

## **Car Parking Policy 2025/26**

### **Policy Statement**

1. This document sets out the Car Parking Policy (the “Policy”) for the University of Cambridge (the “University”) with effect from the 2025-26 academic year.
2. The Policy has the following aims:
  - to improve levels of satisfaction with how parking is managed;
  - to increase access to parking for staff who need it to conduct their work efficiently or that do not have other more affordable travel options;
  - to enable more staff (not just permit holders) with a need to park to find a space when one is required, across all car parks;
  - to ensure car parking permits are allocated to staff consistently and fairly across the University and to those with the greatest need;
  - to better utilise the spaces provided, particularly in light of more varied working patterns; and
  - to develop a permit system which reduces the level of staff administration required and utilises future technologies.

### **Scope/Application of the Policy**

3. The policy applies to all University car parks for both weekdays and weekends. It covers the parking arrangements for:
  - University staff (including staff engaged through the Temporary Employment Service (TES)). This Policy covers staff working in departments which have chosen to follow the central decision-making and the local (departmental) decision-making processes. This Policy also applies to University staff based on the Cambridge Biomedical Campus (CBC) using the Forvie car park. Applications for permits for CBC’s Multi Storey Car Park and Car Park 5 will be assessed against the permit criteria set out in this Policy using a local (School level) system pending the conversion of the car parks to using the University card system.
  - electric vehicle charging provision for staff on the University’s estate.
  - Blue Badge holding students. Students with mobility difficulties can also apply for a permit to park in University car parks, see section 44 for details of how to apply and the general terms and conditions of parking on the University’s estate in later sections.
  - departmental, contractor and visitor parking.
4. Information on car park locations, capacity and average utilisation is available on the Environmental Sustainability webpages.
5. This Policy does not apply to employees solely engaged by the Colleges, who should refer to their College Car Parking Policy.
6. Motorbikes and mopeds continue to be allowed to park in designated areas in University car parks but are not allowed to park in University car parking spaces. These vehicles do not need to display a permit to park. Privately-owned electric scooters are not allowed on the University’s estate. Voi e-bikes and e-scooters are permitted to park in designated spots in University car parks.

### **Key Roles and Responsibilities**

7. The University’s Transport Working Group is responsible for overseeing the implementation and ongoing review of the Policy.
8. Parking software is used for all applications to make the application process automatic for most staff, using a points-based system where staff with the highest number of points get car parking permits.
9. For those departments and institutions which have chosen central decision-making for permit allocation, the roles of each group are shown in Table 1 below.

**Table 1. Roles and responsibilities when central decision-making for permit allocation is being done**

<b>Role</b>	<b>Responsibility</b>
The Car Parking Panel (the “CPP”)	<ul style="list-style-type: none"> <li>Oversees the Car Parking Administration team and is responsible for allocating permits to staff applying under the ‘exceptional circumstances’ criterion, as well as managing appeals. The CPP is made up of members of the Transport Working Group, representatives from academics, researchers and professional services staff and a Union representative.</li> </ul>
Estates Division (ED)	<ul style="list-style-type: none"> <li>Has overall responsibility for the day-to-day operation and management of all University’s car parks.</li> </ul>
Car Parking Administration team (the “CPAT”)	<ul style="list-style-type: none"> <li>Oversees the administration of the Policy. Team comprised of staff from the Facilities Management team and the Environmental Sustainability team within the Estates Division.</li> <li>Ongoing general communication with staff and departments and institutions about the Policy and responding to enquiries from applicants.</li> <li>Management of parking software and processing the applications made in the parking software to distribute permits.</li> <li>Responsible for verification of some of the evidence submitted by applicants securely into the software (if the applicant wishes for central verification).</li> </ul>
DAs	<ul style="list-style-type: none"> <li>Carry out verification of evidence being provided for some of the applicants (if the applicant prefers this to be verified locally) or certifying that a staff member is eligible without seeing evidence.</li> <li>Approving on the booking system when non-permit holding staff need to park on the University car parks for work purposes and staff requests for visitor parking.</li> </ul>

10. For those departments and institutions that have chosen local (departmental) decision making for permit allocation, the roles of each group are shown in Table 2 below.

**Table 2. Roles and responsibilities when local decision-making for permit allocation is being done**

<b>Role</b>	<b>Responsibility</b>
The Car Parking Panel (the “CPP”)	<ul style="list-style-type: none"> <li>As in Table 1, but also responsible for appeals for those departments deciding on permit allocation at a local level and responsible for carrying out dipstick audits for a sample of departments choosing local decision-making and/or to certify that staff are eligible rather than seeing evidence.</li> </ul>
Estates Division (ED)	<ul style="list-style-type: none"> <li>As in Table 1.</li> </ul>
Car Parking Administration team (the “CPAT”)	<ul style="list-style-type: none"> <li>Overseeing the administration of the Policy. Team comprised of staff from the Facilities Management team and the Environmental Sustainability team within the Estates Division.</li> <li>Ongoing communication with staff and departments and institutions about the Policy.</li> <li>Management of parking software and processing the applications made in the parking software to distribute permits.</li> <li>Responsible for verification of some of the evidence submitted by applicants securely into the software (if the applicant wishes for central verification).</li> </ul>
Local Car Parking Permit Allocation Group (the “LCPAG”).	<ul style="list-style-type: none"> <li>Reviewing applications made in the parking software and deciding who should receive permits. LCPAG could be an existing senior leadership team or other management group. The number of parking permits available for staff in departments and institutions deciding permit allocation locally is the number of applicants that would have been successful if allocated centrally.</li> <li>The LCPAG will be given the applicants’ scores from the parking software, asked to consider applications with exceptional circumstances and then allocate permits accordingly.</li> </ul>

DAs	<ul style="list-style-type: none"> <li>• As in Table 1 and;</li> <li>• Responding to applicants' enquiries about parking from their department or institution.</li> </ul>
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11. A list of departments and institutions which have chosen local decision-making are online here. Departments choosing to switch to or from central decision-making are required to notify the CPAT by April for the parking allocation for the next academic year.
12. In all departments and institutions, staff members and workers engaged through TES who wish to park in University car parks have a responsibility to apply for permits every year and provide the evidence required as part of the application. Staff with changing circumstances are required to report the change of circumstances and may be required to return their permits throughout the year if they are no longer eligible. The general conditions of using the car parks are set out at the end of the Policy.

### **Permits**

13. Permits run from 1 October to 30 September the following year. Car parking permits are free of charge. Staff members are required to make an application on an annual basis during the application window, running from June to August. Staff members do not have a contractual right to parking at the University, spaces are only allocated in accordance with this Policy.
14. New staff and existing staff with a change of circumstances can apply at any time throughout the year and are given permits if these are available from other staff who have left the University. A waiting list will be in place if demand for permits exceeds supply.
15. Permits give permit-holders the right to use an available space, they do not constitute a guarantee that a space will be available. If no spaces are available, it is the responsibility of the permit-holder to find parking arrangements at an alternative location.
16. Permits are available for five days per week and for a fewer number of days per week. Permits are allocated for a specific car park zone. The number of permits that can be awarded in each car park is calculated annually to allow full use to be made of parking spaces while minimising the number of occasions on which any staff member would be unable to find a space when they arrive. Information on the number of permits available in each car park is made available each year when the permit application window opens.
17. All staff are required to submit a request for parking through the parking software managed by the CPAT.

### **Evidence requirements for permits**

18. Departments and institutions have made the decision whether they will require their staff to provide evidence as part of the application or whether they can certify on behalf of their staff. A list of departments and institutions which require evidence or can certify on their staff members' behalf are online here.
19. Staff members are asked to:
  - Upload evidence (which the staff member can choose to have verified by either the CPAT or the DA, whichever they prefer)
  - Or**
  - Provide a statement to certify that their staff are eligible without requiring evidence to be uploaded.
20. Table 3 on the next page outlines the evidence requirements.

**Table 3. Evidence requirements for departments and institutions requesting evidence is provided, the verification process and allocation process**

Criteria	Evidence	Verification process (if department has requested evidence is needed)	Automatic allocation or points-based scoring?
Blue Badge holders	Copy of Blue Badge	Car Park Administration Team ("CPAT") or Departmental Administrators ("DA") verify on parking software.	Automatically allocated a permit
Staff members with long-term medical conditions (not covered by Blue Badge)	GP note, Occupational Health report or other medical evidence explaining why access to a staff car park would be considered a reasonable adjustment. If one is not available, the DA will confirm that the request has been approved as a reasonable adjustment.	CPAT or DA verify on parking software.	Automatically allocated a permit.
Staff members with confirmed temporary medical conditions	GP note, Occupational Health report or other medical evidence explaining why access to a staff car park would be considered a reasonable adjustment. If one is not available, the DA will confirm that the request has been approved as a reasonable adjustment.	CPAT or DA verify on parking software.	Automatically allocated a permit.
Staff members with a contractual requirement to be on site between 8pm and 6am.	DA required to certify that their role requires this.	DA verify on parking software.	Automatically allocated a permit.
Staff members required to access all car parks as part of their role (all sites permit)	DA required to certify that their role requires this.	DA verify on parking software.	Automatically allocated a permit.
Staff members required to access the Downing site on evenings and weekends	DA required to certify that their role requires this.	DA verify on parking software.	Automatically allocated a permit.
Staff members with no or infrequent public transport available or public transport journey times above 45 minutes at the times the staff member normally travels to and from work.	Recent bill to provide evidence of still living at address on payroll.	CPAT or DA verify on parking software.	Number of points awarded based on typical journey time from home postcode to workplace and frequency of public transport in their typical commuting hours. 46-55 mins – 4 points 56-65 mins – 8 points 66-75 mins – 12 points 76-85 mins – 16 points 86+ minutes – 20 points

			2 more points awarded if frequency of bus service is less than one service every hour.
Staff members with child(ren) up to and including year 8 of school and for exceptional caring responsibilities, immediately before or after work, to/from school or childcare and cannot travel by alternative means than driving.	CHRIS form accompanied by evidence which can include a photocopy of passport identity page, birth certificate or letter from the school (on school headed notepaper).	CPAT or DA verify on parking software.	10 points awarded if staff member has childcare responsibilities
Staff members prepared to or currently undertaking a formal car sharing arrangement with another staff member for 50% of journeys to work or more.	Evidence demonstrating that a car sharing partner has been found and that car sharing journeys have been made with their partner previously.	CPAT or DA verify on parking software.	5 points awarded if staff member has provided evidence that another staff member to car share with has been selected. 10 points awarded if staff member has an existing car sharing arrangement with a University staff member and can provide evidence of shared journeys.
Exceptional circumstances (including staff who have older children at school that need to be driven to school as they cannot use public transport and staff members with exceptional caring responsibilities requiring them to make trips before, after or at work to care for a dependent for at least half of their working days).	A supporting statement and any evidence as requested by the CPP.	CPAT or DA verify on parking software.	Decision to be made by the CPP on a case-by-case basis.

### **Permits for Blue Badge holding staff**

21. Staff members who hold a Blue Badge are automatically entitled to a Blue Badge University permit, permitting parking in any University car park on any day of the week or weekend for work purposes only. Blue Badge holding staff are required to apply annually using the online parking application and submit a copy of their Blue Badge. On the permit application, Blue badge holders are asked to indicate which car parks they use more frequently. The CPAT check the provision of Blue Badge spaces against demand annually to ensure that sufficient Blue Badge parking spaces are being provided in the requested car parks.

### **Permits for staff with long term medical conditions that require them to park near their workplace that don't have a Blue Badge**

22. Staff who aren't eligible for a Blue Badge can apply for a parking permit outlining why they need a permit based on their medical conditions. Evidence may be requested to support the application, which could be a GP note, Occupational Health report or other medical evidence explaining why access to a staff car park would be considered a reasonable adjustment. If one is not available, the DA will confirm that the request has been approved as a reasonable adjustment. Once this is confirmed, the applicant will be automatically awarded the permit.

### **Permits for staff members with confirmed temporary medical conditions requiring them to park near their workplace**

23. Permits for staff members with confirmed temporary medical conditions requiring them to park near their workplace can apply for a parking permit outlining why they need a permit based on their medical conditions. In some cases, evidence may be requested to support the application, which could be a MatB1 form, GP note, Occupational Health report or other medical evidence explaining why access to a staff car park would be considered a reasonable adjustment. If one is not available, the DA will confirm that the request has been approved as a reasonable adjustment. Once this is confirmed, the applicant will be automatically awarded the permit.

### **Permits for staff members with a contractual requirement to work at their University workplace between 8pm and 6am**

24. Staff can submit a request for parking through the parking software and upload evidence (such as their Schedule of Employment Particulars) if required (see paragraph 18 and Table 3). Staff members are required to submit a request for a parking permit through the parking software, which may then be certified by the DA to confirm that they have a contractual requirement. Upon certification from the DA, the applicant will be automatically awarded the permit.

### **All-sites permits for staff required to access all car parks as part of their role**

25. All-sites permits are allocated to staff who as part of their post regularly need to access sites across the estate (Security, Messengers, Maintenance Staff). The DA will be required to confirm in the parking software that the staff member needs an all-sites permit. Upon certification from the DA, the applicant will be automatically awarded the permit.

### **Permits for evening and weekend parking for staff on the Downing site**

26. Staff parking in all University car parks can park 24/7, except for the Downing site where separate permits are available for staff requiring access between 8pm to 6am Monday to Friday and any time at the weekends. Evening and weekend permit holders must vacate the Downing site car park by 7am during the working week. To apply, the staff member must select this option on the car parking form and this will need to be certified by the DA. Upon certification from the DA, the applicant will be automatically awarded the permit.

### **Permits for remaining staff using the needs-based criteria**

27. Demand for staff parking permits outweighs the number available and so staff members who do not fit into the criteria above can apply for permits following a points-based system with eligibility criteria to allow the University to allocate permits to staff with the greatest need. Eligibility is assessed based on the needs-based criteria listed below, staff can tick all of which apply to them:

- Staff members with no or infrequent public transport available or public transport journey times above 45 minutes at the times the staff member normally travels to and from work.
- Staff members with child(ren) up to and including year 8 of school required to make journeys immediately before or after work, to/from school or childcare that cannot travel by alternative means than driving.
- Staff members prepared to or currently undertaking a formal car sharing arrangement with another staff member for 50% of journeys to work or more.

28. Staff members who wish to apply for a parking permit but aren't eligible under the criteria above can apply through the 'exceptional circumstances' criterion. This includes:

- Staff who have older children at school that need to be driven to school as they cannot use public transport.

- Staff members with caring responsibilities for others (including older family members and for older children with disabilities or additional needs) requiring them to make trips before, after or at work to care for a dependent for at least half of their working days.
29. Staff members may be required to provide evidence or a supplementary statement to verify these requests, see Table 3.
30. Staff members can apply for parking split over two sites if they work for two different departments.

### **Permits for staff members for the West Cambridge Park and Cycle**

31. Staff members applying for this facility are ranked by distance from the Park and Cycle facility to their workplace, with those travelling furthest sustainably being given the permits first. Staff members can use the facility for parking and then using any form of sustainable travel to complete their journey, including cycling, public transport, walking, car sharing and Voi.

### **Permits for new starters**

32. New starters can apply for parking before they start working at the University. New starters can apply for permits using the process set out in this Policy. In instances during the application year where there are not permits available for new starters, permits are retained in the West Cambridge Park and Cycle. New starters are encouraged to consider using sustainable travel modes for the final part of their journeys to work and are strongly encouraged to use the [Travel Advisor Service](#).

### **Application process**

33. All applicants are required to:
- Make an account to access the parking software and agree to the terms and conditions of parking in a University car park.
  - Confirm which criteria they are eligible under and either submit the requested evidence, or in some departments, request certification by the DA. The types of evidence which can be provided are included in Table 3.
  - Confirm how many days they would like a permit for each week.
  - List their first and second preferences on car parks within their zone (for those departments choosing to be part of the central car parking spaces) or list their car park (for departments choosing to retain sole access to their local car park).
  - Confirm whether they would like the Car Parking Administration Team or the DA to review and verify the evidence provided (only where departments request evidence). DAs will be given permission to verify the evidence provided in the car parking software before the permit is approved. Once the evidence is verified, it will be kept for a month and then destroyed following the University's data protection policy.
34. Points are then awarded automatically through the system based on the number of criteria the applicant has eligibility for. The number of points to be awarded for each criterion are shown in Table 3.
35. At the end of the application window, the parking software ranks the scores of all applicants numerically. For departments choosing central decision-making, the software then awards permits to staff with the highest number of points for each car park. The software gives as many staff their first preference of car park as possible and then those with the highest points after this will be awarded their second-choice car park. Those with fewer points will not be unsuccessful.
36. For departments choosing to allocate permits locally, the list of points scored for each application is given to the LCPPAG to decide on permit allocation.
37. Permits are issued virtually (physical permits will no longer be required). Local Facilities teams continue to check vehicles parked in non-barriered car parks to confirm they are allowed to park. Staff who raise concerns about losing their permits are signposted to the [Travel Advisor Service](#) offering a one-to-one conversation with a trained travel advisor to offer advice and support for the staff looking at alternative travel options. Additionally, for those with continuing concerns about losing their permit they may be offered the permit for an additional 3-6 months to give them a longer period to adjust their travel to work. A process flow chart is included in Figure 1 at the end of the Policy.

### **Appeals process**

38. Staff members whose application for a permit is unsuccessful have a right to appeal. The appellant is asked to submit a supporting statement and documentation which is considered by the CPP. The CPP provides an impartial, fair and consistent review of each appeal and the decision is based upon the supporting documentation provided originally or further information provided as part of the appeal. Where local decision-making is being done, the DA is asked to provide a statement to support or contest the appeal.

39. In making the decision about whether to grant the appellant a permit, the CPP will look at the points summary from the application, the supplementary statement, supporting documentation and the journey to work maps from the application for the time of day the appellant commutes to work. The CPP will consider the impact not having a permit will have on the staff member's ability to carry out their work and whether the appellant would be able to use other transport modes to access their workplace in the absence of a permit.

40. The following guiding principles will be followed:

- members of the panel must not have a vested interest in the outcome, or any involvement in an earlier stage of the proceedings.
- written material and evidence must have been seen by all members of the CPP.
- appeals are decided by a simple majority of votes cast. Where the votes are equally divided, the Chair will make the final decision.

41. A process flow chart is included in Figure 2.

42. For appeals to permit applications taking place during the annual permit application window, the timeline for appeals is as follows:

- **July to August:** Staff informed if they will have a permit for the next academic year from October onwards. Staff members required to submit an appeal with supporting statement and any further evidence within 4 weeks of being informed that they don't have a permit.
- On receipt of a parking permit appeal, Facilities Management will allow parking access rights for the period in which the appeal is being considered. Staff are advised that submitting factually incorrect documentation to support their appeal may result in disciplinary action being initiated.
- The appellant will be notified of the date when the appeal will be heard, together with the anticipated date they will receive the decision. The appellant will not attend the hearing.
- **August to September:** Car Parking Panel will meet after the deadline for appeals has passed. All cases will be reviewed objectively in a fair and consistent way, reviewing the information that has been submitted only.

43. Appeals are also reviewed throughout the year every 2 months if required following the timeline below.

Mid-year appeal rounds	Staff application period & notification	Staff submit appeal (give up to 4 weeks after notification)	Date of appeal meeting
1	July to September	September to October	October
2	September to November	November to December	December
3	November to January	January to February	February
4	January to March	March to April	April
5	March to May	May to June	June

44. Once the appeal has been carried out, there is no further right of appeal under this policy.

#### **Permission to charge electric vehicles in University car parks**

45. The locations of electric vehicle charging points across the centrally managed car parks can be found online.

46. The maximum charging time is set at 6 hours, after the 6 hours vehicles stop charging. These spaces are available to permit holders only who have applied for access to them when applying for a permit and are required to provide evidence that they have an electric vehicle. The charging facility is then booked out using the booking system.

#### **Occasional parking for non-permit holding staff for work purposes**

47. Staff members required to use their car for work purposes throughout the day can apply for reserved parking spaces in each of the barriered car parks. Staff members are asked to provide evidence of business insurance to be permitted to use occasional booked out spaces for work purposes. Staff members are required to request the parking spaces one week before they need a space, specifying the reason it is required and why sustainable travel modes cannot be used.

48. The DA is required to confirm that the staff member needs to use their vehicle for travel at work in the parking software and then the booking system provides the staff member with a parking space reservation. For these staff, alternatives such as the Universal bus, Voi for business and pool bikes are promoted for travel between sites.



### **Occasional parking for Emeritus staff (retired staff continuing to work for the University)**

49. Emeritus staff required to park in a University car park when conducting University work can apply for reserved parking spaces in each of the barriered car parks. Emeritus staff are required to request the parking spaces one week before they need a space which will be confirmed by the DA.

### **Occasional parking for non-permit holding staff for personal reasons**

50. All non-permit holding staff can apply for occasional bookable parking spaces in each of the barriered car parks. Staff members can request the parking spaces one week before they need a space. The booking system allocates spaces every Friday for the next week. They are allocated fairly to each member of staff, ensuring all staff have equal access.

### **Students holding a Blue Badge or with medical conditions**

51. Students holding a Blue Badge are permitted to park in designated Blue Badge spaces in University car parks. Students with medical conditions which require them to drive to the University but who do not hold a Blue Badge can park in the standard car parking spaces. These students are screened through the Accessibility and Disability Resource Centre (ADRC) and then required to apply for parking permits using the car parking software, providing a copy of their Blue Badge or the relevant medical evidence from ADRC. No other students are permitted to park in University car parks.

### **Parking for departmental vehicles**

52. All departmental vehicles must have a permit to park in a University car park. Departments are required to send vehicle details to the Car Parking Administration Team, outlining what the vehicles are used for and sites they need access to. Departmental vehicle permits must not be used by staff for other purposes.

### **The booking system**

53. The Wayleadr car parking space booking system provides bookable spaces in all barriered car parks at the University. The system works by automatically allocating spaces to staff who need to park in University car parks (Blue Badge holders, those with long term medical conditions, temporary medical conditions, those with a contractual requirement to work between 8pm and 6am and those needing to park at their workplace to complete their role).
54. Spaces are also automatically allocated for occasional use by non-permit holding staff who need to park their car at work to make journeys at work, who have outlined why they are unable to use other more sustainable travel options.
55. Permit-holders applying through the needs-based categories (including public transport and childcare commitments) can request a space at any time. Non-permit holders wishing to park occasionally can also request a space any time. Spaces are allocated every Friday for the following week. The system then shares out these available spaces, allocating them fairly. Further information is available [here](#).

### **Parking for visitors**

56. Visitors holding a Blue Badge are permitted to park in the University's Blue Badge spaces. Parking for visitors can be requested by staff through the booking system. The request will be verified by the DA or another administrative staff member in the department. Information on alternative travel options is [here](#).
57. Departments can opt-in or opt-out of central management of visitors spaces. For those managed centrally, a total of 2% of parking spaces are allocated as visitor spaces, some in each car park where the Wayleadr car parking booking system is in use. Staff members request visitor parking through Wayleadr system. Requests must include visitor name, date/time/duration of parking request and reason why parking is required. The DA for that department is then required to approve or reject the booking. Provision of spaces is dependent on availability of spaces at the time of booking. These are allocated on a Friday for the following week. If some spaces are available, staff can book for visitors on the day. A process flow chart is included in Figure 3.

### **Parking for contractors**

58. Wherever possible contractors are informed that they cannot park in University car parks. Where the size of the contract deems that a compound is required, any vehicles that park within these areas must be a liveried works vehicles and not private cars or vans. Responsibility for informing the contractor sits with the building/site surveyor arranging the work.
59. All maintenance contractors must have a permit to park in a University car park. Contractors who need to visit University car parks on a frequent, continuing basis, to provide essential ongoing maintenance services are provided with annual contractor permits for the sites required by the Car Parking Administration Team. Permits for

contractors are requested through the maintenance section. Every year the staff member responsible for requesting the contractor parking permit is asked to confirm if the contractor still requires a permit.

60. For emergency situations, the person who is calling out the contractor should inform the Car Parking Administration Team to ensure access is permitted for these emergencies. The Duty Technician or Security will provide access for emergency call out engineers out of hours. During operational hours this will be via the Facilities Management sites teams.
61. No parking facilities are provided for contractors who are visiting the University to attend meetings.
62. Contractors should be briefed on the car parking restrictions and parking arrangements prior to attending site. The staff member responsible for requesting contractor parking is responsible for ensuring this information is shared.
63. Contractors must only park in designated parking bays. If a contractor's vehicle, plant or material is found to be blocking an access/egress route, the staff member responsible for giving the contractor their permit will be contacted and the contractor may be prohibited from parking in a University car park again.

#### **Parking for staff from Cambridge University Press and Assessment**

64. Parking is provided in the University Library West Road car park and the West Cambridge Park and Cycle for Cambridge University Press and Assessment staff. Cambridge University Press and Assessment decide who is eligible for parking separately to this Policy.

#### **General conditions of use of car parks**

65. Even when permitted to park, no vehicle parked in a University car park can be used for living or sleeping. All vehicles must hold valid road tax, MOT and insurance and be appropriately serviced. Vehicles used for business purposes must hold valid business related insurance. Any driver parking on University premises must hold a current driving licence for the class of vehicle they are driving and they must be driving in accordance with the conditions stipulated on the licence. Any driver with a notifiable medical condition as stipulated by DVLA must have informed DVLA accordingly and received authority to drive.
66. In order to park in a University parking space, all staff must hold a valid permit registered in their name. The vehicle must be registered and active on their permit at the time they wish to park. Only the registered permit-holder may park their permitted vehicle in a University car park.
67. It is the responsibility of all permit applicants to ensure that the parking software has correct and up-to-date information relating to their University records, such as work address information prior to the submission of their application form. Failure to do so may prevent an application from being accepted.
68. Permit applications must be completed in full, providing all appropriate supporting documentation/evidence. It is the responsibility of the applicant to meet the application deadlines. All information provided on application forms and supporting documentation must be true and accurate. Falsification of information may be treated as a disciplinary matter and may result in withdrawal of the permit / right to park.
69. It is the responsibility of permit-holders to ensure that correct and up-to-date information, including vehicle details, is registered against their permit at all times via their online parking account. Vehicle details can be changed on the web platform. With the exception of departmental parking, a vehicle is authorised to park on any specific day only if it is both registered to a current permit and designated (via the permit-holder's online parking account) as the 'active' vehicle on that permit.
70. Permit-holders must inform the Car Parking Administration Team in writing by email if they dispose of the registered vehicle(s), cease working for the University or no longer require a permit.
71. Vehicles are parked at the owner's risk and the University cannot accept liability for loss or damage. Users are asked to drive carefully in the University car parks, giving priority to pedestrians and/or cyclists. The Car Parking Administration Team should be notified of any incidents involving theft or damage to a vehicle or injury to a person in a University car park, along with details of the user's insurance provider as appropriate.
72. All members of the security staff on University property have the authority to direct traffic, regulate entry to the car parks, exercise control over parking and generally ensure compliance with the University's parking regulations.
73. All vehicles must be parked within an authorised area of the car park and in a designated and authorised parking space delineated by white lines or other appropriate markings. For the avoidance of doubt, parking is strictly prohibited as follows:

- In any location where a notice prohibiting parking is clearly displayed, including for example outside emergency exits, plant rooms or delivery areas, or on emergency access routes;
- On yellow lines, areas hatched with yellow lines, or areas denoted with signage, bollards or barriers;
- In any area marked as being temporarily or permanently allocated for any other purpose including events (such as for Open Day visitors) and in connection with essential maintenance or construction works; and
- On landscaped or lawned areas, pedestrian and/or cycle pathways, turning circles, and/or any other area which would cause an obstruction to other users.

74. Vehicles not using the booking system are prohibited from parking in the bookable bays at all times.

75. The following are examples of unacceptable conduct:

- Making a false statement to obtain a permit.
- Parking in a zone other than for which a permit is valid.
- Parking in a prohibited area, on double yellow lines or in a hatched area.
- Operating a motor vehicle unsafely (speeding or recklessness).
- Causing obstruction to other vehicles.
- Misuse of barrier card.
- Abusive behaviour towards University staff and other users.

76. Unacceptable conduct may result in the withdrawal of parking privileges and will be dealt with under the University's disciplinary procedures.

### **Data security**

77. For information on how data is used in the University's car parking permit application process, please follow this [link](#).

### **Review of the Policy**

78. The Policy is subject to an ongoing process of monitoring which is reported to the Car Parking Panel and the Transport Working Group. The following car parking data is collected and reviewed regularly by the Car Parking Administration Team.

- Utilisation of car parks.
- Number of staff accessing car parking.
- Number of visitors accessing car parks from each department.
- Number of staff using the Wayleadr booking system.
- Number of bookings made using the booking system.
- Number of reports of misparking submitted via the booking system.
- Analysis of permit allocation ratios (number of permits to staff, number of permits to spaces).
- Appeals analysis.

79. To report on the performance of the Policy against the agreed objectives (paragraph 2), data is reviewed annually and reported to committees. This data is used to determine any recommendations for changes to the Policy for the next year: The objectives, data to be collected and KPI's are summarised in the table below.

<b>Objective</b>	<b>Data to collect</b>
To improve levels of satisfaction with how parking is managed.	Survey with permit holders and non-permit holders to seek feedback on the permit application process and the booking system.
To increase access to parking for staff who need it to conduct their work efficiently or that do not have other more affordable travel options.	Equality monitoring questions in application to be analysed to determine if the permits are being shared with the staff that need the permits the most.
To enable more staff (not just permit holders) with a need to park to find a space when one is required, across all car parks.	Review of the number of staff able to have access to University parking spaces using both permits and for occasional parking.
To ensure car parking permits are allocated to staff consistently and fairly across the University and to those with the greatest need.	Equality monitoring questions in application to be analysed to determine if the permits are being shared with the staff that need the permits the most.

	Analysis of number of permits allocated by University spine point/grade.
To better utilise the spaces provided, particularly in light of more varied working patterns.	Average utilisation of car parks.
To develop a permit system which reduces the level of staff administration required and utilises future technologies	Feedback from DAs through a survey.

80. The Policy will be revised as necessary to take account of changes in circumstances, site re-development and the available supply and demand for car parking spaces. The University reserves the right to withdraw permits, to update these rules as necessary or to change the areas where car parking is allowed.

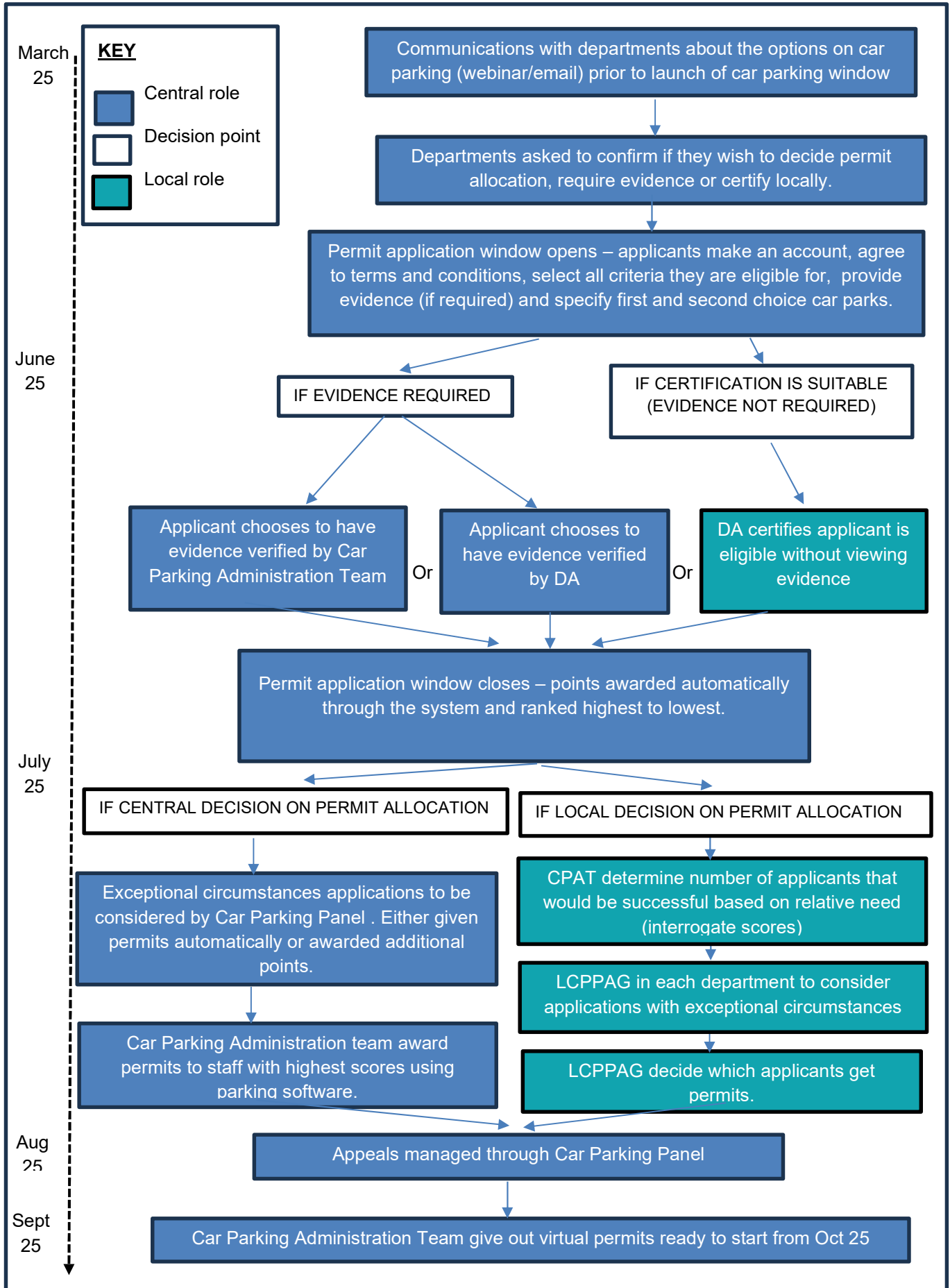
#### **Governance**

81. The annual review of the parking policy is reported to the Estates Committee every year for endorsement and then shared with the University Council Business Committee for sign off.

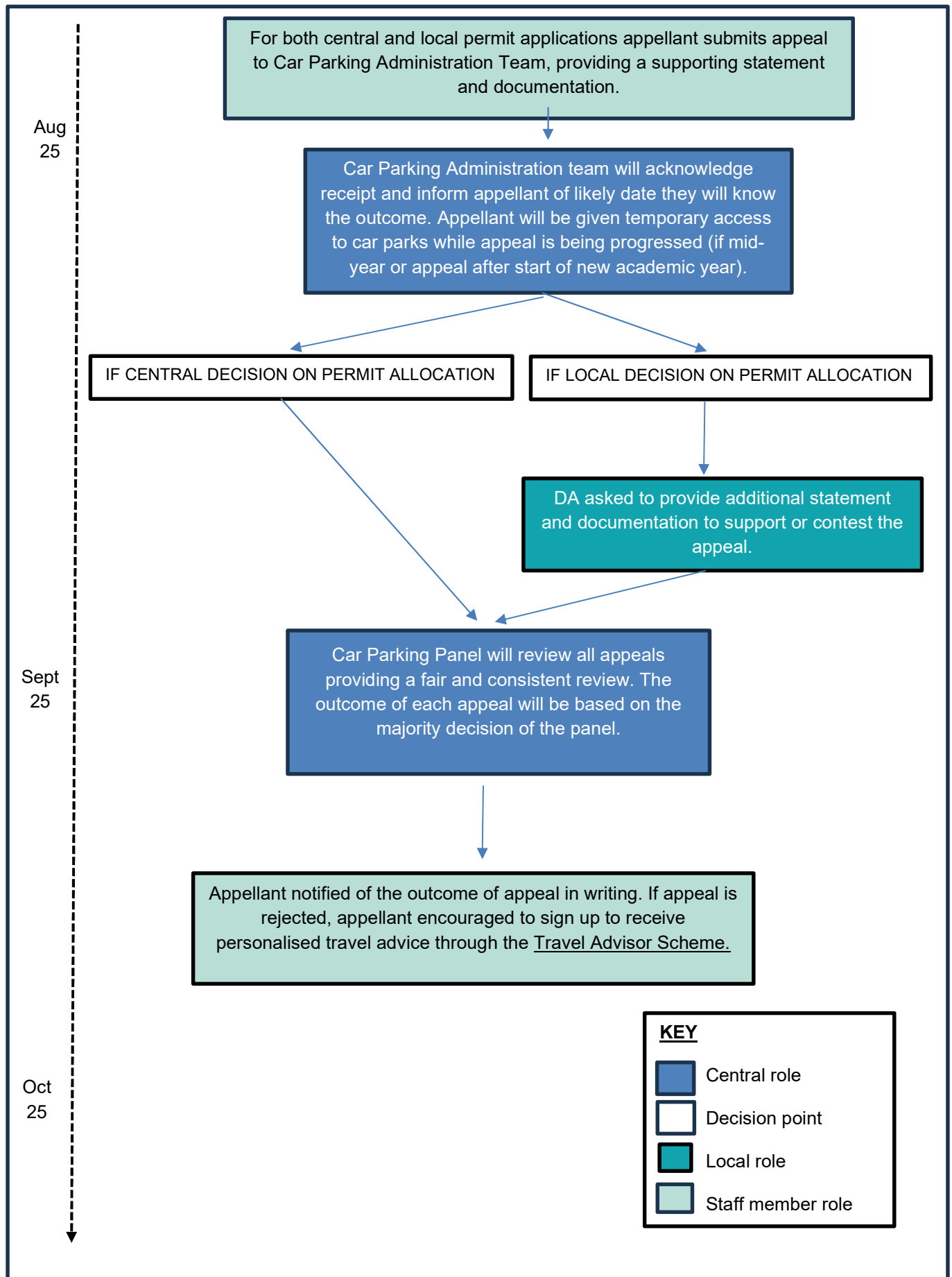
#### **Further Guidance**

82. For further enquiries about the University's Car Parking Policy, please contact [travel@admin.cam.ac.uk](mailto:travel@admin.cam.ac.uk)

**Figure 1: Staff parking permit applications process flow chart**



**Figure 2: Appeals process flow chart**



**Figure 3: Visitor parking requests process flow chart**

