

CANTERBURY CHRIST CHURCH UNIVERSITY

Car Parking Policy

Three core principles underpin the car parking policy

- I. A set of charges are levied for all staff and, where appropriate, student car parking
- II. These charges are applied consistently across all campus locations for staff and at all appropriate campus locations for students
- III. The University will use any surplus generated through car parking charges, together with a matched sum from other University resources, to invest in sustainable transport initiatives.

Overall approach

The limited supply of car parking spaces across the campus network means that unfortunately the University is not able to guarantee a car parking space.

It is important to note that the car parking charges only operate between **9am and 5pm Monday to Friday**, during which time permits must be displayed in the front windscreen of the vehicle. At all other times, free car parking is available.

Operational arrangements

The following section sets out the operational arrangements for the car parking scheme.

Staff parking

All staff (except those living within 3 miles of their designated campus base, Associate staff and self employed staff – see Note (a) below for exceptions) are eligible to participate in the car parking scheme. All staff who wish to apply for a permit must do so against the agreed set of criteria. It is the responsibility of each Senior Management Team member to determine whether a member of staff has satisfied the criteria set out in **Appendix 1** and to authorise the purchase of a permit.

The annual charge for full time staff will be based on 7 bands as set out below:

Salary Bands	Annual Charge
£13k-£20k	£52.50
£20k-£30k	£131.25
£30k-£55k	£210.00
£55k-£80k	£315.00
> £80k	£472.50

Sessional and Casual staff are required to pay an annual charge, as detailed below, via an online facility in advance of a permit being issued.

Sessional Staff Annual Fee	£210.00
Casual Staff Annual Fee	£52.50

The annual charge for part-time, sessional and casual staff is calculated as a fraction of the full time charge with FTE rounded to the nearest quarter, or charged at a minimum of £26.25. For example a member of staff working a 0.6 contract will pay 50% of the full time tariff, whereas a member of staff working a 0.7 contract will pay 75% of the full time tariff.

Changes in contractual hours may qualify for a change in the fee payable if notification is received from the individual concerned. Adjustments to the fee deducted would be made on a termly basis. Full information is available in the [Car Parking Application Process and Operational Arrangements](#).

Payment Methods

Staff can choose to pay by one of the below methods:

- Monthly through direct deductions from salary
- Monthly through a 'salary sacrifice' scheme – this reduces the cost to staff since they do not pay tax or NI on the parking charge but for those close to retirement it does have pension implications. Staff should seek professional independent advice as personal circumstances may vary.
- Advance online payment (Sessional and Casual staff only)

Disabled and Temporary Immobility Parking Provision

Members of staff who are blue disability badge holders are entitled to a free car parking permit. Parking facilities for the disabled are established at each campus location. Staff who hold a 'Blue Badge' should park in appropriately marked 'disabled' bays, or if none are available, a general marked space. A valid permit together with their 'Blue Badge' must be displayed.

Members of staff with temporary mobility problems are entitled to apply for a permit. The terms of issue are at the discretion of their SMT. Such staff should use normal spaces not 'disabled' bays and display their University parking permit. Normal charges will apply.

Members of staff who have caring responsibilities for a family member who is disabled will be entitled to apply for a permit through their SMT member. Normal Charges will apply.

Maternity and Extended Leave of Absence

Permit fees may be suspended during a period of maternity leave or extended leave of absence upon notification by the person concerned. Full information is available in the [Car Parking Application Process and Operational Arrangements](#).

High mileage/regular car users

The University already operates a two tier reimbursement arrangement for staff who are required to undertake high annual mileage as part of their duties. Many of these staff

need to be able to access different University campuses on a regular basis and may be eligible to apply for a permit under Criterion 5.

It should be noted that the regular car user payments will continue to sit outside of the maximum tax free allowance determined by HMRC. Consequently, in line with current arrangements, staff who receive the regular user allowance will be subject to an annual tax charge through their P11D.

Student Car parking

Students may apply for a parking permit to park at Salomons, Broadstairs, Medway and Hall Place between 9.00am and 5.00pm Monday to Friday. Full time students pay a fee of £52.50, part time students £26.25. Student parking is not permitted at any other University site except where students have a registered or temporary disability which entitles them to apply for a permit. These permits are issued at the discretion of Student Support and Guidance and will not be subject to a fee.

Students spending 50% of their course time on placement are only required to pay a part time student fee.

Both the application for and the issuing of student car parking permits is managed locally at Campus level. Payments are by credit or debit card using the online payment facility.

Visitor car parking

There is no charge for visitor car parking. Visitors must display a visitor parking permit which would normally be sent in advance of the visit. If this is not possible then a permit must be collected from reception and displayed in the car.

General Issues

Drop Off/Pick up

It is recognised that there are particular pressures at certain campus locations in relation to staff dropping off and/or picking up materials and equipment. A limited number of dedicated spaces are allocated for short stay drop off/pick up for a maximum of 20 minutes.

Motorcycles

Motorcycles are exempt from these arrangements but must use the dedicated spaces allocated.

Temporary permits

Each Pro-Vice Chancellor/Strategic Director of Resources will be issued with 20 numbered permits which can be allocated on a temporary basis to staff who may have specific short term parking requirements essential for them to undertake their work. The arrangements operating for these permits are handled locally and each SMT member is responsible for ensuring they are used appropriately.

Car Park Management and Control

All car parking spaces are clearly marked. Parking in unauthorised areas will result in the application of a parking notice.

The University uses the campus security teams to ensure compliance with the parking regulations.

Any car failing to display the appropriate permit will receive a parking notice and will be liable for a fee in line with the tariffs generally applied by Local Authorities. Specifically, the parking notice will be £70 although this will be reduced to £35 if it is paid within 14 days. It will be the responsibility of individual members of staff and students to ensure that they comply with the rules governing parking on the University campuses.

Members of staff or students who repeatedly breach the University's new car parking arrangements may be subject to disciplinary action.

Investment in Sustainable Development

The University is committed to investing the surplus income generated by car parking charges, plus a matched sum from other University income, in the development of sustainable transport initiatives.

It is recognised that public transport and general access is more difficult at certain campus locations compared to others e.g. Medway and Salomons.

Evaluation and Review

A formal evaluation and review of the Car Parking Policy will be undertaken on an annual basis.

Equality Impact Assessment

As part of the evaluation and review an Equality Impact Assessment has been undertaken. The recommendations of the assessment have been considered in the development of the policy. The Equality Impact Assessment report will be published on the University web pages.

Appendix 1

Staff Parking Permit Criteria

Note: all staff issued with a personal permit will be required to pay the appropriate parking fee.

Criterion 1: Blue Badge Holders

Members of staff who are blue disability badge holders are entitled to a car parking permit. Staff who hold a 'Blue Badge' should park in appropriately marked 'disabled' bays, or if none are available, a general marked space. A valid permit together with their 'Blue Badge' must be displayed.

Criterion 2: Other Mobility Impairment

Staff who are not blue badge holders but who have either short term or long term mobility problems are able to apply for a permit subject to medical assessment i.e. written confirmation from a GP and/or an Occupational Health assessment. This will be subject to review. [Note for staff with a very short term mobility problem this could be managed through the use of a SMT member's discretionary permit.]

Criterion 3: Caring Responsibility for a Disabled Person

Staff who have a caring responsibility for a family member who is disabled are eligible for a permit at the discretion of their SMT member.

Criterion 4: Operational Requirements

Approval to apply for a permit will be given if there is a regular requirement, as part of the agreed job role, to travel on University business and where the use of a car for that travel is deemed essential. A regular requirement to travel on University business as part of an agreed job role might, for example, be measured as the need to undertake at least 50 journeys per annum.

Any member of staff seeking a permit on the basis of this criterion will be required to show evidence of appropriate business use insurance cover prior to any permit being issued.

Criterion 5: Unsocial Hours of Work

A permit will be considered if there is a requirement to work unsocial hours on a regular basis i.e. starting and/or finishing work at a time when public transport is less adequate than during the standard working day or outside any available Park & Ride services e.g. 7am to 7.30pm.

Criterion 6: Car Sharing

Applications from staff car sharing with a minimum of 2 occupants for the majority of their journeys to work will be considered. [Note only one permit will be issued to the group who have agreed to car share]

Criterion 7: Childcare Responsibility

Members of staff with childcare responsibilities for children up to and including the age of 11 are eligible to apply for a parking permit. Issue is at the discretion of their SMT member.

Notes

- a) Permits will **NOT** be issued to staff residing within 3 miles of their designated campus base, in Canterbury this will include CT1 and CT2 postcodes, unless they meet criteria 1, 2 or 3 or can demonstrate that to meet criterion 4 requires their vehicle to be on University premises.
- b) Permits will NOT be issued to Associate Staff or self employed staff.
- c) SMT members will determine, using the above criteria, which members of staff within their areas of responsibility can apply for a permit.
- d) To cover the fact that staff may have sporadic need of a permit to undertake necessary University work, Senior Management Team members will be issued with 20 permits which they can allocate on a temporary basis.

Student Parking Permit Criteria and Information

Students may apply for a parking permit to park at Salomons, Broadstairs, Medway and Hall Place between 9.00am and 5.00pm Monday to Friday. Full time students pay a fee of £52.50, part time students £26.75. Student parking is not permitted at any other University site except where students have a registered or temporary disability which entitles them to apply for a permit; such permits are issued at the discretion of Student Support and Guidance and will not be subject to a fee.

Criterion 1: Blue Disability Badge Holders

Students who hold a disability Blue Badge are entitled to a permit and to park in appropriately marked 'disabled' bays or, if none are available, a general marked space.

Criterion 2: Other Mobility Impairment

Students who are not blue badge holders but who have either short term or long term mobility problems are able to apply for a permit through Student Support and Guidance, subject to medical assessment i.e. written confirmation from a GP and/or an Occupational Health assessment. This will be subject to review. They should park in a general marked space.

Criterion 3: Caring Responsibility for a Disabled Person

Students who have a caring responsibility for a family member who is disabled are eligible for a permit but they will be required to pay the annual permit charge.

Criterion 4: Childcare Responsibility

Students with childcare responsibilities for children up to and including the age of 11 are eligible to apply for a parking permit. Permits are issued at the discretion of the respective Campus Administrator.

Criterion 5: Access to Campus Locations

There is a need to use a vehicle to access the relevant Campus due to distance/insufficient transport infrastructure to Broadstairs, Medway and access to Salomons Campuses.

Notes

- a) Charges of £52.50 per annum for full time Students and £26.75 for part-time Students apply, except for students who a granted a permit on mobility grounds. Students spending 50% or their course time on placement are only required to pay a part time student fee.
- b) Permits will **NOT** be issued to students residing within 3 miles of their designated campus base; unless they meet criteria 1, 2 or 3.
- c) Campus Facilities Administrators determine, using the above criteria, which students within their area of responsibility are granted a permit.

Senior Management Team