 7BT	MERROW LANE	GU4 7FE	DAIRYMANS WALK
GU3 3BZ	Sidney Court	GU4 7BW	MERROW LANE	GU4 7FF	DAIRYMANS WALK
GU3 3ED	Sime Close	GU4 7BY	RINGMORE DRIVE	GU4 7FG	DEVOIL CLOSE
GU3 3HL	CRANSTOUN CLOSE	GU4 7DA	SADLERS CLOSE	GU4 7FH	SHEPHERD CLOSE
GU3 3HN	KEENS PARK ROAD	GU4 7DB	KEEPERS CLOSE	GU4 7FJ	JERSEY CLOSE
GU3 3HP	ECOB CLOSE	GU4 7DD	THRIFT VALE	GU4 7FQ	DEVOIL CLOSE
GU3 3HR	HILL TOP CLOSE	GU4 7DE	MERROW STREET	GU4 7FX	Sutton Hill
GU3 3HS	KEENS LANE	GU4 7DF	MERROW STREET	GU4 7HB	FITZJOHN CLOSE
GU3 3HT	FINDLAY DRIVE	GU4 7DG	MILLER ROAD	GU4 7HD	HARMS GROVE
GU3 3HW	CHITTYS WALK	GU4 7DH	TYCHBOURNE DRIVE	GU4 7HE	SPEEDWELL CLOSE
GU3 3JP	GRAVETTS LANE	GU4 7DJ	WINDGATES	GU4 7HF	STURT COURT
GU3 3JR	GRAVETTS LANE	GU4 7DL	Marrow Place	GU4 7HG	ASHBURY CRESCENT
GU3 3JS	KEENS LANE	GU4 7DN	GOLDFINCH GARDENS	GU4 7HH	GREENHILL GARDENS
GU3 3JT	KEENS LANE	GU4 7DP	PARTRIDGE WAY	GU4 7HJ	OAKLEY DELL
GU3 3JW	GRAVETTS LANE	GU4 7DQ	RINGMORE DRIVE	GU4 7HN	NEW INN LANE
GU3 3LS	KEENS LANE	GU4 7DR	KESTREL CLOSE	GU4 7HQ	Broke Court
GU4 7AD	MERROW STREET	GU4 7DS	FIELD CLOSE	GU4 7HR	LONDON ROAD

Postcode	Road Name	Postcode	Road Name	Postcode	Road Name
GU4 7HT	NEW INN LANE	GU4 7NG	ABINGER WAY	GU4 7YW	ELDER CLOSE
GU4 7HW	NEW INN LANE	GU4 7NH	CHURCHFIELDS	GU4 7YX	CALEDON PLACE
GU4 7HX	GLENDALE DRIVE	GU4 7NJ	HANSON CLOSE	GU4 7YY	DARFIELD ROAD
GU4 7HY	UPFOLDS GREEN	GU4 7NL	BANKS WAY	GU4 7YZ	COLBARN CRESCENT
GU4 7HZ	GLENDALE DRIVE	GU4 7NQ	WATERSMEET CLOSE	GU4 7BB	CARTHOUSE COTTAGES
GU4 7JA	GLENDALE DRIVE	GU4 7NZ	CLAY LANE	GU4 7HL	CONIERS WAY
GU4 7JB	GOSDEN HILL	GU4 7PF	CLAY LANE	GU4 7NE	BOWERS FARM DRIVE
GU4 7JD	GOSDEN HILL	GU4 7PJ	HAWTHORN PLACE		
GU4 7JE	GOSDEN HILL ROAD	GU4 7PY	CLAY LANE		
GU4 7JF	OAK HILL	GU4 7RB	COTTS WOOD DRIVE		
GU4 7JG	GREAT OAKS PARK	GU4 7RD	LAWRENCE CLOSE		
GU4 7JH	ORCHARD ROAD	GU4 7RE	GUERNSEY CLOSE		
GU4 7JJ	GATLEY DRIVE	GU4 7SP	HAZELHURST CLOSE		
GU4 7JL	BURPHAM LANE	GU4 7SR	NEWARK CLOSE		
GU4 7JP	SELBOURNE ROAD	GU4 7SS	TYTHEBARN CLOSE		
GU4 7JQ	OAK TREE CLOSE	GU4 7SW	WHIPLEY CLOSE		
GU4 7JS	LONDON ROAD	GU4 7TS	RAYNHAM CLOSE		
GU4 7JX	WINTERHILL WAY	GU4 7TY	PARK LANE		
GU4 7JY	BRIAR WAY	GU4 7XG	JASONS DRIVE		
GU4 7JZ	HAWTHORNE WAY	GU4 7XN	TANSY CLOSE		
GU4 7LA	WINTERHILL WAY	GU4 7XP	CHATFIELD DRIVE		
GU4 7LB	LONDON ROAD	GU4 7XQ	WELLS ROAD		
GU4 7LD	LONDON ROAD	GU4 7XR	WOODGER CLOSE		
GU4 7LE	MERROW LANE	GU4 7XS	STONECROP ROAD		
GU4 7LF	LONDON ROAD	GU4 7XT	CLAYHANGER		
GU4 7LG	MEAD WAY	GU4 7XU	HAREWARD ROAD		
GU4 7LH	MERROW LANE	GU4 7XW	BALDWIN CRESCENT		
GU4 7LJ	LONDON ROAD	GU4 7XX	KINGFISHER DRIVE		
GU4 7LL	PADDOCK ROAD	GU4 7XY	KINGFISHER DRIVE		
GU4 7LN	BURPHAM LANE	GU4 7XZ	GORSE COURT		
GU4 7LP	BURPHAM LANE	GU4 7YA	COLLIER WAY		
GU4 7LQ	MERROW LANE	GU4 7YD	DOVEDALE CLOSE		
GU4 7LR	MARLYNS CLOSE	GU4 7YE	MANSTON ROAD		
GU4 7LS	MARLYNS DRIVE	GU4 7YF	DOVERFIELD ROAD		
GU4 7LT	MARLYNS DRIVE	GU4 7YG	PIMMS CLOSE		
GU4 7LU	MARLYNS DRIVE	GU4 7YH	HURLEY GARDENS		
GU4 7LW	MEADOW ROAD	GU4 7YJ	SUTHERLAND DRIVE		
GU4 7LX	BURPHAM LANE	GU4 7YL	ALFORD CLOSE		
GU4 7LY	HOWARD RIDGE	GU4 7YN	WEYLEA AVENUE		
GU4 7LZ	BURPHAM LANE	GU4 7YQ	ELKINS GARDENS		
GU4 7NA	CLAY LANE	GU4 7YR	CHASEFIELD CLOSE		
GU4 7ND	BOWERS LANE	GU4 7YS	HODGSON GARDENS		
GU4 7NE	BOWERS CLOSE	GU4 7YT	BRADFIELD CLOSE		
GU4 7NF	OCKLEY COURT	GU4 7YU	DENHOLM GARDENS		