# Stag Hill Traffic Regulations

<table>
<thead>
<tr>
<th>Originator name:</th>
<th>Transport Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Business Support Services</td>
</tr>
<tr>
<td>Implementation date:</td>
<td>16 April 2015</td>
</tr>
<tr>
<td>Date of next review:</td>
<td>1 August 2015</td>
</tr>
<tr>
<td>Related policies:</td>
<td>Manor Park Traffic Regulations</td>
</tr>
</tbody>
</table>

## Version History

<table>
<thead>
<tr>
<th>Version</th>
<th>Author</th>
<th>Revisions Made</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Karen Smith</td>
<td>First Draft</td>
<td>12 February 2014</td>
</tr>
<tr>
<td>2</td>
<td>Ed Nelson</td>
<td>Minor revisions, updates to prices and excluded roads</td>
<td>16 April 2015</td>
</tr>
</tbody>
</table>

## Approval History

### Committee Sign Off

<table>
<thead>
<tr>
<th>Version</th>
<th>Committee Name</th>
<th>Date of Sign Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>University Transport Policy Group</td>
<td>April 2015</td>
</tr>
</tbody>
</table>
University of Surrey Stag Hill Traffic Regulations

Introduction

The University of Surrey has a responsibility to manage traffic and travel to and from its campuses to ensure that the University complies with its legal obligations and to encourage staff, students and visitors to actively adopt more sustainable travel modes to reduce congestion and carbon emissions. However, it is recognised that for some University members, driving is the only viable mode of transport. These Traffic Regulations support the objectives of the University Travel Plan and ensure that the limited resources for car parking are used to their maximum effectiveness and to the benefit of all members of the University community.

Further information on transport and parking can be obtained at http://www.surrey.ac.uk/surreynet/transport/ and http://www.surrey.ac.uk/currentstudents/campus/transport/

Responsibility for transport policy has been delegated to the University Transport Policy Group (UTPG) with operational management delegated to the Facilities Manager - Transport, Head / Deputy Head of Security and members of the Appeals Panels. A detailed review of transport operations including car parking, safety and environmental factors is undertaken regularly and is considered by UTPG.

UTPG reserves the right to amend these Regulations during the year as necessary in the interests of the University community. The latest version will always be available on the Transport web pages. The use of the University car parks is permitted subject to compliance with these Regulations. The University is a member of the British Parking Association and parking enforcement is operated under the Approved Operator Scheme.

Designated Parking Areas

The University is required by law to limit the number of car parking spaces and to take measures to prevent parking outside those spaces.

Cars and motorbikes may therefore only be parked in designated parking areas shown in Appendix 1. Vehicles must be parked in marked bays.

Vehicles may only be left in other areas, with the express permission of Security. Parking on grassed areas is not permitted unless a driver has been directed to do so by Security. It is the driver’s responsibility to secure any permission outside of a designated parking area and to ensure that this permission is recorded by Security.

No parking is allowed in Senate House car park without displaying a valid Senate parking permit. Any other use of this car park is subject to the express permission of the Security Office.

AQA permits are not valid in any University car park.

University permits are not valid in the BBC car park.
Pay and Display

The pay and display car park is located in an area partitioned off within the main car park at Stag Hill. This can be used by visitors to the University, students or staff. Pay and display tickets are only valid in the pay and display car park; pay and display is not available outside the partitioned area. Pay and display charges do not apply between 1700 and 0730 weekdays and all day at weekends.

Parking in Disabled bays

Only EU Blue Badge holders or University of Surrey Medical Permit holders are permitted to park in designated disabled parking bays.

Visitors that hold a valid EU Blue Badge may park free of charge in the disabled bays on campus on a short-term basis (six hours maximum). Disabled visitors should report to the Security office in Senate House on arrival, where they will be directed to an appropriate space.

Drivers with Blue Badge and/or University Medical permits are required to comply with all other provisions in relation to parking. Disabled badge concessions to park on single or double yellow lines do not apply to the University campus.

Visitor Parking

Visitor parking is available for University visitors who are visiting the campus for business which will assist the University directly to operate effectively as an academic institution. Such visitors may park in the reserved visitor car park if they display a valid visitor parking permit provided to them by the appropriate academic department or central service.

Staff (including visiting staff) and students are not eligible to park in the visitor car park.

Academic departments and central services must apply for a visitor permit through the online visitor parking system, http://magic.surrey.ac.uk/visitorparking. Spaces are limited in availability and should be booked in advance.

All other visitors should park in the Pay and Display car park. A valid Pay & Display ticket must be purchased and displayed in the front windscreen of the vehicle.

It is the host’s responsibility to inform the visitor of the University’s parking arrangements. Failure to arrange an appropriate permit may result in a parking charge notice being issued with embarrassment to visitor and host.

Event Parking

Departments organising events should contact the Transport Team well in advance to discuss possible parking requirements. Further information on event parking is available at http://www.surrey.ac.uk/surreynet/transport/parking/event. It may not be possible to provide parking on occasions when there are multiple events taking place on the same day or for events that coincide with other key University events.
**Contractor Parking**

Contractors or sub-contractors must display the permit to park allocated to them at the time of contract confirmation or on arrival. Contractors may be directed to use the pay and display car park or park off campus.

**Parking Permits**

**Eligibility criteria**

The University is legally required to operate a parking exclusion zone that covers postcodes GU1, GU2 and parts of GU3 and GU4; see Appendix 2 for more details. **Staff and students living within the exclusion zone are not eligible for a parking permit** unless there are exceptional reasons why access to a vehicle is required. These are detailed in Appendix 6 for staff and Appendix 7 for students.

There is **no parking for residents on Stag Hill campus and at Manor Park**. As a condition of having a place in Residence, staff and students who are resident in all Courts (except Hazel Farm and Bellerby Court) may not bring a car or other four-wheeled motor vehicle on to the University grounds and, while in residence, undertake not to keep one on the public roads within the exclusion zone.

Staff and students resident at Hazel Farm may park free of charge in designated spaces at Hazel Farm. Students resident at Bellerby Court may apply for a parking permit from the Accommodation Office who are responsible for all parking matters in the vicinity of the Court. Residents of Hazel Farm and Bellerby Court are not eligible for University permits to park on the Stag Hill or Manor Farm/Manor Park campus.

**Permit types: staff**

Staff paid through the University payroll that live outside the exclusion zone may apply for a Rolling, Split-site, Multi-site, Car Share or Occasional Use Permits according to their needs and contract of employment. Further details on permit types are detailed in Appendix 6.

Other staff, not salaried by the University, that live outside the exclusion zone may be eligible for a parking permit valid for up to one year depending on their job category and University contract. Part-time staff that live outside the exclusion zone may apply for a Rolling, Split-site, Multi-site, or Occasional Use Permits according to their needs and contract of employment. The cost of the permit will be calculated on a pro-rata basis. Car share permits are also available at a flat rate.

**Permit types: students**

Students who live outside the exclusion zone may apply to join the Student Occasional Use Permit System (SOUPS) or for a Car Share permit on a yearly basis according to their needs. A very limited number of essential use permits are also available. Details on these permit types can be found in Appendix 7.

**General conditions of use**

All permits remain the property of the University and may be cancelled or suspended at the discretion of the Head of Security, Director for Business Support and Traded Services, or their deputies at any time.
A valid permit must be displayed on the front windscreen of all vehicles parked on campus. Failure to display a valid permit or pay and display ticket could result in a Parking Charge Notice being issued. Only one vehicle per permit holder may be parked on campus at any one time.

Parking permits are only valid for the location(s) indicated on the permit and do not permit parking in any other University location.

With the exception of car share permits, University parking permits are not transferable.

Duplicate permits will not be issued. Permit holders with more than one vehicle must transfer the permit from one authorised vehicle to another as required. Photocopies of the permit are invalid and if used, the vehicle is liable to be issued with a parking charge notice.

No alterations or changes should be made to a permit. This will render the permit invalid and the vehicle may be liable to be issued with a parking charge notice.

The purchase or use of a permit or other means of gaining access to, or use of, a University car park with intent to deceive will invalidate the permit. The University reserves the right to require evidence that a permit application is made in good faith before a permit is issued.

The University reserves the right to decline to issue a permit to a student or member of staff on a temporary or permanent basis, including if any charges levied in respect of these Regulations are outstanding.

**Permit hours and overnight parking**

Between 0730 and 1700 Monday to Friday during University term time and vacations (excepting public holidays and University closure), a valid parking permit or pay and display ticket as listed in Appendix 3, must be displayed on the front windscreen of all vehicles. It is the vehicle owner’s responsibility to ensure that a valid permit or pay and display ticket is displayed.

Outside of normal working hours (1700-0730 Monday to Friday and at weekends) permits are not required and staff and students may use any car park apart from those areas which are specifically reserved. Appendix 1 details the car parks where vehicles may be left overnight.

A vehicle must not be used for sleeping accommodation overnight.

**Space availability**

Although every effort is made to ensure that permit holders are able to park, the issue of a University parking permit gives the holder licence to ‘hunt’ for a bay. It does not guarantee that a parking bay will be available. Pressure on the car parks is particularly high on Mondays, Tuesdays and Thursdays during term time and the car parks are often full by 0930.

If there are no bays available, permit holders may be directed to park off campus or to use the pay and display car park. No refund will be given, or financial compensation made, for days on which a parking bay is not available.

UTPG / the Head of Security / Director of Traded Services and Business Support or their deputies may authorise parking areas to be temporarily cordoned off to accommodate bona fide visitors and big events.
**Permit fees**

Permit fees are reviewed each year. The current fees are set out in Appendix 4. Staff permits are subject to price bandings. UTPG reserve the right to make additional amendments to permit fees during the year.

Staff paid through the University payroll may only pay for their parking permit by direct deduction from their salary. The appropriate fee will be deducted from the permit holder’s salary at one twelfth of the annual fee per month. (Charges for periods less than one year will be calculated on a pro-rata basis).

Permit fees are calculated according to FTE status and current salary banding and are deducted in arrears.

Staff not paid through the University payroll must pay for their permit in advance. The cost of a parking permit is calculated on a daily rate.

Student permit fees are payable in advance. Fees for Medical, Car Share and Essential Use permits must be paid at the point of collection. SOUPs permits are purchased on-line within the SOUPs system.

A permit that has been issued to a member of staff or student becomes invalid when the permit holder is no longer employed by the University or is not currently a registered student. Permits must be returned to the Transport Team.

**Staff permit cancellations and refunds**

Staff wishing to cancel their parking permit should notify the Transport Team of their intention and return the permit to the Transport Team. Any salary deductions will be ceased on the date the permit is received by the Transport Team or at the earliest opportunity.

Staff not paid through the University payroll should return their permit to the Transport Team. If the permit has been paid for in advance, the Transport Team will organise a refund. Refunds will be calculated from the date the permit is received by the Transport Team.

**Student permit cancellations and refunds**

Refunds are not available in respect of SOUPs. This includes permits that have been printed. Refunds for student Medical, Car Share and Essential Use permits are available if the permit is returned before 30 April. No refunds will be given where the permit is valid for five months or less. The permit holder should return the permit in person to the Transport Team. Refunds will be calculated from the date the permit is received by the Transport Team.

**Change of circumstances for permit holders**

Change of circumstances including change of vehicle should be promptly notified to the Transport Team via transportenquiries@surrey.ac.uk and the following actions taken:

**Change of vehicle**

Permit holders must notify the Transport Team immediately of any change of vehicle using the email link above. A replacement permit will be made available for collection from the Security Office, Senate House. The old permit must be returned.
Where a vehicle is being serviced and/or repaired and the permit holder brings a courtesy car to the University, a temporary permit must be obtained from the Security Office either in advance or on arrival. Any temporary permit must be clearly displayed on the windscreen. Permit holders must not place permits from an existing vehicle and/or written notes as these will not be valid and a parking charge notice may be issued.

**Change of address**

University staff address changes should be notified to HR using the Employee Self Service at [http://hr1.surrey.ac.uk:8080/SelfService/index.html](http://hr1.surrey.ac.uk:8080/SelfService/index.html)

Student address changes should be notified to Academic Registry using Student Self Service at [https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn?stu](https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn?stu).

Where a permit holder moves from outside to inside the exclusion zone (including moving into University accommodation at Stag Hill or Manor Park), the permit may no longer be valid and must be returned to the Transport Team. The Transport Team will advise whether a new application can be submitted.

**Change of working hours and/or salary**

Any change in working hours or salary will be reflected in the change in the permit fee charged for University staff from the next payroll run.

Staff not paid through the University payroll should contact the Transport Team.

**Change of other factors**

Where the change affects the grounds on which the permit was issued the permit holder’s application will be reviewed by the Transport Team and may be referred to the Staff or Student Appeals Panel. If it is deemed that the permit is no longer valid, this must be returned to the Transport Team for a refund as appropriate.

**Maternity Leave**

Staff should notify the Transport Team of their intention and return the permit to the Transport Team on or before their last day of working. The Transport Team will organise for permit deductions to stop or for a permit refund as appropriate. The permit record will then be closed.

Staff paid through the University payroll may apply to join the Staff Occasional Use Permit system to meet their parking needs for Keep In Touch Days.

Staff may make a new permit application in advance of their return from maternity leave, and should contact the Transport Team for advice.

**Long term sickness – University staff only**

Where a member of staff paid through the University payroll has been off work due to long term sickness as recommended by HR or the Robens Centre for Occupational Health and Safety, it is possible to offer a permit refund for the period of sickness. Long term sickness is classed as being off work for more than four consecutive weeks.
Staff who are not salaried through the University payroll and are off work due to long term sickness may be granted a refund at the discretion of the Transport Team as a goodwill gesture. Requests will only be considered if made at the start or during the period of sickness.

**Motorbike parking**

Motorbikes, scooters, mopeds and other powered two wheel vehicles do not require a parking permit, but all riders are requested to register their machines with Security Office at Senate House.

Vehicles should be parked in designated motorbike storage areas. Vehicles should not be parked in permit holder bays, inside doorways, stairwells or anywhere that causes an obstruction.

**Parking for bicycles**

Bicycles should be stored in designated cycle racks or shelters.

Bikes are brought to the University at the owner’s risk. Bikes which are left in buildings, parked in a way that causes an obstruction, or which appear to have been abandoned may be removed by Security or personnel nominated to act on their behalf. Where any expense is incurred in removing a bicycle, or where University property is stolen or damaged, the cost to the University will be recovered from the person responsible for the bike.

**General criteria for the usage of University car parking**

The general criteria below apply to each and every University car parking area

**Speed Limits**

The maximum speed limit on all University property is 20mph and drivers must proceed with caution. This limit must be adhered to at all times due to the large number of pedestrians and cyclists.

**Liability**

All motor vehicles and bicycles are brought into the University grounds at the owner’s risk and the University takes no responsibility for their safety or security. No responsibility or liability is accepted by the University, its employees or agents for loss or damage to any vehicle or bicycle or its contents whilst on University property.

**Abandoned Vehicles**

Vehicles must not be abandoned. Any vehicle found abandoned on a University campus will be reported to the relevant Local Authority for removal, after due notice has been served on the vehicle.

**General**

Access to all University premises, including all University parking areas, is by permission of the University. The University retains the right to refuse entry to parking areas, and to require users to leave parking areas and remove their vehicle, at any time, and at its own discretion.
The car parks are for use by members of the University community and bona fide visitors having business at the University and may only be used by others as agreed by the Director of Business Support and Traded Services, Head of Security or their deputies. Security staff, or personnel nominated by Security, are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University’s Traffic Regulations.

Students or staff may not park a caravan, motorhome, vehicle with trailer or other oversized vehicle at the University without the permission of the Head of Security.

All vehicles parked at the University must have a current Road Fund Licence (tax disc) and be roadworthy. Vehicles without a current Road Fund Licence must not be parked anywhere on University premises, and if so parked are liable to be issued with a parking charge notice.

Drivers must comply with all traffic signs and drive in accordance with the Highway Code.

**Sanctions for non-compliance with the Traffic Regulations**

Drivers who park on University property are required to comply with the terms and conditions outlined with the use of the car parking facilities. By entering onto University property and parking a vehicle the driver of that vehicle enters into a contract with the University and agrees to comply with the terms and conditions for use.

**Unacceptable conduct**

The following are examples of unacceptable behaviours:

- Making a false statement to obtain a permit
- Parking without displaying a valid permit or pay and display ticket
- Parking in a parking area where the permit is not valid
- Parking in a prohibited area, on double yellow lines or a hatched area
- Operating a motor vehicle unsafely (travelling above the posted speed limit or driving recklessly)
- Operating an unroadworthy or uninsured vehicle
- Operating a vehicle without an appropriate driving licence
- Causing obstruction to other vehicles
- Abusive behaviour towards Security staff or the Transport Team
- Members of staff or students parking in the visitors car park
- Parking on a restricted day without a valid over-ride permit

Unacceptable conduct may result in the removal of parking privileges including the issuing of a parking charge notice, permit withdrawal and the loss of any future right to a parking permit. The Head of Security/ Director for Business Support and Traded Services or their deputies are authorised to determine what action shall be taken.

Forgery or other fraudulent use of parking permits may be regarded as theft and will be dealt with under the University’s disciplinary procedures. Drivers who obtain, or attempt to obtain, a parking permit through fraudulent means will have their permit invalidated. A parking charge notice will be issued if the vehicle is parked on University property. The permit must be returned to the Transport Team; permit refunds will not be given. The individual will lose any future right to a parking permit.
Parking Enforcement

Vehicles that are parked in breach of the terms and conditions displayed in the car parks and around the University are liable to receive a parking charge notice. These are issued under contract law.

Drivers who park without a valid permit or in a way that causes disruption and inconvenience to others will be issued with a PCN. This has a £70 fine, which is reduced to £40 if paid within 14 days.

Motorbikes that are parked in a permit holder bay or in a way that causes disruption and inconvenience to others will be issued with a parking charge notice. This has a £70 fine, which is reduced to £40 if paid within 14 days.

All parking charges are collected by a contracted service provider who works within the British Parking Association Best Practice guidelines and has legitimate access to the DVLA database of vehicle owners. The provider manages all aspects of the charging process, including the appeals procedure and debt recovery action.

The University reserves the right to affix a ‘warning notice’ to vehicles on the first occasion of a breach of the terms and conditions. The warning will remain on record for twelve months. On a second breach of the terms and conditions the vehicle will be issued with a parking charge notice without warning. The use of a warning notice is discretionary and would normally be issued for a minor infringement of the parking regulations.

Students who accumulate three or more unpaid parking charge notices will be dealt with under the University's student disciplinary procedures, and may include the loss of any future right to a parking permit. Failure to pay outstanding parking charge notices may result in a student being recorded as a University debtor.

Staff who accumulate three or more unpaid parking charge notices will be dealt with under the University's disciplinary procedures, and may include the loss of any future right to a parking permit.

Data Protection Policy

Personal data collected from applications for parking permits is held within the University's Business Systems database. Basic personal identifiers (e.g. name, address, department) held elsewhere by the University may be checked in order to verify an application or to prevent fraud but no further identifiers will be used. The information collected for e.g. employment or student registration purposes may be used to update the parking permit record.

Information held in the permit record about vehicle ownership is for the purpose of administering these Regulations and will not be disclosed to a third party for commercial purposes or in connection with legal proceedings or insurance claims without the consent of the data subject unless the University is required to by law.

The personal data is processed in accordance with the statutory Data Protection Principles and the University's notification under the Data Protection Act 1998. Queries about the Data Protection Act should be referred to the University's Information Compliance Officer, c/o Information Compliance Unit, Business Support Services.
### Appendix 1 - Permit Validity 2015-16

#### Permit Location

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Manor Farm</th>
<th>Manor Park</th>
<th>SSP Car Parks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit hours in place 0730 - 1700 Monday to Friday</td>
<td>Permit hours in place 24:7</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Permit</strong></td>
<td><strong>Main Car Park</strong></td>
<td><strong>Car Park</strong></td>
<td><strong>Pay &amp; Display</strong></td>
</tr>
<tr>
<td>Blue Badge Holders</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Blue Badge Holders with a</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>University Medical Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Conference Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Contractor Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm Annual / Rolling Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm Car Share Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm E-Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm Visitor Passes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm &amp; Stag Hill</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Farm &amp; Manor Park</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Park Residences Only Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Manor Park &amp; Stag Hill</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Multi-Site Parking Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Occasional Use Permit Staff</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>and Students</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>On Call Multi-Site Parking Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Spring Egg Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Restricted Day Override Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Research Park Permits</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Passes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stag Hill Ad Hoc Visitor Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stag Hill Annual / Rolling Essential Use Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stag Hill Car Share Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Stag Hill E-Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Union Minibus</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Surrey Sports Park</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Members permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Internally Vehicle Parking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant Day Parking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>University Day Parking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Visitor Permit booked through the</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>system</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Warden Permit</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Shaded Text** denotes overnight parking is permitted in this area. Overnight parking means between 0000 and 0730.

Parking is not permitted in any other location on campus without the express permission of Security.

**Commercial Vehicles**

- Parking is not permitted in any location on campus without the express permission of Security.

**Motorcycles**

Marked spaces besides the Nodus building, Wates House area, front of AY, car park 5, roof of the Duke of Kent Building and on the spine road.

**Bicycles**

Bicycle racks are provided around the site. A list of the showers available for use by cyclists is available at the link below: [http://portal.surrey.ac.uk/transport](http://portal.surrey.ac.uk/transport)
Appendix 2

The Exclusion Zone
The University must comply with its obligations under section 106 of the Town and Country Planning Act. These restrictions include the imposition of a “parking exclusion zone” covering most of urban Guildford. Residents of these areas must be excluded from parking cars on University sites.

The Exclusion zone comprises all roads in the GU1 and GU2 postcodes and the following roads in GU3 and GU4:

**GU3**
Beavers Close  
Bracken Way  
Bramble Close  
Broadacres  
Broad Street 2-28  
30-57 Heathermount  
The Pines  
Broomfield Close  
Cater Gardens  
Chittys Walk  
Cranstoun Close  
Dorritt Crescent  
Ecob Close  
Findlay Drive  
Ferndale  
Gravetts Lane  
Hilltop Close  
Keens Lane  
Keens Park Road  
Liddington Hall Drive  
Liddington New Road  
Oakfields  
Wood Rise

**GU4**
Abinger Way  
Alford Close  
Appletree Court  
Ashbury Crescent  
Aspen Close  
Baldwin Crescent  
Banks Way  
Bowers Farm Drive  
Bradfield Close  
Briar Way  
Burlingham Close  
Burpham Lane  
Caledon Place  
Carthouse Cottages  
Chasefield Close  
Chatfield Drive  
Churchfields  
Clay Lane (to A3 bridge)  
Clayhanger  
Colburn Crescent  
Collier Way  
Coniers Way  
Cotts Wood Drive  
Curlew Gardens  
Dairyman’s Close  
Dairyman’s Walk  
Danses Close  
Darfield Road  
Denholm Gardens  
Keens Close  
Kestrel Close  
Kimber Court  
Kingfisher Drive  
Ladygrove Drive  
Lapwing Grove  
Lawrence Close  
Linnet Grove  
London Road  
London Road  
Manston Road  
Marlyn’s Close  
Marlyn’s Drive  
Martle Close  
Mead Way  
Meadow Road  
Merrow Common Road  
Merrow Lane  
Merrow Lane  
Merrow Street  
Miller Road  
Mulberry Court  
New Inn Lane  
Newark Close  
Oak Hill  
Oak Tree Close  
Oakley Dell  
Ockley Court  
Old Merrow Street
Devoil Close
Dovedale Close
Doverfield Road
Dunlin Rise
Elder Close
Elkins Gardens
Eustace Road
Field Close
Fitzjohn Close
Foxglove Gardens
Friars Court
Gales Close
Gilliat Drive
Glendale Drive
Goldfinch Gardens
Gorse Court
Gosden Hill Road
Gould Court
Great Oaks Park
Greenhill Gardens
Greenside Close
Guernsey Close
Hanson Close
Hareward Road
Harms Grove
Hawthorne Way
Hazelhurst Close
Henchley Dene
Hodgson Gardens
Howard Ridge
Hurley Gardens
Jasons Drive
Jersey Close

Orchard Road
Paddock Road
Park Lane
Parkview Vale
Partridge Way
Pimms Close
Platt Meadow
Rectory Close
Redwing Rise
Ringmore Drive
Saddlers Close
Selbourne Road
Shetland Close
Speedwell Close
Stonecrop Road
Sturt Court
Suffolk Drive
Sutherland Drive
Tansy Close
Thrift Vale
Turner Close
Tychbourne Drive
Tythebarn Close
Upfolds Green
Watersmeet Close
Wells Road
Weybrook Drive
Weylea Avenue
Whipley Close
Windgates
Winterhill Way
Woodger Close
## Appendix 3

### Types of Parking Permit and Conditions for Validity

<table>
<thead>
<tr>
<th>Type</th>
<th>Available to</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Interim Permit</td>
<td>Staff (depending on eligibility).</td>
<td>Valid 1 March 2015 – 31 May 2015</td>
</tr>
<tr>
<td>Staff 12 Month / Rolling permit</td>
<td>Staff (depending on eligibility).</td>
<td>Valid 1 June 2015 – 29 February 2016 or rolling depending on eligibility. Only one 12 month permit may be held by an individual.</td>
</tr>
<tr>
<td>Staff Split-Site Annual permit</td>
<td>Staff living outside the exclusion zone.</td>
<td>Valid 1 June 2015 – 29 February 2016. Available to staff with a requirement to use the Stag Hill, Manor Park and Manor Farm campuses. Must be authorised by Head of Department / Faculty.</td>
</tr>
<tr>
<td>Staff Vacation permit</td>
<td>Staff, regardless of address.</td>
<td>Valid during University vacations, closures and Bank Holidays only. Restricted parking days apply. Available for sale from 1 March 2015.</td>
</tr>
<tr>
<td>Staff Occasional Use Permits</td>
<td>Staff living outside the exclusion zone who have an infrequent and/or irregular need to park at the University (a limited number is also available to Staff car share permit holders).</td>
<td>Valid for up to 75 single occasions during the year, although the University reserves the right to restrict availability should the need arise. Purchased via salary deduction. Staff car share permit holders are eligible to purchase up to 10 parking credits.</td>
</tr>
<tr>
<td>Staff and Student Car-Share permits</td>
<td>Staff and students living outside the exclusion zone.</td>
<td>Staff 1 March 2015 – 29 February 2016 Students 1 September 2014 – 30 September 2015</td>
</tr>
<tr>
<td>Medical permit for Staff and Student Blue Badge holders</td>
<td>Staff and students who hold a Blue Badge</td>
<td>Permits will be issued valid for the duration of the Blue Badge.</td>
</tr>
<tr>
<td>Staff and Student Medical permit.</td>
<td>Staff and students who do not hold a Blue Badge but who are certified as having a walking or other relevant disability that necessitates the use of a disabled bay.</td>
<td>Staff Permits will be issued valid for the duration of the medical need (but not for periods of more than 5 years or longer than the contract of employment). Students Permits will be issued valid for the duration of the medical need (but will not exceed the duration of the student course).</td>
</tr>
<tr>
<td>Student Essential Use permit</td>
<td>Medical conditions as above, HPASS Registered Students, students in University accommodation with a compelling childcare need that can only be met with the use of a car, students in University accommodation following an out of hours course or requiring regular use of car as part of course.</td>
<td>Up to 1 year between 1 September 2014 – 30 September 2015 Only one essential use permit may be held by an individual.</td>
</tr>
<tr>
<td>SOUPS</td>
<td>Students living outside the exclusion zone or who meet the eligibility criteria in Appendix 7.</td>
<td>Purchased in blocks of 5 using the online store, with each SOUPS permit valid for one day’s parking. The University reserves the right to restrict availability should the need arise. SOUPS permits are valid 1 September 2014 – 31 August 2015.</td>
</tr>
<tr>
<td>Pay and Display tickets (issued from ticket machines on payment by coin)</td>
<td>Staff, students and visitors having business at the University</td>
<td>Valid on day of issue for the length of time shown on the face of the permit.</td>
</tr>
<tr>
<td>Visitor parking permits</td>
<td>Official visitors to the University only</td>
<td>Pre booked parking permits providing dedicated spaces in the Visitors car park. If permit required with less than 24 hours notice, contact Security.</td>
</tr>
</tbody>
</table>

Last Updated: 16 April 2015
Appendix 4
Stag Hill Permit Fees from 1 March 2015

Staff permits:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>£</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual: high *</td>
<td>£32.36 per month</td>
<td></td>
</tr>
<tr>
<td>Annual: standard *</td>
<td>£29.10 per month</td>
<td></td>
</tr>
<tr>
<td>Annual: low *</td>
<td>£18.97 per month</td>
<td></td>
</tr>
<tr>
<td>Car Share Permit *</td>
<td>£84.46 per annum</td>
<td>2 or more University motorists sharing</td>
</tr>
<tr>
<td>University Medical permit (for non blue badge holders)</td>
<td>As annual prices above</td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td>Free to Blue Badge Holders</td>
<td></td>
</tr>
<tr>
<td>Vacation (Staff High &amp; Standard) *</td>
<td>£121 per annum</td>
<td></td>
</tr>
<tr>
<td>Vacation (Staff low) *</td>
<td>£78 per annum</td>
<td></td>
</tr>
<tr>
<td>Occasional Use Parking *</td>
<td>£1.00 each day</td>
<td></td>
</tr>
</tbody>
</table>

* includes VAT at 20%

Low, standard and high type permits indicate salary band thresholds as follows:
- Low rate – Gross FTE up to £18549
- Standard rate – Gross FTE between £18550 - £45954
- High rate – Gross FTE £45955 and above

Student permits:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>£</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Use</td>
<td>£207.00 per annum</td>
<td></td>
</tr>
<tr>
<td>Car Share</td>
<td>£82.00 per annum</td>
<td>2 or more University motorists sharing</td>
</tr>
<tr>
<td>SOUPS Permits</td>
<td>£8.75 for an allocation of 5</td>
<td>Maximum of 130 in an academic year</td>
</tr>
<tr>
<td>University Medical permit (for non blue badge holders)</td>
<td>As essential use prices above</td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td>Free to Blue Badge Holders</td>
<td></td>
</tr>
</tbody>
</table>

Day tickets:
(From pay and display machines)

- Up to 60 minutes: 80p (short stay)
- Up to 2 hours: £1.50 (short stay)
- Up to 4 hours: £4.60 (short stay)
- Over 4 hours: £6.90

Only one short-stay ticket may be purchased per vehicle per day.

NOTE: Staff who are self-employed or work for another organisation or who are deemed to be staff but who are not paid through the University payroll, will need to make payment in full before the permit can be issued.

Associate members of staff will need to make payment in full before the permit can be issued.

Last Updated: 16 April 2015
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 windsreen 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.

Last Updated: 16 April 2015
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](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/](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](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.