



**UNIVERSITY OF LEEDS**

# **Guide to parking permit application process 2017**

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# General Introduction

The University has a limited amount of car parking available on campus. Whilst the introduction of the multi-storey car park provided some additional spaces, further losses are expected over the next year due to capital projects. There will be a limited number of additional permits that will be issued for staff this year.

All staff will be able to apply via the online system. Additionally, day parking packages are available to allow staff to book in advance, online, for a 'day permit'.

All monies generated from use of the car parks and permits are ring-fenced and used to maintain facilities, make further improvements to campus, and into other sustainable transport activities. This document sets out the application process for the additional limited permits available and should be read in conjunction with the FAQs (<http://carparking.leeds.ac.uk/faqs/>) and other information contained in the car parking web pages at <http://carparking.leeds.ac.uk>

## Exclusion Zone

The University of Leeds has introduced an exclusion zone for parking permit applications whereby if you live within a two mile radius of the Parkinson Building at the University of Leeds then your application will not be progressed. Disabled staff living within the exclusion zone of the University may still apply for a disabled parking permit.

Approximately a quarter of all current University staff live within two miles of the University. For those living within the two-mile radius, public transport availability is very good or some may wish to cycle or walk. Wider exclusion zones were considered however it was decided that a two-mile zone was a fair distance for staff to make alternative travel arrangements.

Please see the FAQs for information about how the exclusion zone is calculated. The new parking application system requires you to enter your home post code and will calculate whether or not it is outside the exclusion zone.

## Accessible parking

Staff who have a blue badge will still need to complete an online application and will be allocated a permit to park in an accessible parking space.

## Electric Vehicles

Staff who have a fully electric vehicle will need to complete an online application but will be allocated a permit to park depending on electric charging point parking space availability. As part of the university's sustainability plan, an incentive has been offered to encourage use of electric vehicles. When calculating the cost of an electric vehicle permit, you will pay the lowest rate (see the car parking website for the current pricing guide). Fully electric vehicles may be charged for free at the electric vehicle charging points on campus. See the car parking map to find where these are located.

## Needs based criteria

Those staff applying for one of the additional permits that have become available are required to meet one or more of the needs based criteria (see criteria table on page 6).

## Supporting Evidence

Applicants are required to provide relevant evidence for the criterion or criteria they are applying against as given in the criteria table.

## Formal Car Sharing

Car sharing reduces travel costs and maximises the number of parking permits that the University can issue. The University encourages permit holders to car share if possible. All car sharing permit holders will park in designated bays in the multi-storey car park.

Two or more members of staff can apply for a car parking permit. The points will be combined with the car parking charge set for whoever pays the highest amount. This cost will then be split amongst the car share team members.

Further details regarding the formal car share scheme and associated application process can be found at <http://www.leeds.ac.uk/carparking>.

## Application Process

Those members of staff living within the Exclusion Zone are ineligible to apply for a parking permit, unless they are exempt as a result of a disability or mobility impairment.

An applicant may apply against one or more of the criteria.

Applicants are not required to score a minimum number of points to be considered for a parking permit.

Those applicants with the highest score will be allocated a permit.

Permits issued are valid until 31 December each permit year.

All applicants will be required to reapply each year for a parking permit.

Each criterion is assigned a score and those scores are added together to give a total applicant score.

Applicants must provide all relevant supporting evidence with their completed application form. Incomplete applications will not be processed.

Applications for new members of staff will only be processed once their details are available on the SAP system.

# Public Transport Accessibility

Public transport accessibility is calculated using a public transport accessibility mapping software. For the purposes of this application, this is defined as the total journey length by public transport, measured in minutes from your home address to work address University of Leeds (Parkinson Building)

## Allocation

A maximum number of staff parking permits will be awarded each year.

It is likely that the University will receive more applicants than the maximum number of permits that can be allocated. Where allocating permits to all staff scoring the same number of permits would result in exceeding the maximum number of permits available, allocation of permits within that group will be determined using a lottery system.

Permits will be allocated in advance of the start of the relevant parking year.

Any permits awarded during the permit year will follow the same process as detailed above with those allocated a permit scoring the highest number of points, irrespective of whether they are an existing or new member of staff.

Permits will only be allocated during the permit year if they are available.

Parking permits will be sent to the home address of the applicant as currently on SAP. If you have recently changed address, please ensure you have informed HR.

Unless specifically issued with a disabled parking permit, staff may only park in areas marked as University Car Parks. This does not guarantee that staff will be able to find an available parking space when they need it as these spaces are provided on a first come first served basis. All permit holders are required to clearly display their permit in the windscreen of their vehicle.

## Annual Permit Pricing

We have listened to staff feedback and have now adjusted the permit prices to take into account staff employed on a part-time basis. The price of a permit is based on your salary scale as per the table below.

Permit Band	Car Tax	Salary* & Annual Permit Rates (£)*			
		£0-23,164	£23,164.01-33,943	£33,943.01-61,178	£61,178.01 and above
1	A-C	201	277	352	528
2	D-H	302	377	453	629
3	I-K	402	478	553	729
4	L-M	503	578	654	830

\*Basic salary (pro-rata'd where applicable)

# Departmental Permits

Any Permit applied for on behalf of a university department is processed using a departmental parking application form (available at <http://carparking.leeds.ac.uk/downloads> or from the Facilities Directorate Helpdesk). There have been changes to some of the criteria and evidence required – please see the application form for more details.

## Criteria table

Criteria	Definition	Evidence Required	Score (if met)	50 base points + 10 points 20 points 30 points 40 points
1 - Vehicle required for business use	Staff who regularly use their vehicle for work as an essential part of their duties.	Completed form: HR Manager Letter to confirm vehicle required for business use. (Available to download on the car parking website)	2 days per week 3 days 4 days 5 days	
2 - Impaired mobility/medical condition	Staff / students who are not eligible for a Blue Badge but who have medical or physical conditions which necessitate parking on campus	After an initial discussion with your HR Manager, they may provide you with a letter and medical pro forma for GP / Specialist		Application and supporting evidence presented to Parking Panel for decision
3 - Caring responsibilities	Transporting own children (11 years or under) to / from nursery, school or childcare immediately before or after work; <b>OR</b> Caring responsibilities for a disabled or ill dependent	Copy of youngest child's birth certificate, and name & contact details of their school or nursery; <b>OR</b> Completed form: GP / Specialist letter to confirm caring status		50 points
4 - Public transport accessibility	Access to public transport expressed as total door-to-door journey time	Nothing required. Calculated automatically by system	1 change 2 changes 3 changes	No. of mins = points + 10 points 20 points 30 points (Max 60 points)
5 - Car sharing	Two or more members of staff participate in a formal car sharing scheme	Lifshare BUDI reference number		50 points each,, combined total given to each sharer
6 - Working outside core hours	Unavailability of public transport to support applicant's contractual obligations to work between 7pm and 7am (Mon-Fri)	Completed form: Line Manager letter to confirm working outside core hours (Available to download on the car parking website)	2 days per week 3 days 4 days 5 days	50 base points + 10 points 20 points 30 points 40 points
7 - Disabled Blue Badge holder	Holder of disability Blue Badge or equivalent	Copy of both sides of Blue Badge		Automatically approved upon validation of evidence