

Frequently Asked Questions

New Parking Policy

Frequently Asked Questions

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Frequently Asked Questions

For more information go to: <http://www.bristol.ac.uk/transportplan/parking/>

Departmental parking

1. Can an individual member of staff apply for a departmental parking permit?

No. Departmental parking permits and associated spaces can only be applied for by a University division, faculty, school or business unit. If you believe you have a justifiable case for utilising a departmental parking permit you must raise this with your department, who will decide whether your situation should be included in its application. Departmental parking applications must meet strict criteria and permits and spaces will only be awarded following submission of suitable supporting information.

2. Are roving permits going to be awarded to University departments?

Given the varied operational reasons relating to why a University department may require use of parking, all vehicles owned by a department and specified in their departmental parking application will be awarded a roving parking permit. There is no need for departments to specify roving in their application form. Roving only applies to departmentally owned vehicles. Staff using their own vehicle on departmental business will not be awarded a roving permit.

Contractor parking

3. Why do we allow contractors to park in the University's car parks?

Contractors are engaged by the University to carry out works and services that the University does not have the resources, or technical requirements, to complete itself. Some of these works and services require the use of a vehicle, which may contain tools and equipment critical to the job or the vehicle itself is used as a tool. It is important that these contractors are granted access to the University and that they can park their vehicle as close to their work site as possible so as to maintain service delivery.

4. Couldn't the University provide a separate parking area solely for contractors?

To maintain service delivery, contractors' vehicles must be parked as close to the building that they are working in, as in the majority of cases their vehicle contains tools and equipment to carry out the contract or the vehicle itself is used as a tool. Providing a separate parking area for contractors would affect the efficiency of contract fulfilment and would likely result in the vehicle being on site for a longer period of time. It is believed that restricting each contractor to a maximum of two permits and the levying a charge that is comparable with off-site parking charges better manages contractor parking demand than providing a separate parking area.

5. Why are contractors being charged to park and how do they pay?

The University has agreed that the costs of managing and maintaining its parking spaces should be self-financing and that all users, including contractors carrying out works and services on behalf of the University, should be charged to park in the University's car parks. Contractor parking charges are comparable with the costs to park off-site and these may act as a disincentive to park in University car parks where it may not be absolutely necessary. Contractors must purchase coupons from prior to parking on-site, either by visiting the University's Online Shop (<http://shop.bris.ac.uk/browse/product.asp?compid=1&modid=1&catid=942>) or by visiting Security Services (Car Parking) at Royal Fort Lodge.

Visitor parking

6. Where are visitor parking spaces located?

Visitor parking spaces are available at The Hawthorns. Additional spaces are located through the archway, which is accessed off Woodland Road.

7. Can visitor parking spaces be used by University staff who are based in the Precinct and its satellite sites?

No. Staff who are based in the Precinct and its satellite sites are required to apply for a staff parking permit. Staff not based in the University Precinct or its satellite sites may utilise visitor parking spaces at The Hawthorns, subject to a booking being made by their visiting department.

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Staff parking

8. When will my existing parking permit expire?

If you are a University member of staff holding a General (staff) parking permit, it will expire on 31st July each year. The next parking permit year will start on 1st August. Staff will be notified when the relevant application window opens.

9. What is the University doing to support those that are not able to arrive early?

While it is not possible for the University to guarantee a parking space for permit holders, the University places a limit on the number of permits allocated during each permit year. Limiting the number of permits improves the conditions for those seeking to park. Creating a late arrivals car park that is large enough, situated in a suitable location and managed in such a way as to meet the varied needs of all those who arrive later in the day is regrettably not possible.

10. Are permits available for staff only requiring occasional use of University car parks?

Any University member of staff may apply for a staff parking permit, irrespective of the number of hours they work, their work patterns or number of times they may wish to use their permit. They may use their permit as much or as little as they like but are required to display a valid coupon, with the correct month and day scratched off, whenever they park in a University General car park.

11. How do I calculate my public transport accessibility?

The University's parking webpages contain guidance on how to use Traveline.info to calculate your public transport accessibility. Please visit the following webpage: <http://www.bristol.ac.uk/transportplan/parking/staff-parking/>. Applicants must submit their Traveline.info results with their application form.

12. What journeys should I include in my public transport accessibility calculation?

Public transport accessibility is calculated using the national journey planner, Traveline (www.traveline.info). To ensure that all staff are assessed fairly, public transport accessibility (by bus) is expressed as the total door-to-door journey time, measured in minutes using the applicant's **home** and **work** postcodes and expected work start time. For the purposes of the Staff application form, **we only require you to calculate a single journey from your home to work**. The calculation should not take into account any diversions or other destinations travelled to between home and work, such as transporting children to school.

Exclusion zone

13. Why has the exclusion zone been set at two miles?

Many University staff live close to their place of work. For those living within the two-mile exclusion zone, public transport availability is very good, while for some it is viable to cycle or even walk to the University. While wider exclusion zones were also considered, it was concluded that a two-mile zone strikes the best balance between the size of zone required to manage parking demand and the greatest and most comprehensive range of transport options available for those who unfortunately live within the zone.

14. How can I check if I live with the 2-mile exclusion zone?

Whether you live within the University's exclusion zone is based on the distance from your home address to the University, using your home postcode. This can be checked by using the University's postcode checker (<http://www.bristol.ac.uk/transportplan/parking/staff-parking/postcode-checker/>).

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15. How is the 2-mile exclusion zone calculated?

The calculation is based on the as the crow flies distance between the centre point of the home postcode you provide and the centre point of the University, which for the purposes of the parking policy is on Tyndall Avenue. The result presented by the postcode checker will likely be different from those produced using an online journey planner, such as Google Maps or the AA, which use the UK road network. Using the crow fly distance ensures that all staff can be assessed consistently as the result does not depend on the choice of route driven to the University.

16. How is the crow fly distance actually calculated?

The 2 mile (3.219km) exclusion zone is measured as a crow fly (straight line) distance from a central point on Tyndall Avenue, (referred to as Point A). The Ordnance Survey (OS) grid reference of Point A is 358255, 173520.

To determine whether a postcode lies within this 2 mile distance, the postcode checker tool looks up the OS grid reference of the centroid of the University employee's home postcode and uses this to calculate the distance from Point A. The OS grid reference of every postcode centroid in the UK is freely available from the OS in their OS Code-Point Open dataset.

Once the OS grid reference of the home postcode centroid has been identified, (referred to as Point B), the difference in the easting and northings of Point A and Point B is calculated by subtraction and the straight line distance is calculated using Pythagorean Theorem.

17. What if the postcode checker says that I live within the exclusion zone but when I check a journey planner the distance is greater than two miles?

Websites such as Google maps provide a driving or walking distance following roads and paths which will result in a greater distance than the crow fly distance. It is not possible for the University to fairly take into account the results that are generated from these online journey planner tools, as these are dependent on a number of variables that would be difficult to validate and may vary considerably between applicants. The University has created the postcode checker to ensure that eligibility for a staff parking permit can be consistently applied.

Disabled staff and disabled student parking

18. Why do I need to get confirmation of my disability from a medical practitioner?

All disabled parking applicants must provide relevant and current supporting evidence. Supporting evidence may take the form of a Blue Badge, or for those that currently do not have a Blue Badge, a letter from a GP or other medical practitioner. If the applicant is not a Blue Badge holder, a letter and associated short proforma has been produced to help staff gain the correct information from their medical practitioner and, as far as possible, reduce the administrative burden on health professionals.

19. If I have a permanent disability affecting my mobility, will I need to reapply for a parking permit each year?

If you have a permanent disability and your application is supported by suitable medical evidence that is approved by the Disabled Parking Review Panel, you are not required to reapply for a parking permit each permit year, unless there is a change to the criteria by which disabled parking permits are assessed. Security Services will contact you prior to the start of each permit year to confirm that the details provided on the application have not changed and that you still require a parking permit and designated space. The above applies to both Blue Badge holders and those submitting support evidence from a GP or other medical practitioner.

20. Does a medical professional sit on the Disabled Parking Review Panel and how are the forms filed and shared?

The Disabled Parking Review Panel comprises four members; Occupational Health, Equality and Diversity (HR), Disability Services and the University's Sustainability Manager (Transport). Application information is held by Security Services and shared only with the Panel for the purpose of assessing parking permit applications. If the Panel requests it, they may ask colleagues from Occupational Health to obtain further information in order that they can reach a decision on a particular application.

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21. Are disabled staff and disabled students charged to park?

No, there is no charge for disabled staff and disabled students to park in a University car park if they are awarded a disabled parking permit.

22. If I am awarded with a disabled parking permit, will I be allocated a designated parking space?

Yes. Irrespective of whether you are disabled student or disabled staff member, if you are awarded a disabled parking permit you will be allocated a designated parking space. If you work or study part-time, it may be that you are required to share your parking space with another disabled parking permit holder if it is identified that your hours of work or study are compatible. If a disabled parking space is not currently available in a suitable location, you may be allocated temporary use of another space in another parking category until such a time as the new disabled parking space can be created. Security Services will attempt to minimise how long it takes to create a new parking space, although this is dependant on factors such as weather conditions affecting when lining work is completed and other operational factors.

Car Sharing

23. Can I apply for a formal car share permit under the new policy?

Yes. All formal car share team members must live outside the two-mile exclusion zone. Anybody wishing to be issued with a formal car sharing permit must complete the formal car sharing form and submit it with their staff parking permit application. Please visit <http://www.bristol.ac.uk/transportplan/parking/applying/>.

24. Will formal car share teams be allocated a designated parking space?

No. It is not possible to allocated formal car share designated spaces due to a number of operational reasons. Formal car share team members must park in a University General car park in the same way as other staff.

25. What are the benefits of formally car sharing?

The formal car share scheme allows all staff parking permit holders to participate, irrespective of the number of hours or days that they work. Other than the lead driver, all other members of the formal car share team are issued with up to 30 day's free parking coupons. These coupons can be used amongst the formal car share team or on those occasions when it is not possible for all members of the car share team to travel to the University together. Formal car share parking charges are based on the salary of the lowest earning member of the team.

26. If I am awarded a designated disabled parking space can I formally car share with another member of staff?

No. In the case of disabled parking spaces they are allocated to the disabled member of staff due to their mobility impairment and such spaces cannot be used by other members of staff.

27. Why do I need to register my car share team with Liftshare if I have already found somebody to car share with?

Successfully registering your car share team with Liftshare confirms that the journeys of individual team members match and the car share team is viable. If the registration is successful, a Liftshare BUDI Team ID number will be created, which must be included permit application. The formal car sharing component of the staff permit application will not be processed if a Liftshare BUDI Team ID number is not included.

28. Can I carry over any coupons that I have left over if I am a member of a formal car sharing team?

With only a limited number of permits available for allocation to staff, the University cannot guarantee that applicants will be awarded a parking permit in subsequent years. Any coupons purchased during the permit year must be used by the end of the permit year in which they are issued. Staff are requested to manage their use of coupons accordingly.

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29. Can disabled staff car share with another University staff member?

If their application is successful, disabled staff are allocated a designated parking space based on their medical need. It is not appropriate that these spaces are used by members of a formal car sharing team as there could be occasions when the disabled person is not at work and the space is used by somebody without a disability. However, disabled staff may car share informally if they wish to reduce their travel costs but their car sharer will not be awarded a parking permit under this arrangement.

If the disabled parking application of a disabled member of staff is unsuccessful, they will be given the opportunity to apply for a staff parking permit to park in a General car park before the deadline for applications closes. If they wish to, they can apply for a disabled permit and a staff permit at the same time, although only the disabled permit will be awarded in the event that both of their applications are successful.

Miscellaneous

30. What if I am not based in the University Precinct or its associated sites?

If you are student or member of staff working at another University site not covered by the new parking policy, your existing parking arrangements remain unchanged. Parking enquiries from students seeking to park at the Stoke Bishop Halls of Residence should firstly contact their relevant Student Support Administrator.

