

# CANTERBURY CHRIST CHURCH UNIVERSITY



<b>Name:</b>	<b>Sustainable Travel Car parking application procedures</b>		
<b>Date:</b>	23/5/2018	<b>Release:</b>	v1.0
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<b>Client:</b>	CCCU		
<b>Document Number:</b>	GM/CP-00004a		

## 1. STAFF PARKING PERMIT CRITERIA

### 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 accessible bays or, if none are available, a general marked space. A valid permit together with the Blue Badge must be displayed. The permit is subject to the same tariff as described in the Fees section below.

### Criterion 2: Other mobility impairment

Staff who are not Blue Badge holders but who have a mobility impairment are able to apply for a permit, subject to written confirmation of the impairment from a University Occupational Health assessment. Holders of this type of permit in previous years may need to undergo an OH assessment for the purposes of renewal. Because of the limited number of spaces and strict eligibility criteria some staff requiring a parking permit due to a disability or long-term health condition may not always be allocated one. This will be subject to review. (Note: for staff with a very short-term mobility problem this can be managed through the use of a SMT member's discretionary permit.)

### Criterion 3: Caring responsibilities

The University recognises that certain staff have specific caring responsibilities which may require them to have ready access to their vehicle. Applications will be considered for individuals who meet one of the two criteria set out below:

- **Registered carers**

Registered carers who require access to a vehicle at work will be eligible to apply for a parking permit. They will be required to provide current and appropriate documentary evidence in the form of a letter from the Department of Work and Pensions (DWP).

- **Childcare responsibilities**

Staff who have the primary responsibility to take a child/children aged 11 or under to or from pre-school, nursery/childcare or primary school will be able to apply for a parking permit, subject to providing a copy of the birth certificate or passport.

#### **Criterion 4: Essential business use**

Essential business car users are staff whose University duties are of such a nature that it is essential for them to have a vehicle at their disposal, who need to travel on business at least three times a week during term time, and who could not reasonably use other means of transport.

Any member of staff seeking a permit for essential business use must ensure they have business use insurance cover for their vehicle, and must provide evidence of this, prior to any permit being issued.

#### **Fees**

The annual charge for full-time and part-time staff will be based on 0.7% of their annual salary<sup>5</sup>, e.g.  
£16,500 = £115.50  
£30,000 = £210  
£45,000 = £315

Sessional or casual staff who successfully apply for a permit under one of the eligibility criteria will be required to pay an annual charge of:

#### **Tariff**

Sessional Staff Annual Fee	£60.00
Casual Staff Annual Fee	£60.00

#### **Notes**

- a) Permits will **NOT** be issued to staff residing within 3 miles of Canterbury campus unless they meet one of the agreed criteria 1, 2 or 4.
- b) Permits will NOT be issued to Associate Staff or Contractors.
- c) Heads of School or equivalent, and SMT will determine, using the above criteria and policy, which members of staff within their areas of responsibility are approved for a permit.

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<sup>5</sup> Includes market & geographical supplements

- d) In recognition of the fact that staff may have occasional need of a permit to undertake essential University work and that other transport options may not be suitable, members of SMT will be issued with a limited number of permits which they can allocate on a temporary basis.
- e) If two co-habiting CCCU staff / student members wish to apply for a permit, only one will be issued unless there are exceptional reasons.
- f) All staff issued with a personal permit will be required to pay the appropriate parking fee.

***Please note that having a parking permit does not guarantee a parking space and as car parking numbers fluctuate, it may not be possible to park on site.***

## 2. STUDENT PARKING PERMIT CRITERIA AND INFORMATION

There is limited student parking across the campus network. However, students may apply for a parking permit at Medway Campus, Hall Place and the Salomons Centre for Applied Psychology (Tunbridge Wells) if their course is solely based at one of these locations.

Student parking is not permitted at any other University site except where students meet Criterion 1 or Criterion 2, in which case they may apply for a permit; a fee is charged for each permit issued.

### Criterion 1: Blue Badge holders

Students who hold a disability Blue Badge are entitled to purchase a permit and to park in appropriately marked accessible bays or, if none are available, a general marked space. The Blue Badge and University permit must both be displayed clearly.

### Criterion 2: Other mobility impairment

Students who are not Blue Badge holders but require a parking permit because of a disability or health condition are able to apply for a permit through Student Support, Health and Wellbeing, subject to medical assessment i.e. written confirmation from a GP and/or an Occupational Health assessment. This will be subject to review. Students holding such a permit should park only in a general marked space, not in an accessible space.

Students experiencing short-term mobility problems can enquire about obtaining a temporary parking permit by requesting the appropriate form through [facilities-helpdesk@canterbury.ac.uk](mailto:facilities-helpdesk@canterbury.ac.uk).

### Criterion 3: Access to Campus Locations

Limited parking facilities are available at Hall Place (Harbledown), Medway Campus and Salomons (Tunbridge Wells). Students may apply for a permit if they can demonstrate need due to distance/insufficient transport infrastructure. A fee will be payable as set out below.

### Fees

Full-time students pay a fee of £60, part-time students £30.

### Notes

- a) Permits will **NOT** be issued to students residing within 3 miles of their designated campus base; unless they meet one of the agreed criteria.
- b) Campus Network Facilities Managers will determine, using the above criteria, which students within their area of responsibility are granted a permit.

***Please note that having a parking permit does not guarantee a parking space and as car parking numbers fluctuate, it may not be possible to park on site.***