

Bournemouth University Scratch Card Parking Permit guidance

The scratch card permit is a Travel Plan initiative which is designed to enable staff that are either not eligible or choose not to have a BU parking permit to be able to park in a university car park, when an occasional need arises.

When should I consider using a scratch card permit?

The table below outlines some appropriate scenarios with examples of when staff should consider using a scratch card permit:

Staff travel scenario	Example
Dropping off heavy or bulky equipment for work purposes.	An academic member of staff required to pick up/drop off exam paper marking.
An occasional variation in working hours resulting in an earlier start or later finish time which means a sustainable travel alternative becomes unrealistic.	A professional services staff member has to cover a late shift once per week. By the time they finish a reduced bus service means public transport is no longer an option.
Adverse weather conditions making active travel (walking, running, cycling) or public transport an unrealistic travel option on a particular day.	Torrential rain is forecast, making cycling an unattractive travel option.
The need for an onward direct journey from the University for work or personal reasons, which makes a more sustainable travel option unrealistic on that particular day.	A member of staff has a medical appointment after work, the timing of which makes a sustainable travel mode impractical.
If a member of staff requires access to car parking facilities for short period time where the requirement for an annual permit is unnecessary.	A new member of staff is living in a temporary location which is more than two miles from work, but will soon be moving to a permanent location less than two miles from their main place of work.
A member of staff is required to work away from their main campus of work for two days or less per week (if full time).	An academic member of staff based at Talbot Campus is required to teach a full day at the Lansdowne Campus once per week. On this day, their journey length is greater than two miles.

User guidance

Staff purchasing and using the scratch card permits should be aware of and respect the following scratch card guidelines:

- Scratch card Parking Permits are for occasional use only and are not to be used as an alternative to other BU parking permits where staff are ineligible for these:
 - I. An annual staff parking permit
 - II. An affiliate parking permit
 - III. A part time hourly paid permit
 - IV. A student permit
 - V. A visitor permit

- Occasional use is defined as the use of up to two (2) permits per week or ten (10) permits per month.
- This permit does NOT guarantee a space.
- The university Travel Plan Group will review the cost of the scratch card permit annually.
- Scratch card permits are for personal use only and must not be given/ resold to any other individual (including other university staff members; affiliate staff working on campus; visiting consultants; students; or visitors to the university).
- The standard terms and conditions of parking at Bournemouth University apply to the use of scratch card permits.
- A valid scratch card permit must be displayed at all times.
- Park only in authorised bays.

Please be aware that scratch card parking permits are non-refundable.

Instructions for use:

- Validate permit by scratching off the day, month and year.
- Enter your registration number
- Permit is not valid if more than one date is scratched off.
- Display the permit clearly.

The Travel Plan Group 2016

If you have any queries about scratch card permits, you can contact:

E-mail Parkingservices@bournemouth.ac.uk or TPlanGroup@bournemouth.ac.uk

Telephone: +44(0)1202 968040