

Bournemouth University daily e-parking permit scheme guidance

From 7 May 2019 the occasional use daily scratch card permit is being renamed as the **daily e-parking permit**. This 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 daily e- parking permit?

The table below outlines the 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 daily e-permit should be aware of and respect the following permit guidelines:

- Daily e-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 two (2) e-permits per week or ten (10) e-permits per month.
- This permit does not guarantee a space.
- The university Travel Plan Group will review the cost of the daily e-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 daily e-permits.
- Staff using the daily e-parking permit must ensure that their parked vehicle is registered either through a JustPark session or by registering at BU reception point with a valid parking credit. Staff must have paid and have registered their vehicle within 30 minutes of parking in a BU car park site.
- Park only in authorised bays.

Please be aware that daily e-parking permits are non-refundable.

Instructions for use

Registration for the daily e-permit scheme - Steps

Step 1 - Register with parkingservices@bournemouth.ac.uk to use daily e-permits. You will need to provide your name, BU e-mail address and let us know that you would like to use the JustPark app. You will then be sent the following information in an e-mail:

- Monthly promo codes (you will be able to use each monthly code up to 10 times each month).
- Instructions on how to register for a JustPark account, how to access the JustPark smart phone app and input your promo code

Step 3 – Find a space in a BU permit holder car park. Use the JustPark app to register and pay for your parking session using your monthly promo code. Please note that the charge comes up as £15 and then applies the discount taking the price to £2 for the day. When your JustPark session is confirmed, this will be a valid permit to park at any Bournemouth University car park during that day.

Staff that do not wish to use the JustPark for registering and paying for daily e-parking permits can access the daily e-parking permit by:

Step 1a – Register with parkingservices@bournemouth.ac.uk to use daily e-permits. You will need to provide your name and BU e-mail address. You will then be sent the following information in an e-mail:

- Instructions on how pay for daily e-permits at a BU Cash Office
- Instructions on how to register your vehicle on the day of the parking session with a BU reception point.
- A payment form which you can use to purchase up to 10 daily e-parking permit sessions each month.

Step 2a – Go to a BU Cash Office with your completed payment form and purchase up to 10 daily e-parking permit credits for the month. Once you have made your payment at the Cash Office, you will be provided with a daily e-parking permit credit (credit card sized card). You can use these credits whenever you need to park they do not need to be used by the end of the month. BU will not accept responsibility lost or stolen daily e-parking permit credits once in the possession of the staff member.

Step 3a – Find a space in a BU permit holder car park. Go to the nearest BU reception point with your daily e-parking permit credit. You need to fill in the date of the parking session and your vehicle registration number. The BU reception team will take the daily e-parking permit credit and register your vehicle for to commence the parking session. You must register your vehicle within 30 minutes of parking.

The Travel Plan Group 2019

If you have any queries about daily e-parking permits, you can contact:

E-mail parkingservices@bournemouth.ac.uk or telephone +44(0)1202 524111