Parking Permit Applications 2018
Parking Permits

Car parking at the academic sites of the University of Leicester (and University buildings at NHS sites) is restricted to members of staff, contractors and visitors. Students will not be permitted to park on Campus during working hours, unless they hold a Blue Badge. The number of available spaces around Campus is limited and the issue of a parking permit does not guarantee a parking space. This application form is not to be used for car park permits at Residential Sites (except Opal Court); these are managed by Residences.

The University of Leicester is committed to encouraging sustainable modes of travel to the Campus rather than the use of single occupancy vehicles. This is to reduce Local Authorities carbon emissions and meet Planning Regulations. Alternative travel options are detailed on our web site under the ‘Travel and Transport’ page. To enable those who are essential car users to park, permits are allocated on a criteria basis which takes account of the individual’s needs and time/distance taken to travel to work. Applications may be placed on a waiting list until car parking spaces are available.

Types of Permit

Parking permit options are as follows:

**Full Annual Permit** – These permits are issued to those who achieve a high score in their criteria based assessment of need and are allocated to a specific car park.

**Flexi-Permits** – These permits are issued to those who do not require a full permit as they do not expect to use their car every day. This permit will enable you to park for up to 110 days per permit year (pro-rata if application made during the year) using a scratch card that is valid for each day parking is required. They are car park specific.

**Car Share Permit** – Car sharing is encouraged and those with a car but prepared to permanently car share may apply for a free car share permit. Other permit holders (Annual and Flexi Permit) may car share by displaying their own permit alongside the person they share with. Car sharers will be permitted to use the premium, designated car share spaces (2+ or CS) if they are available in any car park.

**Disabled Permits** – Blue Badge Holders can park in any disabled bay as available.

Parking Permit Charges

In order to encourage the use of low carbon emitting vehicles, permits are charged on the basis of CO₂ emissions and are further discounted on the basis of salary banding. Permit holders who are not on the University payroll will be charged a mid pay scale (Grade 4 - 6) rate. Full Annual permit charges are as follows:

**Annual Permit Charges (incl VAT)**

<table>
<thead>
<tr>
<th>DVLA Tax Band</th>
<th>Carbon Emissions /Engine size</th>
<th>Grade 13</th>
<th>Grade 4.6**</th>
<th>Grade 7.8</th>
<th>Grades 9+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Band 1 A-C</td>
<td>Less than 120gms</td>
<td>£60</td>
<td>£72</td>
<td>£90</td>
<td>£108</td>
</tr>
<tr>
<td>Standard Band 2 D-F</td>
<td>121 - 150gms/ up to 1,549cc</td>
<td>£90</td>
<td>£108</td>
<td>£135</td>
<td>£162</td>
</tr>
<tr>
<td>Higher Band 3 G-K</td>
<td>151 - 225gms/ 1,550 - 2,000cc</td>
<td>£135</td>
<td>£162</td>
<td>£204</td>
<td>£246</td>
</tr>
<tr>
<td>Top Band 4 L-M</td>
<td>Over 225gms/ Over 2,000cc</td>
<td>£204</td>
<td>£246</td>
<td>£312</td>
<td>£378</td>
</tr>
</tbody>
</table>

**The mid band Grade 4 – 6 will be applied to those who are not on University Payroll.

Flexi-Permit Charge

The Flexi-Permit is issued free, however for each day you wish to park you will need to display a scratch card. These are available in books of 5 at a daily charge of 75p (£3.75 a book). You are permitted to purchase up to 110 scratch cards for a full permit year.

**Car Share Permit** – Free

**RKCSB Reserved Spaces** - £415 per annum (no discounts)

If you are on the University Payroll payment will be via a monthly deduction (1/12 of the fee each month). Payment for scratch card purchases will be via payroll as one-off payments. There are no reductions for part time workers.
If you are not on University payroll, please pay the full amount via university payments at shop.le.ac.uk, when your permit application is confirmed. DO NOT send any payments to the Car Parking Office. Outstanding payments require settling before permits and/or scratchcards can be issued.

**Permit Application Process**

Permit applications will require you to provide information regarding your address from where you commute each day and any special needs (meet set criteria) that would require you to park on Campus. Permits are not allocated on a first come/first served basis. Points are allocated for each criterion you disclose and also the distance/time taken to travel to the University.

All permits will then be ranked in priority order and allocated to those with the highest scores first until all University parking spaces are allocated. You will be allocated your choice of permit and car park if possible or advised of the alternatives.

Some permit applications may be declined if there are no permits available or your criteria score is too low compared to other applicants. It does mean that on an occasionally busy day a space may not be available. If this occurs you will be required to park off campus or pay and display, there is no refund of the annual permit charge if this occurs.

Please fill in all relevant sections of the form fully or it will need to be returned to you for completion. Please speak to the Car Parking Office if you have any questions.

- The first section of the form, Applicant, asks for your personal details
- The second section asks for your Car Details, Registration Number(s) and make and model. More than one vehicle can be entered up to a maximum of three and you can transfer your permit to any of your registered cars*
- The third section is Car Park Choices. You can select three car parks you wish to be considered for, in order of preference, but some car parks are restricted (see list for details)
- The fourth section is Criteria. The guidelines must be read thoroughly before you confirm that they apply to you
- The next section, Types of Car Park Permits, has an explanation of the types of permit you can apply for
- Permit Choice, requires you to tick the box next to your choice of permit type and indicate any alternative start/end dates

Please sign and date the form and send it to the Car Parking Office, Estates and Campus Services, University Road, LEICESTER, LE1 7RH. If you have any questions please refer to the University website ‘Travel and Parking’ pages or speak to the Car Parking Office.

www.le.ac.uk/carparking

*NB. Where you are using more than one vehicle, and if the CO₂ emissions vary, the charge you will pay will be based on the vehicle with the highest CO₂ emissions.
Caring Responsibility Guidelines

Introduction

Those with carer responsibilities may be entitled to additional criteria points when applying for a full parking permit or flexi-permit. This will NOT guarantee them a parking permit or a space but place them higher up the priority list for a permit compared to non-carers. Applicants should be able to show that these responsibilities cannot be met by using alternative travel means if asked by the Car Parking Office.

Definitions

A primary carer is defined as someone who, without pay, looks after and provides help and support to a partner, child or relative who could not manage without their help or support. This caring responsibility could be necessary due to age, physical or mental impairment illness, sickness or disability. A child is defined as being 17 years or under.

Carer for Medical Reasons

Carers who look after a child or adult will be awarded additional criteria points if they have an absolute requirement (that cannot be carried out by anyone else) to use their car to meet regular carer responsibilities immediately at either side of their working hours or during the working day. This does not include having a car on site just for emergencies.

Child Care

Those with the primary responsibility to drop their children (17 and under) off at school/nursery/childcare immediately prior to work or collect them immediately after work and who cannot use alternative means of transport to get to that location.

Application Process

Carers should complete the relevant questions in the parking permit application process and must be prepared to justify their claim if required as part of the permit audit system.

Medical Conditions Guidelines

Background

University staff, students and visitors may have a need to park on University car parks for medical reasons, where due to the nature of their medical condition they rely on their car and cannot make alternative travel arrangements including using anything other than a single occupancy vehicle (i.e. cannot car share). In these cases the University has a duty to make reasonable adjustments that may include a car park permit for parking in a location close to their place of work, study or visit. This policy covers the provision of car park permits for both Blue Badge Holders and those with lesser temporary or permanent medical conditions.

Disabled Parking

Disabled parking spaces are available on many of the Campus car parks; they are designated by signs and the standard ‘disabled’ logo. The use of these spaces is regulated by the University of Leicester Car Parking Regulations. Visitors, staff and students displaying the Local Authority (L.A.) issued Blue Badge Scheme parking permits are entitled to park in these bays.

Non Blue Badge Holders, Temporary Disabled or Medical Conditions

Members of staff or students who have temporary or long term medical conditions that do not entitle them to a Local Authority issued Blue Badge can ask for “reasonable adjustments” to be made to support their parking requirements.

These adjustments can include gaining a permit to park as a priority, access to their first choice of car park, access to a parking space in closer proximity to their workplace. Any parking permit applicant who believes they should be entitled to have a reasonable adjustment made can apply for a parking permit by indicating this on their parking application at the relevant criteria question. They should seek further guidance from Occupational Health (or AccessAbility) who will advise the Car Parking Office if the adjustments are required and a permit will then be issued to suit. It may be that a University blue permit is issued according to the adjustment recommended and this will entitle the holder to park in a marked Disabled Bay. No other coloured permit holder is entitled to park in a Disabled Bay.

Blue Badge Holders and those with a long term disability, temporary disability or medical condition (but do not have a Blue Badge) will pay the normal car park permit fee relevant to their car’s emission data and salary band.

University blue permits or reasonable adjustments may be withdrawn at the end of any temporary medical condition and the individual will then be required to revert to their original permit or apply for a new permit.

Parking Permit Audit

Although the permit application process does not require applicants to declare details of their medical condition to the Car Parking Office (due to data protection and medical confidence) they must be prepared to provide HR, Occupational Health or Student Welfare with further details should the permit audit process require them to justify their application.
Parking Permit Application Form – 2018

Please complete this form, tear off and send to the Car Parking Office, Estates & Campus Services, University Road, Leicester, LE1 7RH. The Car Parking Office will consider your application and inform you of the outcome.

Please use BLOCK CAPITALS.

Applicant

Title: .................................. First Name: .......................................................... Surname: .................................................................

Email Address: .................................................................................................................................................................

Department: .................................................................................................................................................................

Contact Work Tel No & Mobile: ........................................................................................................................................

Building in which you mainly work: ...................................................................................................................................

Address from which you daily commute (e.g. home or term time address): ...........................................................................

Post Code: .................................................................................... (We will calculate your travel distance/time from your postcode)

Car details

(We will take the CO₂ emission data from the DVLA database)

1st Vehicle Registration Number: ............................. Make: ............................................ Model: .................................................

2nd Vehicle Registration Number: ........................... Make: ............................................ Model: .................................................

2nd Vehicle Registration Number: ........................... Make: ............................................ Model: .................................................

Car Park Choice

I wish to apply for a space in one of the car parks listed below in order of preference:

(See Car Park list on page 8 of this Application Form)

1 ......................................................................................................................................

2 ......................................................................................................................................

3 ......................................................................................................................................
Criteria

The car park permit will be allocated on the basis of need and this will be calculated by allocating points for a number on the criteria listed below. Please note although you do not have to provide evidence to support your 'yes' answers, there will be random checks and audits of any response you make and you may be required to validate any criteria you use to gain a permit.

**Category A**

1. Are you a Blue Badge holder? If so then you will be granted access to park in any disabled parking space. **YES / NO**

   1a. If so then you must enter your Blue Badge number and expiry date here: ..................................

2. If you have a temporary or permanent medical condition that requires you to use a single occupancy vehicle and do not qualify for a Blue Badge then please see the Medical Conditions Guidelines and seek referral to Occupational Health. Indicate ‘Yes’ if you wish to apply for a permit under this category. **YES / NO**

**Category B**

3. Are you a Car Share PASSENGER? - i.e. you do not wish to use your car but need a free permit so that you can car share. (Note: Drivers who occasionally car share should apply for a full or flexi-permit which will also enable them to car share when required (see Car Sharing Guidelines)). **YES / NO**

4. Are you a matched member of the car share scheme? i.e. you have an active car share buddy? **YES / NO**

**Category C**

5. Are you a ‘carer’ for medical reasons? Under the Caring Responsibilities guidelines **YES / NO**

6. Are you an ‘essential car user’ under the Essential Car Users Guidelines? **YES / NO**

7. Are you an early or shift worker under the Essential Car Users Guidelines? **YES / NO**

Types of car park permits (see page 2 for guidelines)

**Annual Permit**

You may apply for an annual permit that permits you to park at your designated car park (including hospitals). These permits are restricted to those who have gained the highest criteria points and are a permit to hunt for a space in that car park; they do not guarantee a space.

**Flexi Permit**

Staff who wish to travel by other means (cycle, walk etc) can apply for a free flexi permit that enables them to park for up to 110 days a year. For each day you wish to park you must also buy a scratch card and display this alongside the permit in your designated car park.

**Car Share Permit (2+ Permit)**

Those who have a car and do not wish to drive to work can apply for a free car share permit. When displayed alongside another Annual Permit or Flexi Permit it will permit the car to be parked in a car-share space. Note: Drivers who wish to park their car but occasionally car share should apply for an Annual or Flexi Permit which will also enable them to car share when required by displaying both holders’ permits in the same car.
Permit Choice

I wish to apply for the following permit: (Tick Box)

<table>
<thead>
<tr>
<th>Permit Choice</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Annual Permit</td>
<td>See Annual Charge Table</td>
</tr>
<tr>
<td>Flexi Permit</td>
<td>Free but pay for upto 22 books a year at a cost of £3.75 per book for 5 scratchcards.</td>
</tr>
<tr>
<td>Car Share Permit</td>
<td>Free</td>
</tr>
<tr>
<td>Disabled Permit</td>
<td>£24.00 p.a. except disabled students who will receive a free permit</td>
</tr>
<tr>
<td>RKCSB Named Space Permit</td>
<td>£415</td>
</tr>
</tbody>
</table>

Permit to run from now until April 2019. If different please indicate below.

Permit Start Date........................................................... Permit End Date - April 2019............................................................

If you have applied for a Flexi Permit you may wish to purchase some scratchcards now. Or you may purchase further scratchcards at the Car Parking Office during the year (up to 110 cards in the year). If you wish to order them now please indicate the number you require below:

**NB** The number of scratchcards permitted are pro-rata if you obtain your permit during the year.

<table>
<thead>
<tr>
<th>Flexi Permit Scratch Cards</th>
<th>I wish to purchase the following number of books of 5 scratchcards at £3.75 a book</th>
<th>Total number of cards</th>
<th>Total cost</th>
</tr>
</thead>
</table>

Payment

If you are on the University Payroll you will pay for your permit by monthly deduction (1/12 of the fee each month). You can also charge your scratch card purchase to your monthly/weekly pay as one-off payment. If you wish to do this please tick this box.

If you are not on the university payroll, pay the full amount via university payments at shop.le.ac.uk, when your permit application is confirmed.
Declaration
I agree to abide by the Parking Regulations of the University of Leicester and confirm that the information provided in this application is true and agree that it can be subject to check at Audit.

Signature .................................................................. Date of Application ....................................................

Data Protection Statement:
Personal data collected via this application form will be used to allow the effective distribution of staff parking permits and car park management. Data will be held on a dedicated University server with restricted access rights.

The data held will be randomly audited. No information will be passed onto external agencies and all information disclosed by the applicant will be handled in line with the requirements of the Data Protection Act 1998.

List of Car Parks

<table>
<thead>
<tr>
<th>Site Code</th>
<th>Site Name</th>
<th>To Accept Flexi-Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK</td>
<td>Brookfield Site (opens at 7am, closes at 7pm)</td>
<td>Yes</td>
</tr>
<tr>
<td>CC</td>
<td>Central Campus (Essential and medical condition use only)</td>
<td>Yes</td>
</tr>
<tr>
<td>DMH</td>
<td>De Montfort Hall (opens at 7am, closes at 6pm)</td>
<td>Yes</td>
</tr>
<tr>
<td>GEN</td>
<td>General Hospital</td>
<td>No</td>
</tr>
<tr>
<td>GLN</td>
<td>Glenfield Hospital</td>
<td>No</td>
</tr>
<tr>
<td>HB</td>
<td>Hodgkin (MRC staff only)</td>
<td>Yes</td>
</tr>
<tr>
<td>HW</td>
<td>Henry Wellcome</td>
<td>Yes</td>
</tr>
<tr>
<td>L Rib</td>
<td>Leicester Royal Infirmary NCP</td>
<td>No</td>
</tr>
<tr>
<td>LRM</td>
<td>Leicester Royal Infirmary Multi Storey</td>
<td>No</td>
</tr>
<tr>
<td>MSB</td>
<td>Medical Sciences Building</td>
<td>Yes</td>
</tr>
<tr>
<td>NC</td>
<td>North Campus</td>
<td>Yes</td>
</tr>
<tr>
<td>OC</td>
<td>Opal Court</td>
<td>Yes</td>
</tr>
<tr>
<td>RC</td>
<td>Regent College</td>
<td>No</td>
</tr>
<tr>
<td>RKB</td>
<td>Robert Kilpatrick Building (RKCSB staff only)</td>
<td>No</td>
</tr>
<tr>
<td>SPC</td>
<td>Sports Centre (Sports Centre and Nursery staff only)</td>
<td>Yes</td>
</tr>
<tr>
<td>WR</td>
<td>Welford Road (Freemens Common)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Car Sharing Guidelines

Background

Car sharing has been introduced at the University of Leicester to encourage more efficient use of our limited car parking on site. The aim is to reduce the numbers of cars parking on site; car share with a buddy who does not work at the University would not reduce the number of cars on site and is currently not included in the UoL Car Share Scheme.

The car share spaces will be provided on most of the University car parks and will be a number of specific parking bays allocated for car share purposes, they will be signed as car share spaces and normally be located nearer to the University buildings than ordinary spaces.

Car sharers are not guaranteed a space but are more likely to find a space as they also have access to the designated car share spaces as well as the ordinary spaces.

Car Share Database

There is a car share database set up on the University Website which is open to all staff which will enable users to match their journeys and find a car share buddy from the University. Please note this buddy must be entitled to a UoL car park permit in order to utilise the car share spaces on the Campus, i.e. they must be a member of staff.

http://www2.le.ac.uk/offices/estates/environment/travel/car

This web site can also be used to car share business trips and domestic travel.

If you are a matched member of the Car Share scheme you may be allocated a permit even if you live locally.

Application for a Car Share Permit

There are two methods of using a car share space:

1. If you have access to a car but do not wish to apply for a permit to bring that car on site, then you may apply for a free 2+ Car Share permit. There is no charge for this permit but it is not valid to park a car on its own.

2. If you have a car and would like to drive on some days to campus you should apply and pay for a full annual or flexi permit and when you wish to occasionally car share you place your full or flexi permit in the window alongside the permit of the driver you are sharing with.

To use one of the car share spaces you need to display two permits in the windscreen, as follows:

- A full annual permit and the 2+ car share permit
- A flexi permit (plus scratchcard for the day) and the 2+ car share permit
- Two full permits
- Two flexi permits (plus one scratchcard for the day)
- A full permit and a flexi permit (no need for the scratchcard)

Cars parked in the designated car share spaces not displaying two permits will be subject to enforcement notices under the terms of the Car Parking Regulations.

Financial Aspects

The 2+ permit is free but it is not valid on its own to park. The full permit is charged at the rate according to the CO₂ emissions of the registered car and the flexi permit requires a supporting scratch card to be purchased.

If you use car share and in an emergency your car share driver has to depart early and you are left at work then the University will consider the re-imbursement of reasonable costs of travel home through the usual expenses process.

If you car share you should check your car insurance to ensure it covers this activity.

The sharing of petrol and other associated costs are entirely the responsibility of the individual.

There are no refunds of permit charges for days that car share spaces are not available.
Essential Car Users Guidelines

Introduction

There are a number of people in the University who are classed as essential car users; this excludes drivers who have access to University vehicles to carry out their job. As such they could be entitled to preferential or priority parking close to their place of work, in certain circumstances this may extend to a guaranteed (reserved) space. In general terms staff who could be considered an ‘essential user’ would be from the following:

- IT and medical staff needing to be ‘on call’ to meet Health & Safety or operational requirements
- Staff working on multiple sites such as hospital and University sites
- Staff regularly transporting goods and supplies between sites using their own vehicle
- Staff requiring regular use of their vehicle to visit off-site staff and students

If a parking permit is applied for on the basis of being an ‘essential car user’, checks and audits may be carried out by the Car Parking Office to confirm that staff are essential car users.

Other staff such as shift workers may need their car to drive to or from work early in the morning or late at night; this would be at times when public transport is not operating or the time taken to travel by public transport would be unreasonable at that time of day.

Essential Use Criteria

The University Travel Plan aims to reduce reliance on single occupancy vehicles, reduce carbon emissions from University driving activities and increase use of sustainable travel options. It is important to distinguish between essential and casual car users in order to ensure the needs of these essential users can be met within the limited parking available on Campus.

Essential Car Users are staff whose University duties are of such a nature that it is essential for them to have a motor car at their disposal whenever required and could not reasonably use other means of transport.

In order to ensure that those who require their own car for essential University business are considered for a parking permit, the following criteria will need to be met:

- Must have their car insured for business use – evidenced by the insurance document
- Are employed to work on multi-sites
- Must need to complete at least 2 journeys a week (on average in term time) on University business where there are no reasonable alternative travel options – if necessary this would be evidenced by their Job Summary, Terms & Conditions or by written confirmation by Head of Department
- There is a statutory obligation to meet health and safety or medical response on ‘call out’ – evidenced by the Job Summary Form for the role or written confirmation from Head of Department

Essential Car Users should also comply with the ‘Driving at Work Policy & Guidance’ which can be found on the University Safety Services Web Site.

Occasional Private Vehicle Use

For those who make occasional business journeys and do not hold any other car park permit, you can park and claim back this charge via an expenses claim form. Pay and Display is available on adjacent roads to the University and the car park on Granville Road. Those who need to load/unload their private vehicles near to a building, access to the delivery areas will still be permitted on specific occasions. Those who need to visit work after normal hours can still access Campus parking after 5.00pm and depart before 8.00am, all day at weekends and public Bank Holidays when staff are not working.

Shift Workers

Shift workers are those staff who are CONTRACTED to start work before 7.01am or leave work after 8.00pm during the week and could not reasonably use other means of transport than a single occupancy vehicle. Other staff may, from time to time start work early or leave late or may be on INDETERMINATE HOURS, in this case a supporting letter is required from their Head of Department confirming the start/ end times and regularity of the requirement.

Application for a Parking Permit

A parking permit application is to be submitted in the normal way but the need to have a car for work should be entered into the criteria for essential car use. Checks and audits may be carried out by the Car Parking Office to confirm that staff are essential car users and a copy of the business insurance document may be required.

End of Essential Car Use

If a member of staff is no longer required to be an ‘essential car user’, they may, dependant on other staff with a higher priority, be required to change car parks or relinquish their car parking permit. A new parking permit submission is to be made and based on their other criteria; a decision will be made by the Car Parking Office.