

Draft Car Parking Policy

Purpose

1. This document sets out the Draft Car Parking Policy. The new policy is planned to be in operation from the beginning of the 2024-25 academic year at the earliest. This document should be read alongside the Car Parking Policy review document, which sets out feedback from participants about the current policy and how the policy should be improved. This can be found [here](#). Staff members are encouraged to respond to the consultation survey after reading this, which can be found [here](#). The consultation survey is open from 9 May 2023 to 9 June 2023.

Scope

2. The policy will apply to all University of Cambridge managed car parks for both weekdays and weekends. It covers:
 - Parking arrangements for staff (including staff employed through contracts, staff employed through the Temporary Employment service and post docs employed by the University), in line with the University's [Workforce Policy](#). This will apply to University staff based on the Cambridge Biomedical Campus (CBC) parking in the Forvie car park. Staff parking in the CBC's Multi Story Car Park and Car Park 5 will be brought in to use the new parking software when these car parks are reverted to using the University card system, before this date the new permit criteria will be used for the assessment using a local (School level) system.
 - Parking arrangements for Blue Badge holding students who can apply for a permit to park in University car parks.
 - Parking arrangements for departmental, contractor and visitor parking.
 - Electric vehicle charging provision for staff on the University's estate.
3. This policy will cover all University of Cambridge car parks, including those currently managed locally. A webpage providing information on these car parks, data on their capacity and average utilisation will be made available when consultation on the policy is launched.
4. This policy will not apply to employees solely engaged by the Colleges, who should refer to their College car parking policy.

Policy objectives

5. The policy has been developed to:
 - i. Improve levels of satisfaction with how parking is managed.
 - ii. Increase access to parking for staff who need it to conduct their work efficiently or that do not have other affordable travel options.
 - iii. Enable more staff (not just permit holders) with a need to park to find a space when one is required, across all car parks.
 - iv. Ensure permits are allocated to staff consistently and fairly across the University, to those with the greatest need.
 - v. Better utilise the spaces provided, particularly with more varied working patterns.
 - vi. Develop a permit system which reduces the level of staff administration required and utilises future technologies.

Management of the policy

6. Under the new policy, the University's Transport Working Group will continue to oversee the development and implementation of the Car Parking Policy. Parking software will be brought in to make the application process automatic for most staff, using a points-based system where staff with the highest number of points will get the permits. Further information on this is presented later in this paper.
7. A Car Parking Panel will be established to allocate permits to staff applying under the exceptional circumstances criterion, as well as to manage appeals. The Panel will be made up of members of the Transport Working Group and representatives from academics, researchers and professional services staff.
8. The Estates Division will continue to be responsible for the day-to-day operation University's car parks. A Car Parking Administration team will be established to oversee the administration, comprised of staff from the Facilities Management team and the Sustainability team. This team will be responsible for managing the parking software, verification of some of the evidence submitted by applicants and ongoing communication with staff.
9. Departmental Administrators will also have responsibility for verifying evidence being provided by applicants, should the applicant prefer this to being verified through the Car Parking Administration Team. In addition, Departmental Administrators will have the responsibility for approving on the booking system when non-permit holding staff need to park on the University car parks for work purposes. Further information about these areas is included in later sections.

Permits and the booking system

10. Permits give staff the right to use an available space, they do not constitute a guarantee that a space will be available. Under the new policy, permits will be available for five days per week and for fewer set days per week. The number of permits provided in each car park will be set 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. If no spaces are available, it is the responsibility of the staff member to find parking arrangements at an alternative location.
11. From the launch of this policy at the beginning of the 2024/25 academic year, the booking system will have been extended to provide bookable spaces in all barriered car parks. 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 and temporary medical conditions), as well as spaces for occasional use by staff needing their car at work. Staff not fitting into these categories will be able to request a space at any time, and spaces are allocated every Friday for the following week. The system then shares the remaining spaces out between the remaining permit holders, allocating out the resource fairly. Find out more [here](#).

Permits for Blue Badge holding staff

12. Staff members who hold a Blue Badge will be automatically entitled to a Blue Badge permit allowing you to park 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 will be asked to indicate their more frequently used car parks. The Car Parking Administration

team will then check the provision 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

13. Staff with long term medical conditions are asked to confirm eligibility by submission of the Blue Badge to be automatically entitled to a permit. Those which aren't eligible for a Blue Badge will be able to apply through the exceptional circumstances category and will be assessed by the Car Parking Panel based on the blue badge criteria used by all local authorities surrounding Cambridge. Evidence will be requested to verify this.

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

14. Permits for staff members with temporary medical conditions requiring them to park near their workplace will be automatically entitled to a parking permit. Staff will be able to submit a request for parking through the parking software and upload evidence, to be verified by the Car Parking Administration Team or the Departmental Administrator, whichever is preferred. Forms such as the submission of MATB1 form for notification of pregnancy or an existing University Occupational Health assessment can be used as evidence.

Permits for staff members without any medical conditions requiring them to park near their workplace

15. Staff members without any medical conditions requiring them to park near their workplace are entitled to apply for a permit, following the eligibility criteria and application process set out below.

Eligibility criteria

16. Demand for staff parking permits outweighs the number available and so a point-based system will be used to allocate permits to staff with the greatest need. Eligibility will be assessed based on the eligibility criteria listed below, staff will be able to tick all of which apply to them:

- Staff members who work at a University workplace to complete their role all of the time (including cleaners, technicians and catering staff).
- Staff members with lower earnings (the threshold for this is still to be determined)¹.
- Staff members with no 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 immediately before or after work, to/from school or childcare and 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.

¹ While a car journey might appear to be the lowest cost option, we encourage staff to factor in the full costs of car ownership and usage. We will be providing further guidance on this.

17. Staff members who wish to apply for a parking permit but aren't eligible under the criteria above will be able to apply through the exceptional circumstances criterion. This will include:

- Staff members who aren't eligible for a Blue Badge but have long-term medical conditions which mean they need to park near their workplace.
- Staff who have children in years 9-11 at school that need to be driven to school as they cannot use public transport should apply under the exceptional circumstances' criterion.
- Staff members with caring responsibilities for other (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 related to them.

18. Staff members will be asked to provide evidence to verify these requests. If evidence isn't available, staff members will be asked to provide a supplementary statement. These applications will be reviewed by the Car Parking Panel.

19. Staff members can apply for parking split over two sites if they work for two different departments.

Restrictions for staff with College parking

20. Some staff members also have permanent parking permits at their College. As part of the terms and conditions of applying for parking, staff members will be asked to give permission to the University to share their information with the Colleges to check whether those staff have permanent parking permits. If they have permanent parking permits at a College, the staff members will not be given parking permits in the University's car parks.

Evidence requirements for verification

21. Staff members will be required to provide evidence for each criteria. The types of evidence which can be provided are included in the table below. This will be submitted into the parking software for verification by the Car Parking Administration Team or by the Departmental Administrator, whichever the staff member would prefer.

Criteria	Evidence
Blue Badge holders	Blue Badge
Staff members with confirmed temporary mobility difficulties	MatB1 form, existing Occupational Health assessment, GP note - verification through Car Parking Administration Team or DA.
Exceptional circumstances relating to long-term medical conditions (not covered by Blue Badge)	Existing Occupational Health assessment, GP note - verification through Car Parking Administration Team or DA.
Staff members who work at a University workplace to complete their role all of the time (including cleaners, technicians and catering staff).	Verification from Departmental Administrator on new system.

Staff members on earnings	Staff members will be asked to give permission for their grade information to be requested from payroll.
Staff members with no public transport available or public transport journey times above 45 minutes at the times the staff member normally travels to and from work.	Google journey planner screenshot showing that the earliest time they are required to start work and the return journey are both more than 45 minutes each by public transport, or is not available. Staff members will be asked to give permission for their home address to be requested from payroll.
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.	Birth certificates of their children to confirm eligibility or a letter from the school.
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 related to them.	Upload Carers Allowance information for the person being cared for or a supporting statement.
Staff members prepared to or currently undertaking a formal car sharing arrangement with another staff member for 50% of journeys to work or more.	Screenshots from the Kinto Join app demonstrating that a car sharing partner has been found and that car sharing journeys have been made with their partner previously.
Exceptional circumstances (including staff who have children in years 9-11 at school that need to be driven to school as they cannot use public transport.	A supporting statement and any evidence as requested by the Car Parking Panel.

Application process and points-based scoring system

22. The application process will be managed by parking software. All applicants will be required to:

- Make an account and agree to the terms and conditions of parking in a Cambridge University car park.
- Confirm which criteria they are eligible under and required to submit evidence and/or give permission for the software to get personal data from payroll.
- Confirm how many days they would like a permit for each week.
- To list their first and second preferences on car parks.
- Confirm whether they would like the Car Parking Administration Team or the Departmental Administrator to review and verify the evidence provided. DA's will be given permission to verify the evidence provided in the car parking software before the permit is approved.

23. The evidence will then be verified either by the Car Parking Administration Team or the Departmental Administrator. Points will be awarded automatically through the system once the evidence has been verified. The number of points to be awarded for each criteria are shown in the table below.

Eligibility criteria	Points
Blue Badge holders	Automatically allocated a permit
Staff members with confirmed temporary mobility difficulties	Automatically allocated a permit
Staff needing to be at their workplace to complete their role	10 points awarded if staff member has to be on site to complete their role
Staff members needing their car at work to make journeys at work	Not offered a permit. Given access to book occasional spaces. Staff required to have a permit for emergency building checks can apply through the exceptional circumstances category.
Staff members with lower earnings	Staff members with lower earnings (threshold still to be determined) given up to 10 points
Staff members with no public transport available or public transport journey times above 45 minutes at the times the staff member normally travels to and from work	Number of points awarded based on typical drive time shown on Google journey planner. 46-55 mins – 2 points 56-65 mins – 4 points 66-75 mins – 6 points 76-85 mins – 8 points 86+ minutes – 10 points
Staff members with child(ren) up to and including year 8 of school, immediately before or after work, to/from school or childcare and cannot travel by alternative means than driving	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	5 points awarded if staff member has identified another staff member to car share with through the Kinto Join app. 10 points awarded if staff member has an existing car sharing arrangement with a University staff member and can provide evidence of shared journeys using the Kinto Join app.
Exceptional circumstances	Decision to be made by the Car Parking Panel

24. Once the application window has closed, the parking software will rank the scores of all applicants numerically and award permits to staff with the highest number of points for each car park. The software will give as many staff their first preference of car park as possible and those which can't be given their first preference will be given their second.

25. Permits will be issued virtually (physical permits will no longer be required). Local Facilities teams will continue to check vehicles parked in non-barriered car parks to confirm they are allowed to park.

Appeals process

26. Staff members who do not get given a permit will have a right to appeal. All appeals will be reviewed by the Car Parking Panel. The Panel will provide a fair and consistent review of each appeal and the decision will be based upon the supporting documentation provided. The Panel will meet every three months. Appeals will need to be provided within 4 weeks of the staff member being informed that they don't have a permit.

Permit application periods

27. Permits will continue to run from 1 October to 30 September every year. Staff members will continue to be required to make an application on an annual basis during the application window, which will continue to run from June to August. Applicants will also be able to apply at any time throughout the year and will be given permits if these are available from other staff which have left the University.

New starters

28. Some permits will be retained in the West Cambridge Park and Cycle for new starters which they will be able to apply for before they start their role. This will encourage new starters to consider using sustainable travel modes for the final part of their journeys to work. They will be given advice on the sustainable travel options by encouraging them to use the Travel Advisor Service.

Data security

29. For information on how we use your data in car parking applications, please follow this [link](#).

Permits for staff members for the West Cambridge Park and Cycle

30. Staff members applying for this facility will be 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.

Charging electric vehicles in University car parks

31. The University currently has 16 electric charge points across the centrally managed car parks as follows:

- 4 in the Park and Cycle car park at the West Cambridge site
- 4 in Car Park 8 on the West Cambridge site
- 4 at Greenwich House, Madingley Rise site
- 2 on the Sidgwick site at the rear of the Institute of Criminology
- 2 on the Downing site next to the substation at the main entrance to the site at Tennis court road

32. These spaces are available to permit holders only who have applied for access to them.

33. The charge points at the Sidgwick and Downing sites are run by Vendelectric. The maximum charging time is set at 6 hours, after the 6 hours your car will stop charging.

All site permits

34. All site permits are allocated to staff who as part of the post regularly need to access site across the Estate (Security Messengers, Maintenance Staff). The Departmental Administrator where applicable will be required to confirm that the staff member needs an all sites permit in the parking software.

Occasional parking for staff non-permit holding for work purposes

35. Staff members required to use their car for work purposes throughout the day will be able to apply for reserved parking spaces in each of the barriered car parks. This will also be for Bona Fide permits. Staff members will be asked to provide evidence of business insurance to be permitted to use occasional booked out spaces for work purposes. Staff requiring these spaces will be automatically given these. Staff members will be 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. The Departmental Administrator will be 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 will provide the staff member with a parking space reservation. For these staff, alternatives such as the Universal bus, Voi for business and pool bikes will be promoted for travel between sites.

Occasional parking for non-permit holding staff for personal reasons

36. All non-permit holding staff will be able to apply for occasional bookable parking spaces in each of the barriered car parks. Ten per cent of spaces will be allocated to allow for this. Staff members will be able to request the parking spaces one week before they need a space. The booking system will allocate spaces every Friday for the next week. The booking system allocates spaces fairly to each member of staff, ensuring they are given equal access to the spaces. The level of demand for these spaces is unknown and therefore the typical number of times non-permit holding staff will be able to book out these spaces is unknown at this stage.

Students holding a Blue Badge or with mobility difficulties

37. Students holding a Blue Badge or those with mobility difficulties are permitted to park in designated Blue Badge spaces in Cambridge University car parks if they hold a valid parking permit. These students will be screened through the Accessibility and Disability Resource Centre (ADRC) and then required to apply for parking permits using the car parking software and provide evidence. No other students are permitted to park in the Cambridge University car parks.

Permits for evening and weekend parking for staff

38. Permits for all University car parks are 24/7, with the exception of the Downing site. Evening and weekend permits are available on the Downing Site for staff that work outside of core hours (7am to 7pm Monday to Friday). Access is from 6pm to 6am Monday to Friday and any time at the weekends. Permit holders must vacate the site by 7am during the working week. If access is required after this time a day permit is required.

Parking for departmental vehicles

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

Parking for visitors

40. Departments that hold departmental permits can use them for visitor parking instead of departmental parking, space permitting. Each permit can only be used for one vehicle at a time and if used for a departmental vehicle, it cannot be used for visitors. Staff employed by the University will not be allowed to use the departmental permits allocated for visitors.

Parking for contractors

41. Wherever possible contractors will be informed that they cannot park on University site. 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 will sit with the building/site surveyor arranging the work.
42. All maintenance contractors must have a permit to park in a Cambridge University car park. Contractors who need to visit Cambridge University car parks on a frequent, continuing basis, to provide essential ongoing maintenance services will be 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 will be asked to confirm if the contractor still requires a permit.
43. For emergency situations, the person who is calling out the contractor should inform the Car Parking Administration Team, who will 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.
44. No parking facilities are provided for contractors who are on campus to attend meetings.
45. 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.
46. Contractors must only park in designated parking bays. If a contractors 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 Cambridge University car park again.

Parking for staff from Cambridge University Press and Assessment

47. 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. These are given departmental permits and CUP&A make the decision who is eligible for parking.

Parking for motorbikes, mopeds and electric scooters

48. Motorbikes and mopeds will continue to be allowed to park in designated areas in Cambridge University car parks and are not allowed to park in Cambridge 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 Cambridge University car parks.

General conditions of use of car parks

49. Even when permitted to park, no vehicle parked in a Cambridge 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 Cambridge 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.
50. In order to park in a Cambridge 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.
51. It is the responsibility of all permit applicants to ensure that HR 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.
52. 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.
53. 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.
54. Permit-holders must inform the Car Parking Administration Team in writing if they dispose of the registered vehicle(s), cease working for the University or no longer require a permit.
55. 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 Cambridge University car park, along with details of the user's insurance provider as appropriate.
56. All members of the Security staff on Cambridge 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.
57. 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
- 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

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

59. The following are examples of unacceptable behaviour:

- 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 Cambridge University staff and other users.

60. Unacceptable conduct may result in the withdrawal of parking privileges. Forgery or other fraudulent use of parking permits or barrier cards may be regarded as theft and will be dealt with under the University's disciplinary procedures.

Review of the car parking policy

61. The car parking policy will be subject to a continued process of monitoring and review which will take place annually in advance of the permit application opening every year. 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.

Next steps

62. Feedback from the consultation will be reviewed when formulating the final policy which will then be presented to HR Committee and University Council for endorsement.