CAR PARKING POLICY DOCUMENTATION

Accessible Parking Permits – Eligibility Guidelines

2020/21
**Introduction**

Dedicated spaces for those with significant mobility difficulties or medical conditions that adversely impact on an individual’s personal mobility are provided at no charge and are supported through the use of Accessible Parking Permits (AP Permits). Blue Badges will be honoured for single use but an AP Permit should be obtained for continued use. University AP Permits are valid in all car parking spaces on campus in any parking zone, including all accessible parking spaces.

**Students** should apply to the Car Parking Office, Security (01524 592179; car-parking@lancaster.ac.uk). Relevant medical evidence must be provided in accordance with the published eligibility guidelines in the Student Parking Policy.

**Visitors** are not eligible for AP 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 Accessible Permit option through Flexible Benefits. Staff should then submit their evidence as soon as possible to the Car Parking Office, Security (car-parking@lancaster.ac.uk). All other staff should contact the Car Parking Office direct (01524 592179; car-parking@lancaster.ac.uk).

Staff eligibility will be determined by the Security Operations Manager. Note that some AP Permits will only be issued on a temporary basis (for instance in the case of someone returning to work after illness, surgery or injury). To be eligible, staff must provide at least one of the following:

- Proof of a valid Blue Badge.
- Written correspondence from a GP or other medical professional which demonstrates a medical need for an AP Permit on the basis of a limitation to an individual’s personal mobility on physical, psychological or short-term illness grounds.

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. Please contact them on 01524 592179 or by email on car-parking@lancaster.ac.uk.

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

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

- Letter signed by a medical professional (GP or specialist) 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.