CAR PARKING POLICY DOCUMENTATION

Special Needs Parking Permits – Eligibility Guidelines
2015/16
Effective 1ST October 2015
**Introduction**

Dedicated spaces for those with special needs are provided at no charge. Blue badges will be honoured for single use but a Special Needs (SN) permit should be obtained for continued use. University SN permits are valid in all car parking spaces on campus in any parking zone, including all disabled parking spaces.

**Staff** and **Students** should apply direct to the Car Parking Office, Security with relevant medical evidence in accordance with the published eligibility guidelines.

**Visitors** are not eligible for SN Permits although blue badges will be accepted. Visitor parking charges do not apply to visitors clearly displaying a valid blue badge.

**Staff Eligibility**

University staff should select the Special Needs Permit option through Flexible Benefits. Staff should then submit their evidence to the Car Parking Office, Security. All other staff should visit the Car Parking Office direct.

Staff eligibility will be determined by the Security Operations Manager. Note that some SN permits will only be issued on a temporary basis. To be eligible, staff must provide at least one of the following:

- Proof of valid Blue Badge.
- Written correspondence from a GP or medical professional.

Heavily pregnant female staff will be eligible at the discretion of the Security Operations Manager.

**Student Eligibility**

Students should apply through the Car Parking Office, Security.

Blue Badge holders must provide proof of a valid Blue Badge.

Students with temporarily reduced mobility or medical conditions that impact on mobility must provide evidence that satisfies the following criteria:

- Letter signed by a medical professional (GP or specialist) printed on headed paper;
- The letter should be dated within the last 12 months (required for a temporary period only);
- The letter should include a timeframe of relevance.