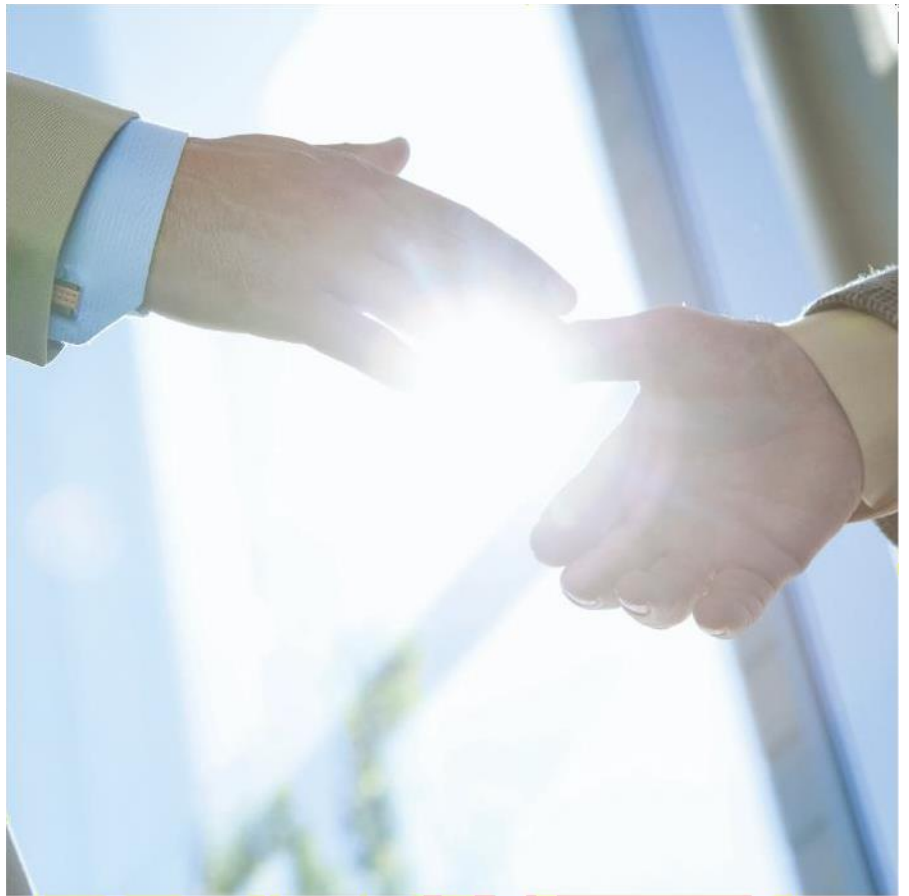


Parking Policy

Infrastructure Directorate



Version Control

Policy Number:	
Owner:	Infrastructure Directorate
Author:	Justin Waterhouse
Approved by:	Steve Gilley
Date Approved:	May 2025
Next Review Date:	This parking policy will be subject to continued monitoring and review. The policy will be revised as necessary to consider changes in circumstances, site development, and the available supply and demand for parking spaces. The University reserves the right to withdraw permits, update these rules as necessary, or change the areas where parking is allowed.
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Contents

1	Introduction	4
2	Scope	4
3	Definitions	5
4	Responsibilities	5
4.1	Security and Emergency Services	5
4.2	Users	6
4.3	Accessible Parking as a Reasonable Adjustment	6
4.4	Directorate of Infrastructure Administration	6
4.5	Contractor Management.....	7
5	Allocation of Parking Space	7
5.1	Staff Parking Permits	7
5.2	Student Parking Permits.....	8
5.3	Visitor Parking.....	8
5.4	Visitor Parking for Organised Events.....	9
5.5	Contractor Parking	9
5.6	Disabled Parking (Blue Badge Scheme)	10
5.7	Temporary Accessible Parking	10
5.8	Staff Occasional User Parking.....	11
5.9	Multiple Vehicle Registration Scheme	11
6	Crime Prevention	11
7	Permit Charges	12
8	Parking Restrictions	12
9	Civil Parking Notice Payment.....	12
10	Parking Enforcement.....	12
11	Parking Appeals.....	13
12	Change of Vehicle.....	13
13	Surrendering of Permits	13
13.1	Staff.....	13
13.2	Students	13
14	Parking Regulations	14
15	Staff Car Share Scheme	15

15.1	How to Qualify.....	15
15.2	Terms and Conditions.....	15
16	Useful Numbers/E-Mails.....	16

1 Introduction

The University of Bradford’s car park policy aims to clarify the regulations and restrictions designed to benefit our staff, students, and visitors. The policy mandates that permits must be held for all motor vehicles belonging to staff, students, and visitors who park in University car parks. Disabled staff and students who are blue badge holders and require a motor vehicle to access the University are exempt from any fee. This policy applies to all staff, students, contractors, and visitors and covers the parking of all motor vehicles on University property. Car park spaces are provided at the following sites for permit holders only:

- City Centre Campus
- Chesham /Horton
- Sports Centre
- Longside A
- Longside B
- Shearbridge Green
- Tumbling Hill Street
- Richmond Building
- Richmond Workshops

2 Scope

This policy applies to all users of the University car parks. It regulates all designated parking spaces, vehicle charging points, cycle parking facilities, and roads.

However, this policy does not extend to determining the number or relative proportions of spaces or permits allocated to each group of users. The University's Director of Infrastructure will determine these matters, taking into account the duties imposed by relevant statutes, regulations, and standards.

- The policy supports the following aims:
- Maximise the limited available parking resources;
- Reduce congestion in and around the University sites;
- Decrease car journeys to University sites;
- Prevent unauthorised use of University car parks;
- Ensure transparent, balanced, and accountable management of the car parks;
- Provide guidance to staff managing the car parks and the permit system to help them deliver high standards of care and service to car park users.

3 Definitions

Word	Definition
Temporary Accessible Parking	Parking reserved for staff or students who have difficulty walking through campus and need to be close to their building, due to disability, health issues, or pregnancy, who do not qualify for a blue badge, but for whom the University is making a temporary reasonable adjustment for up to three months to enable them to continue working or studying. Blue Badge holders may also use these parking bays.
Bike Cage	A secure communal bike storage cage that requires access will need the user's card to be enabled. All registered bike users on campus will receive free access to the bike cages.
Car Share Pool	A group of at least two University-based driving staff members, each holding a permit. By surrendering their permits in exchange for a shared permit, they can share the cost of a reduced-price permit.
Civil Parking Notice	Penalty notices for violating the parking terms and conditions.
Contractor	An individual employed by a supplier to the University who is on campus to perform work on the University's infrastructure or equipment (under a contract between their employer and the University).
Disabled Parking Bay/space	Parking bay that requires a Blue Badge to be displayed or evidenced in advance for users with a virtual permit, as determined by the Blue Badge Scheme (see https://www.bradford.gov.uk/bluebadge)
Visitor	An individual who is not registered as a student, employed as a staff member, or engaged as a contractor by the University.

4 Responsibilities

4.1 Security and Emergency Services

The University's Security Service will:

- Ensure that users are treated fairly, consistently, and politely in a friendly manner;
- Monitor users' behaviour to ensure it aligns with this policy and address transgressions such as illegal parking, speeding, obstruction, or abuse of the space by any users through appropriate measures, including reporting to the relevant department for internal disciplinary action, issuing fixed penalty notices, or withdrawing access rights;
- Manage access to and from car parks using access cards or other means;

- Approve the deployment of any temporary compounds, containers, skips, or equipment located on or adjacent to the car parks, ensuring that any risks or impacts on other users are managed adequately;
- Address unusual demands (e.g., significant outdoor events affecting car parks, high-profile conferences and visits, substantial activities in neighbouring organisations) to support the event when possible, while minimising disruption to University business;
- Respond appropriately to all requests for disabled and accessible parking, and provide users with information on where these can be found;
- Monitor the security of vehicles and all users in the car parks as far as is reasonably practicable;
- Occasionally, assess the usage of car parks, bike lockers or cage facilities, electric charging points, or similar amenities associated with car park users;
- In emergencies, security and emergency services may take control of managing physical car parks and related facilities, such as bike cages and electric charging points. They may implement temporary changes to parking arrangements, including restricting access to and use of parking areas. These changes will be communicated to car park users who, in such circumstances, will be required to comply with all instructions provided.

4.2 Users

Users are:

- To follow the conditions of their permit, as well as any signage, speed limits, parking restrictions, and instructions from car park attendants or other security staff;
- Advised that unless a reserved space has been allocated, **a parking permit only allows the holder to search for a space; it does not guarantee availability.**
- To report any misuse of facilities, illegal parking (including obstruction of disabled or accessible parking bays), or similar breaches of policy to Security at the earliest opportunity;
- To report to Security, at the earliest opportunity, any damage to vehicles (their own or other users) which may be the subject of a claim (whether against the University, themselves or another user) to ensure a timely investigation and the collection of relevant evidence (e.g., CCTV, photographs, etc.);
- To demonstrate respect for others' vehicles and property.

4.3 Accessible Parking as a Reasonable Adjustment

The University's People, Culture & Wellbeing Service must:

- Approve or reject requests from Occupational Health or other clinical professionals regarding temporary accessible parking for staff members as a reasonable adjustment.

4.4 Directorate of Infrastructure Administration

The Administration team will:

- Oversee the administration of permits issued to staff, students, and visitors in accordance with the scope of this policy;
- Manage the permit schemes for staff, students, and University visitors.

- Ensure that if the number of parking permit applications for any category exceeds the available permits, the following factors will be considered when determining permit issuance: distance from home to the University, caring responsibilities, and personal safety concerns (such as early start times or late finish times);
- Ensure that they treat all stakeholder groups, including staff, students, cyclists, contractors, and visitors, fairly, equitably, and consistently while respecting diversity within each group;
- Ensure that permit allocations guarantee availability for Accessible and Blue Badge drivers;
- Investigate and address user complaints about car parks and the permit system;
- Limit the number of contractors permits issued on any given day to balance operational needs with the overall demand for parking space.

4.5 Contractor Management

Managers and Supervisors responsible for contractors must:

- Plan contractor visits in advance (unless it is an emergency) and discuss parking requirements with contractors to manage their expectations regarding the provision of parking for their vehicles;
- Ensure contractors follow the University's Management of Contractors - Site Rules;
- Obtain written approval from Security prior to agreeing on any contractor compound, start or finish dates, times, or relevant special conditions;
- Inspect contractor-used parking areas before, during, and after contract work to ensure adherence to all required rules and that the allocated space is left clear of debris;
- Notify University users in advance about plans to cordon off part of the car park for a compound;
- Ensure that any disabled or accessible parking bays or disabled access routes are not obstructed. If obstructions are unavoidable, ensure that suitable, alternative temporary replacement bays are identified, provided, and properly signposted;
- Ensure that parking for private vehicles owned by contractor employees is prohibited in the University's car parks. Contractor staff driving their own private vehicles must use publicly available on-street parking surrounding the University or the nearby commercial car parks.

5 Allocation of Parking Space

The University's Director of Infrastructure will determine the allocation of parking spaces and permits.

5.1 Staff Parking Permits

Staff eligible for a parking permit must apply each year, and the number of permits available will be limited. Permits made available will be issued on a first-come, first-served basis. If the demand for permits exceeds the number available for issuance, a point-based system will determine who receives the permits.

Payment for permits will be deducted from the staff member's salary on a monthly basis.

Staff wishing to apply for a parking permit should complete the online application that is available on the permits.paysmarti.co.uk - [My permit account](#) webpage.

When leaving the University's employment or car park rights are to be relinquished, staff must visit the [permits.paysmarti.co.uk - My permit account](https://permits.paysmarti.co.uk) webpage to cancel their permit.

5.2 Student Parking Permits

Students eligible for a parking permit must apply each year, and the number of permits available will be limited. Permits issued in batches will be allocated on a first-come, first-served basis. If the demand for permits surpasses the number available for issuance, a point-based system will decide who receives the permits.

Students who wish to apply for an Annual Student Permit must visit the [permits.paysmarti.co.uk - My permit account](https://permits.paysmarti.co.uk) webpage to register and complete an online application. Students who are granted a parking permit will receive an email notification about their application status shortly before the academic year begins. Those who are offered a parking permit must accept the offer and make the payment before they are allowed to use a University car park.

Students will not require a standard parking permit if they only need to park during the evenings and weekends (from 5:30 PM to 9:00 AM, Monday to Friday). Parking from 5:30 PM to 9:00 AM, Monday to Friday, will be free of charge.

All student parking permits issued for each academic year will always expire at the end of that academic year on 31st August.

Refunds for parking permits will be considered only under exceptional circumstances, such as when students cannot complete their course (appropriate evidence must be provided). To apply for a refund, students must submit a written request, the necessary evidence of eligibility, and the parking permit to the Car Parking Office in the Richmond Building, Richmond Road, Bradford, BD7 1DP. To inquire about a refund, students may contact the parking administration team at carparking@bradford.ac.uk.

5.3 Visitor Parking

Visitors to the University City Campus should enter through the Tumbling Hill Street entrance (what3words *focus.island.slate*), as visitor parking permits for this area are only available at the Richmond Reception. Parking operates on a first-come, first-served basis to maximise capacity. If the visitor car park is full, Security will direct visitors to the nearest pay-and-display car park. During periods of low demand in the general car park (for example, outside of term time), visitors may be instructed to park there using a visitor permit.

All visitors must obtain a valid parking permit within 15 minutes of parking. Please note that visitor permits are not available to staff or students. All visitors must first check in at the University Reception Desk located in the Richmond Building (unless otherwise instructed by the

department or individual they are visiting) to receive a visitor parking permit. Staff should inform their visitors that parking cannot be guaranteed and provide information about alternative nearby public parking options if the University's visitor parking and other car parks are full. This will assist visitors in allowing sufficient time to find parking before their appointments.

5.4 Visitor Parking for Organised Events

Event organisers should submit their requests via email to carparking@bradford.ac.uk at least five working days before the event. Spaces will be allocated, and special permits will be issued based on availability. Please note that space availability can vary throughout the year and is often limited.

We typically offer event organisers visitors a car park space if they attend an event with fewer than five guests. However, during term time, this might not be possible. Permits will be issued on a first-come, first-served basis.

Event organisers are encouraged to suggest that attendees use public transportation. If parking is unavailable on campus, attendees will be directed to nearby public car parks.

We reserve the right to decline parking requests for events on campus. Due to the limited number of parking spaces available, we cannot guarantee parking.

5.5 Contractor Parking

Contractor and consultant parking permits are issued from the Richmond Building reception. All main contractors working on University projects are permitted to park one vehicle in the University's car parks. Failure to hold a valid permit will result in a £60 Civil Penalty Notice.

Contractors must comply with University Parking Regulations, which are outlined on the reverse side of the permit. Contractor parking is strictly prohibited in:

- Spaces reserved for a named person;
- Spaces reserved for University vehicles;
- Spaces reserved for Disabled drivers;
- Areas cordoned off by the University;
- Yellow cross-hatched areas or areas marked with double yellow lines or triple stripes marked on kerb edges;
- Senior Managers – Rear of Carlton Wing;
- The Visitor's Car Park;
- Spaces marked 'Reserved';
- Spaces not designated for parking;
- Areas where it may cause an obstruction.

Parking private vehicles owned by contractors, subcontractors, and their employees without a valid permit is strictly prohibited in University car parks.

All contractors must obtain a valid parking permit within 15 minutes of parking.

Contractors may park on campus only with prior authorisation from Estate Services. During major construction projects, special arrangements will be made to provide contractors with designated parking areas and space for skips and other essential materials. However, these arrangements require prior agreement from the Estates Projects and Security teams.

Contractors responding to emergencies must enter through the main entrance of the University. To expedite their entry, please inform the Helpdesk/Reception Team at 01274 232323 prior to their arrival.

Contractors and consultants must adhere to the University's parking regulations specified in this policy. A daily parking permit must be obtained from the Richmond reception unless alternative arrangements have been made. Under no circumstances should contractors use the general visitors' car park.

Framework contractors are allowed a maximum of two liveried vehicles on site.

Parking of private vehicles owned by employees of contractors and subcontractors is strictly prohibited in University car parks. Employees' private vehicles must park off campus

5.6 Disabled Parking (Blue Badge Scheme)

All disabled parking spaces are reserved 24 hours a day, seven days a week, for use only by Blue Badge holders.

Applicants wishing to park in these spaces must apply for a special parking permit. A disabled parking permit does not guarantee a disabled space, but it entitles the holder to use the spaces when they are available.

Disabled permit holders parking on University property are not permitted to park in:

- Spaces reserved for a named person;
- Spaces reserved for University vehicles;
- Areas cordoned off by the University;
- Yellow cross-hatched areas or areas with double yellow lines or triple stripes marked on kerb edges;
- Spaces that have been marked 'Reserved';
- In areas other than in a designated parking space;
- Areas where they may cause obstruction;

Staff and students wishing to apply for a disabled permit should complete an online application form [using this link](#);

5.7 Temporary Accessible Parking

Staff members and students with temporary mobility issues may be issued a temporary accessible permit valid for up to three months. For staff, this requires an assessment and

recommendation from Occupational Health, followed by approval from the University's People, Culture & Wellbeing team. In the case of students, this will require a recommendation from University Disability Services.

Temporary accessible permits will be valid for a maximum of three months. After this period, the permit holder will need reassessment and approval or further recommendation. Temporary accessible parking permits are available for pregnant staff members and students. For staff, these permits will be approved by the University's People, Culture & Wellbeing team upon receipt of medical evidence. For students, this will be approved by the University Registrar or their designate upon receipt of medical evidence.

Charges will apply for temporary accessible permits. Having a permit does not guarantee an accessible parking space; it only entitles the holder to use such spaces when they are available. In all cases, a review/end date must be set at the time of approval.

5.8 Staff Occasional User Parking

Occasional users may apply for an Occasional User permit and park on site for £3 a day. Once a permit has been acquired, permit holders can book themselves into the car parks through their account on <https://permits.paysmarti.co.uk/acct/uniofbradford>.

Such permits are available to staff members who attend work infrequently (one day a week or less) or occasionally hire vehicles for business purposes and do not require a regular permit.

Occasional user permits can only be issued when spaces are available and may be suspended if car parks become overcrowded.

5.9 Multiple Vehicle Registration Scheme

Staff members will be allowed to register a maximum of five vehicles on their car park permit application.

The permit will only be valid for one vehicle at a time, and users can change their active vehicle through their account at <https://permits.paysmarti.co.uk/acct/uniofbradford>. It is the user's responsibility to ensure that a valid permit is associated with the parked vehicle.

6 Crime Prevention

All vehicles parked on University property are at the owner's risk, and the University assumes no liability for their safety and security. Personal property should be kept out of sight and is left entirely at the owner's risk. Security patrols all areas of the University day and night, and an extensive CCTV system (with digital video recording) is in place for your safety.

Car crime on campus is rare. To help maintain safety in the car parks, immediately report any suspicious persons or incidents to the University's security team by telephoning them at 01274 236999.

7 Permit Charges

Charges for parking permits are published online on the University of Bradford's, Estates & Facilities [Car Parking](#) web page.

8 Parking Restrictions

Permit holders are expected to observe the University's parking restrictions. A Civil Parking Notice of £60.00 (subject to changes published on the University website from time to time) will be imposed for any of the following offences.

Parking in a car park where a permit is not valid;

- Parking on double or crosshatched yellow lines;
- Parking where triple yellow stripes are marked on the kerb edges;
- Parking without a valid disabled blue badge or University disabled permit;
- Causing an obstruction;
- Parking in a location where a notice clearly prohibits parking, such as outside emergency exits, plant rooms, or near delivery doors;
- Unauthorised parking in a reserved space or in an area clearly marked as temporarily or permanently allocated for visitors or, for instance, in connection with maintenance or construction work;
- Parking outside a designated space;
- Exceeding the stipulated waiting time when parking restrictions are in effect;
- Failing to hold a valid permit: (All motor vehicles in University car parks must have a valid parking permit between the hours of 9:00 am and 5:30 pm, Monday to Friday).

The University of Bradford car park terms and conditions require permit holders to strictly observe the parking restrictions outlined above. This rule applies to all car

parks on the City Campus. Violating these restrictions may result in a £60 Civil Parking Notice, which must be paid to the University of Bradford within 28 days.

9 Civil Parking Notice Payment

Vehicles parked in any of the University's car parks without a valid permit will be subject to a £60 Civil Parking Notice charge under the same conditions mentioned above. Payment can be made to the payment line at 01604 625612. Please have your ticket number and credit or debit card details ready when you call. A discounted amount of £30 will be accepted if paid within 14 days. If not paid within 28 days, the parking charge will increase to £75. You will incur additional charges resulting from further actions taken against you if the fee remains unpaid. This could also lead to the withdrawal of the offender's permit.

10 Parking Enforcement

University Car Park Attendants and Security Staff have the authority to direct traffic on campus,

regulate entry to the car parks, exercise control over parking, and ensure compliance with the University's parking regulations.

Security Staff are empowered to affix Civil Parking Notices to motor vehicles parked in violation of the parking regulations and to issue Civil Parking Notices to motor vehicles not displaying a relevant permit. Security Staff are responsible for enforcing the parking regulations under the direction of the Security Manager.

11 Parking Appeals

Representation and appeals regarding Civil Parking Notices must be submitted in writing. Please direct all correspondence to the University of Bradford, PO Box 597, Northampton, NN4 7xn.

Charges will be held until a decision on the appeal has been reached.

The University participates in the Parking on Private Land Appeals scheme (POPLA). Additional information about this service will be provided to individuals after the University's appeals process has been exhausted.

12 Change of Vehicle

Permit holders can amend the details of the car their permit is associated with through their account at <https://permits.paysmarti.co.uk/acct/uniofbradford>.

Car park users are responsible for ensuring that the active registration number for their permit matches the vehicle parked on site.

13 Surrendering of Permits

13.1 Staff

Permits can be cancelled at any time through the account at <https://permits.paysmarti.co.uk/acct/uniofbradford>, and salary deductions will be stopped accordingly.

13.2 Students

Student permits cover a 12-month period; refunds will only be considered in exceptional circumstances, e.g., where a student is unable to complete a course. Applications for refunds must be evidence-based, with a covering letter submitted together with the parking permit to Security, Richmond Building, Richmond Road, Bradford, BD7 1DP, or via email to carparking@bradford.ac.uk.

14 Parking Regulations

These regulations apply to all staff, students, contractors, and visitors in all University car parks. These regulations are part of the application process for obtaining a parking permit; therefore, applicants are considered to have read and agreed to abide by them.

Anyone who violates these regulations will receive a Civil Parking Notice for £60. Any parking permit holder who breaches these regulations may also have their permits revoked at the discretion of the Security Manager. A violation of these regulations by a staff member or student may result in disciplinary actions taken by the University.

- All motor vehicles in University car parks must hold a valid parking permit between the hours of 9:00 am and 5:30 pm Monday to Friday;
- All users of motor vehicles must comply with the Highway Code;
- All users must abide by any traffic signs and notices, whether permanent or temporary and any instructions given by our Car Park Attendants and Security Staff;
- The speed limit on all University property is 5mph and drivers must proceed with caution. This limit must be always adhered to due to the large number of pedestrians on campus, failure to adhere to the speed limit on University sites could result in Civil Warning Notices being issued, and/or permits being withdrawn;
- Vehicles must not tailgate the vehicle in front upon entry or exit to University property. This is dangerous and could result in damage to property, vehicles or person(s). Drivers must stop at barriers and use card access or request access/egress via the control panel button on the barrier. Where drivers are caught tailgating permits may be withdrawn and/or vehicles banned from accessing University property;
- It is prohibited to park in a car park for which a permit is not valid;
- Motor vehicles must be parked in a designated parking area and in clearly marked parking spaces. No vehicle must occupy more than one space;
- All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the permit and possible disciplinary action being taken;
- Permit holders must immediately inform Security of any changes to their motor vehicle details (for example following the purchase of a new car);
- It is prohibited for an able-bodied person to park in a disabled/accessible driver's space;
- It is prohibited to park in a reserved space if you are not the named individual for that space;
- It is prohibited to exceed the stipulated waiting time where parking waiting times are in force, i.e. 30 minutes waiting restrictions at the Student Central loading bay;
- It is prohibited to cause an obstruction;
- It is prohibited to park on triple or double yellow lines (also identified on some paving and car park edges) and on cross-hatched areas;
- It is prohibited to park in a location in which a notice prohibits any parking, for example outside emergency exits, plant rooms or delivery zones;
- It is prohibited to park in an area marked as temporary or permanently allocated for use by visitors or in connection with maintenance or construction work;
- It is prohibited to park outside of a designated parking space, for example on grassed verges or on pavements;
- The University reserves the right to refuse permit holders access to spaces from time to time, in order to accommodate bona fide visitors for an organised event;
- Visitors contravening these regulations will be liable to be issued with a Civil Parking Notice;

- Civil Parking Notices must be paid within 28 days from the date of issue;
- LATE PAYMENTS –Failure to pay the Civil Parking Charge of £60 within 28 days from the date of issue will result in your vehicle licensing details being obtained from the DVLA, and the payment will increase to £75. In the event of non-payment of the Civil Parking Charge

Notice, the case may also be passed to a debt collection agency, at which stage you may be liable for additional costs.

15 Staff Car Share Scheme

15.1 How to Qualify

To qualify for a Car Share Permit, car drivers will need to do the following:

- Find at least one other staff University permit holder to share with to form a ‘carpool’;
- Elect one member of the carpool to be the lead driver. The lead driver will be responsible for the smooth operation of the carpool, informing the Security department of any changes and will act as the main point of contact for the Security Administrator;
- The driver of each vehicle used as part of the carpool will need to complete the Car Share scheme registration form. The form will need to be signed by the lead driver;
- The lead driver will forward all Car Share registration forms to the Security Administrator at Security Department Richmond Reception. (Drivers need not return permits at this stage);
- The Security Administrator will process your registration and arrange a reserved car park space in the car park;
- Once the formalities are completed, the lead driver will arrange to collect all previously held permits and exchange these for a Car Share Permit. The carpool cannot begin operation until all permits are returned;

15.2 Terms and Conditions

A carpool is defined as having at least two University-based car-driving members. If the membership of the carpool is less than two drivers, the entitlement to a Car Share Permit is withdrawn. Each carpool must have a designated lead driver, whose responsibility will be to inform the Security Administrator in writing of any changes to carpool membership. If the designated lead driver no longer requires membership in the Car Share scheme, the carpool should elect a new lead driver and promptly inform the Security Administrator in writing about this change.

Members of carpools may only hold Car Share Permits. Drivers will be required to exchange their previously held permits at the time of issuing the Car Share Permit. Carpool groups may also purchase up to a maximum of 50 Occasional User Permits per permit year at an additional cost of £3.00 per permit to allow flexibility. The Occasional User permits may only be used by members of the Car Share Group to whom they are issued; they are not transferable or for resale. Drivers from the same address may be accepted only if each has previously obtained a parking permit for a vehicle (individually paid for) and the share arrangements signify a change in driver patterns.

Returned parking permits in support of a Car Share Permit registration must have been valid for at least three months before introducing the scheme. Returned permits which are less than three months old will only be accepted where the holder is a new staff/student member. This will be subject to verification by the Security Administrator.

Carpool permits will only be issued to those who share rides on a regular basis. Ad hoc arrangements, such as attendance at conferences, meetings, and home visits, will not be eligible for the permit.

Parking permit fees, once paid, are not refundable in whole or in part. When a member of staff joins the Car Share scheme, salary deductions will cease upon the issuance of the Car Share Permit.

Permits will last for twelve months, or pro-rated months when applied for outside the annual application process. Permit holders will be required to renew their twelve-month permits by applying to the Security Administrator using forms that will be provided for that purpose.

Any parking permit holder changing a registered vehicle will need to apply for a permit for the new vehicle using a form available from the Security Administrator. There will be no charge for the issuance of a new permit in these circumstances; however, permit holders will need to surrender their existing permits before new permits are issued.

Carpool members are expected to travel together, and individual use will be minimised.

The University of Bradford reserves the right to withdraw the Car Share Permit where a carpool is deemed to be in breach of these terms and conditions.

16 Useful Numbers/E-Mails

<http://www.britishparking.co.uk>

Civil Parking Notice Payments - 01604 625612

University of Bradford Email Address - Carparking@bradford.ac.uk