

## How to request and book a visitor car parking space at Bournemouth University

1. To request a visitor parking space, the staff member inviting the visitor needs to [book online](#). Please be aware that BU has a limited number of visitor parking bays and that requests received within 48 hours are unlikely to be accommodated.
2. The member of staff requesting the visitor parking session needs to provide the following information at the time of booking:
  - Visitor name
  - Visitor vehicle registration number (If this can't be provided, the staff member must provide the **visitors name** in the 'Visitor Registration Number' field on the online booking form).
  - The date that parking is required
  - Time of arrival (start time the parking session is required from).
  - Time of departure (finish time for the parking session)
  - Complete all the other fields in the online booking form.

Please be aware that other BU visitors will be allocated the visitor space, from 15 minutes after your booked visitor parking session has finished. It is your responsibility to inform your visitor of how long the space is booked for. Please be aware that ad hoc requests to extend visitor parking sessions can't be accommodated.

3. Once you have submitted your online visitor request, it will be sent to the BU reception team, to check and confirm availability.
4. BU reception will send you an e-mail to confirm if your request has been approved or not. If BU is unable to accommodate your request you will need to inform your visitor that parking can't be provided for that time/date. Please be aware that visitors, who are not booked into a visitor parking space, can't be accommodated for visitor parking.
5. If your visitor parking request is approved, please confirm the booking details with your visitor.

### Talbot Campus site visitor parking bookings:

6. Please instruct your visitor to report to the parking attendant at the Visitor and Events Car Park barrier.
7. If your visitor is a Blue Badge holder and they park in an accessibility bay, your visitor will need to call Poole House reception upon arrival to confirm their vehicle registration number (01202 965001), as well as displaying a valid and current blue badge when parked in the accessibility bay.

### Lansdowne Campus site visitor parking bookings:

8. Please instruct your visitor to report to the appropriate BU reception point upon arrival, where BU reception will confirm their vehicle registration number and the end time of the visitor parking session.
9. If your visitor is a Blue Badge holder and they park in an accessibility bay, your visitor will need to call BU Reception upon arrival to confirm their vehicle registration number (01202 968003), as well as displaying a valid and current blue badge when parked in the bay.

All staff are reminded that visitor parking bays are for visitors only. Staff and students are not permitted to park in visitor parking bays and are liable to Parking Charge Notice if they do so.

Please see the [parking FAQs](#) for further information on visitor and events parking booking.