

**Facilities Services**  
**Car Parking Questions and Answers**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<b>A</b>	<b>Alternative parking arrangements</b>	
	<p>Q. If I can't park on campus, where else is there to park?</p>	<p>A. Free parking is available at Polo Farm supported by a free shuttle bus service to the main campus, Monday to Friday. Outside of this timetable public bus fares are priced at £1.50 single, £2.50 return. A shuttle bus service between Canterbury location campuses runs throughout the day.</p> <p><a href="http://www.canterbury.ac.uk/support/facilities-services/courtesy-shuttle.asp">http://www.canterbury.ac.uk/support/facilities-services/courtesy-shuttle.asp</a></p> <p>Canterbury City council run a Park and Ride service to the town centre for which university staff and students can buy discounted cards. For full details of these services see: <a href="http://www.canterbury.ac.uk/support/facilities-services/park-ride-card.asp">http://www.canterbury.ac.uk/support/facilities-services/park-ride-card.asp</a></p> <p>Canterbury city car park information can be found at: <a href="http://www.canterbury.ac.uk/about/maps/pdf/canterbury-car-parks.pdf">http://www.canterbury.ac.uk/about/maps/pdf/canterbury-car-parks.pdf</a></p> <p>For other campus information contact the campus reception by following the below campus link:</p> <p><a href="#">Medway</a> <a href="#">Broadstairs</a> <a href="#">Salomons</a> <a href="#">Folkestone</a></p>
	<b>Application</b>	
	<p>Q. How do I apply?</p>	<p>A. The application forms are available through StudentNET, StaffNET and the on the University's website at: <a href="http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp">http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp</a></p>
	<p>Q. Can Associate staff apply for a parking permit?</p>	<p>A. No, except for occasional parking at Medway or Salomons campuses where there are poor transport links. They must request a Visitor Parking Permit through the Campus Reception.</p>
<p>Q. Can Sessional/casual staff apply for a parking permit?</p>	<p>A. Yes, they must complete the application form and return it to their SMT member for approval. Some sessional/casual staff may be required to make full payment in advance of the permit being issued and will be contacted if this is the case.</p> <p><a href="http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp">http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp</a></p>	

	Appeals	
	Q. How do I appeal against a Parking Notice?	A. Details of the appeals procedure are included on the actual Parking Notice. Neither the Security Team nor Facilities Helpdesk are able to cancel a Parking Notice.
	Q. How do I appeal against a permit refusal decision?	A. Appeals must be made to the SMT member who rejected the original application.  Students' appeals must be made to their local campus reception.
C	Car Sharing	
	Q. I car share with other people. Do we all need to apply?	A. <b>Students</b> – Yes, you will all need to apply. We can put two registration numbers on each permit, and you will need to pay for each permit (i.e. four students sharing will be required to purchase two permits between them).  <b>Staff</b> – Yes, you will all need to apply. State on your application the names of the people you will be sharing with, and the registration numbers of the cars to be used. Only one permit can be issued between sharers.
	Costs/Charges/Payments	
	Q. How much will it cost?	A. <b>Student</b> charges are £50 for full time and £25 for part time students and students on placement for more than 50% of their time.  <b>Staff</b> - The cost is dependent on your salary. For a scale of charges please see the <a href="#">Car Parking Policy</a> .  <b>Sessional Staff</b> – An annual permit is a fixed fee of £200.  <b>Casual Staff</b> – An annual permit is a fixed fee of £25.
	Q. How do I pay for a permit	A. <b>Students</b> – Once the campus has approved the application an email will be sent with instructions on how to make payment.  <b>Staff</b> - the appropriate amount will be deducted monthly from your salary. Further information on this is detailed at: <a href="http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp">http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp</a> (see Car Parking Application Process & Operational Arrangements).  Some sessional and casual staff will be required to make full payment in advance prior to despatch of the permit.

	Q. What is Salary Sacrifice?	A. Salary sacrifice works on the same principle as the Cycle to Work scheme. It is deducted from gross salary so there is a potential saving on tax and NI but there could be an impact on pensions. Independent financial advice should be sought before a commitment is made.
	Q. If staff share one car are they eligible for the salary sacrifice scheme?	A. Yes - If people are sharing a car the permit charge will be at the rate that would apply for the lower earning member of staff. The cost will be split between the car sharers and deducted from their salaries.
	Q. I've changed my car, do I need a new permit?	A. Yes, you must display the correct registration on your permit. Please contact <a href="mailto:facilities-helpdesk@canterbury.ac.uk">facilities-helpdesk@canterbury.ac.uk</a> with the details of the new registration and the vehicle you are replacing.
	Q. I have two cars, do I have to pay two fees?	A. No, one fee is payable per member of staff for up to two cars. One permit will be issued containing both registrations, and you will be responsible for transferring this between each vehicle.
<b>D</b>	Disabled Parking	
	Q. I am a Disabled Blue Badge holder. Will I still have to pay?	A. <b>Staff</b> - No, Blue Badge holders are entitled to a free permit but need to complete an application form. Your Blue Badge and permit need to be displayed at all times. <b>Students</b> – no, students with Blue Badges will not have to pay for a permit, but must apply in the usual way.
	Q. I am a self employed scribe/interpreter for disabled students. Can I have a permit?	A. You will be issued with a visitor parking permit. Please contact Reception directly.
	Dependants/Childcare	
Q. Will I be able to have a permit because I have dependants and need a car to transport them (e.g. children to and from school etc.)	A. You are entitled to apply for a permit if you have children up to and including 11 years of age or if you have caring responsibility directly related to a person with a disability. Please consult the <a href="#">Car Parking Criteria</a> .	
<b>H</b>	Hall Place	
	Q. I am a student at Hall Place - will I be able to park there?	A. Yes, students timetabled at Hall Place are able to park and will require a parking permit. There is only limited parking at Hall Place and a permit does not guarantee a space. All Staff and Students are reminded that, if not parking in a University car park, they should please consider local residents when parking on the public highway.

I	Insurance	
	Q. Under Criterion 4 in the Staff Car Parking Criteria (Operational Requirements) it says that if I use my car for University business I need to show proof of business use on my insurance. How do I know if I need this?	A. Please contact your insurance company direct. They will be able to advise you if it is required.
L	Lost Permits	
	Q. I've lost my permit – what do I do?	A. You MUST display a permit in order to park. Email <a href="mailto:facilities-helpdesk@canterbury.ac.uk">facilities-helpdesk@canterbury.ac.uk</a> and request a replacement permit. There will be a £10 charge, which must be paid before the permit can be issued. Payment must be made on the online shop at <a href="http://shop.canterbury.ac.uk/">http://shop.canterbury.ac.uk/</a> .
M	Maternity	
	Q. Will I have to pay for my permit whilst on maternity leave?	A. No. Payments can be stopped by contacting the Facilities Helpdesk. Your permit will be cancelled from when you start maternity leave. The permit will need to be returned to the Facilities Helpdesk. Salary deductions will be suspended. You will need to advise the Facilities Helpdesk when you return and a new permit will be issued.
P	Parking	
	Q. Am I guaranteed a parking space?	A. No, the purchase of a parking permit does not guarantee a parking space.
	Q. What are the hours that the car parking restrictions apply?	A. The regulations apply to the hours between 9:00 AM and 5:00 PM Monday to Friday. Parking outside of these hours is unrestricted.
	Q. Can I park on campus during term breaks – even though I do not have a permit?	A. No. Parking restrictions will still apply Monday to Friday between 9:00am and 5:00pm
	Permits	
	Q. When will I get the new permit?	A. <b>Staff</b> - existing permit holders will be re-issued with a new permit as the current permit expiry date approaches. New permits will be sent to your work location usually within 5 working days of receipt of your application. <b>Students</b> – please re-apply for a new permit through your local campus.
	Q. Can anyone have a permit?	A. You must meet the criteria outlined in the Car Parking

		Criteria document on line. Staff must then send the form to their SMT member for approval. Students must submit their application to the local campus reception.
	Q. How do I cancel my permit?	A. If you no longer require your permit please complete the Parking Permit Cancellation form which is available at: <a href="http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp">http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp</a>  <b>Staff</b> - please return the signed form to Facilities Administration at Rochester House.  <b>Students</b> - please return the signed form to your local campus reception.  <i>Three weeks' notice must be given.</i>
	Q. Does one parking permit cover all campuses?	A. Staff permits will cover all campuses, but student permits are campus specific.
Parking Notice and appeals		
	Q. What if I don't have a permit?	A. Cars parked without a valid permit will be issued with a Parking Notice, which will be enforced by an external collections agency.
	Q. I have a Parking Notice, how do I appeal against this?	A. If you need to appeal against a Parking Notice this must be done in writing to: Canterbury Christ Church University, P.O box. 978, Northampton, NN7 9AT.
	Q. How much will a Parking Fee be?	A. Failing to display a valid permit, or parking in unauthorised areas will result in a fixed fee of £70, although this will be reduced to £35 if paid within 14 days.
Part-time staff		
	Q. I only work part-time, how much do I have to pay?	A. From August 2011 the annual charge for part-time staff will be calculated as a fraction of the full time charge with FTE rounded to the nearest quarter. Please refer to the <a href="#">Car Parking Policy</a> for a scale of charges and examples.
R	Residential Students	
	Q. I am a resident at Pin Hill/Lanfranc/Broadstairs, how do I arrange parking?	A. Please contact the Accommodation Team at <a href="mailto:i-zone@canterbury.ac.uk">i-zone@canterbury.ac.uk</a> for further information.
S	Student parking	

	Q. Can students park on campus?	A. Students are not permitted to park at the Canterbury campus, with the exception of Hall Place where limited parking is available for student timetabled there. Students can park at Medway, Broadstairs, and Salomons a separate application form is available at: <a href="http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp">http://www.canterbury.ac.uk/support/facilities-services/car-parking.asp</a> . An annual fee of £50 for full time students and £25 for part time students will be due. Each permit is campus specific.
	Q. My course finishes shortly, and I only have a few weeks remaining. Do I have to pay £50 for one year's parking?	A. In this instance we would advise submitting an application for part-time studies. If approved this will entitle the student to a 50% reduction.
<b>T</b>	Term Breaks	
	Q. Can I park on campus during term breaks – even though I do not have a permit?	A. No. Parking restrictions will still apply Monday to Friday between 9:00am and 5:00pm
<b>V</b>	Visitor Permits	
	Q. I'm a student, but I only need to park on the campus for a few days. Can I get a visitor permit?	A. No, students will not be issued with a visitor permit. They can only park at designated campuses if they purchase a parking permit. <a href="#">See alternative parking arrangements</a> – such as the free park and ride service at Polo Farm.
	Q. I am a business visitor to the campus. How do I obtain parking?	A. A visitor pass can be issued by reception at respective campuses as and when necessary. Prior application for a visitor permit should be made whenever possible at: <a href="http://www.canterbury.ac.uk/support/facilities-services/extranet/CarParking/permit-for-visitor.asp">http://www.canterbury.ac.uk/support/facilities-services/extranet/CarParking/permit-for-visitor.asp</a> The visitor permit must be displayed in the vehicle front windscreen.
	Q. I am visiting for an Open Day, can I get a visitor permit?	A. No, please see ' <a href="#">Alternative Parking Arrangements</a> ' above
	Q. I am a parent visiting my son/daughter, can I get a visitor permit?	A. No, please see ' <a href="#">Alternative Parking Arrangements</a> ' above

Any questions in relation to car parking which are not covered by the above, please contact the Facilities Helpdesk ([facilities-helpdesk@canterbury.ac.uk](mailto:facilities-helpdesk@canterbury.ac.uk)) who will be happy to help.