



UNIVERSITY OF LEEDS

# **Guide to parking permit application process 2020**

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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 University's Car Parking Terms and Conditions, and Car Parking Policy available on the Car Parking website (<https://estates.leeds.ac.uk/our-services/car-parking/>).

## Exclusion zone

The University of Leeds operates 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.

The parking permit application system will calculate whether or not the address 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 accessible parking spaces, providing relevant evidence is provided on request.

## **Needs based criteria**

Those staff applying for one of the additional permits that have become available are required to meet two 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. **Please note**, evidence is only required if the applicant is successful in obtaining a permit. Successful applicants will be notified by email.

## **Application process**

Applications are made via the University's online permit management system, ParkIT (<https://parkit01.leeds.ac.uk>). Staff without access to a computer can contact Car Parking to obtain a paper-based application. ParkIT is only available on campus computers, or from home on a PC running Citrix/Desktop Anywhere.

Please ensure the personal details section and application criteria questions are up to date and accurate, and any changes have been saved before applying for a permit. These details can be reviewed/amended by clicking on 'Amend Registration Details' on the ParkIT home page once logged in.

To apply for a permit, please click on 'Apply for a Permit', then 'Annual Permit' and complete the steps before submitting the application.

## **Public transport accessibility**

Public transport accessibility is calculated using 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). This is calculated automatically when the application is submitted, and forms one of the two required needs based criteria.

## **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 points 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.

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, in their designated coloured Zone. 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

The price of a permit is based on a combination of your salary and vehicle CO2 emissions as per the table below.

A Table of Salary\* and Annual Permit Rates (£) 2020

| Permit Band | CO2 Emissions | Salary* & Annual Permit Rate (£) 2020: £0-£24,461 | Salary* & Annual Permit Rate (£) 2020: £24,461.01 - £35,845 | Salary* & Annual Permit Rate (£) 2020: £35,845.01 - £64,604 | Salary* & Annual Permit Rate (£) 2020: £64,604.01 and above |
|-------------|---------------|---|---|---|---|
| 1           | 0g – 120g     | 216   | 297   | 377   | 565   |
| 2           | 121g – 175g   | 323   | 404   | 486   | 673   |
| 3           | 176g – 225g   | 430   | 512   | 592   | 781   |
| 4           | Over 225g     | 539   | 619   | 701   | 889   |

\*Basic salary (pro-rata where applicable)

## Criteria table

\*Please note, evidence will only be required if application is successful.

| Criteria                              | Definition   | Evidence Required*   |  | Score (if met)  |
|---------------------------------------|--|--|--|---|
| 1 - Disabled Blue Badge holder        | Holder of disability Blue Badge  | Copy of both sides of Blue Badge   |  | Automatically approved upon validation of evidence                            |
| 2 - Caring responsibilities           | Transporting own children (11 years or younger) 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 full birth certificate and contact details of their school or nursery;<br><b>OR</b> Completed form: GP/specialist letter to confirm caring status (applicable form will be provided to successful applicants) |  | 50 points   |
| 3 - 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 (applicable form will be provided to successful applicants)  | 2 days per week<br>3 days per week<br>4 days per week<br>5 days per week | 50 base points<br>+10 points<br>20 points<br>30 points<br>40 points           |
| 4 - 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 (applicable form will be provided to successful applicants)   | 2 days per week<br>3 days per week<br>4 days per week<br>5 days per week | 50 base points<br>+10 points<br>20 points<br>30 points<br>40 points           |
| 5 - Public transport accessibility    | Access to public transport expressed as total door-to-door journey time  | Nothing required. <b>Calculated automatically by system</b>  | 1 change<br>2 changes<br>3 changes                                       | No. of mins = points + 10 points<br>20 points<br>30 points<br>(Max 60 points) |