

Frequently Asked Questions - Applying for the Bournemouth Borough Council, Madeira Road parking permit scheme

Who can apply for the Bournemouth Borough Council Madeira Road parking permit scheme?

Any member of staff on the BU payroll who is based at Melbury House and who is an existing BU parking permit holder can apply for the scheme.

Why should I apply for the scheme?

Due to the development of the Cranborne House and 21 Lansdowne Road car parks, the number of parking spaces at the Lansdowne Site will be reduced by 94 spaces. In order to reduce the parking impact on the Lansdowne site, BU is purchasing 90 permits for the Bournemouth Council, Madeira Road car park. The Madeira Road permit will offer existing Melbury House staff the following benefits:

- Access to the Madeira Road car park which offers car parking facilities within a [short walk from Melbury House](#). Although parking can't be guaranteed, the car park currently has spare capacity. It is likely that staff will find it significantly easier to find a space in Madeira Road, than they would in other BU Lansdowne car parks.
- Access to the following additional Council car parks; [Cotlands Road](#) and [Lansdowne Road](#)
- Continued access to Talbot Campus permit holder car parks
- Staff will continue to pay for their parking permit as if it were a BU parking permit and in accordance with the BU parking charges set out at <https://intranet.sp.bournemouth.ac.uk/documentsrep/Car%20Parking%20Policy%20document.pdf>.

How long will the Lansdowne Parking changes be in effect?

Until completion of the Bournemouth Gateway building and car park, anticipated autumn 2019.

How do I apply for the scheme?

Staff that wish to apply for the scheme, must complete the application form and return it to parkingservices@bournemouth.ac.uk by 5pm 6 October 2017. When completing the application form you will need to provide your name, staff number, address and vehicle make(s) and registration(s).

When can I apply for the scheme?

9am on Monday 25 September to 5pm on Friday 6 October 2017.

What happens if I am not available to apply for the scheme during the application period?

Staff that cannot personally apply during the application window (due to leave, sickness, or other reasons) may request their line manager apply on their behalf. This is 'by exception' and bulk applications on behalf of staff will not be accepted.

What happens once I have submitted the application form?

All applications received during the application window will be entered into a ballot where the first 90 names drawn at random will be allocated a Madeira Road permit. You will be e-mailed within 5 working days of the application window closing, informing you if your application has been successful. If you are successful, you will receive a further e-mail outlining the next steps.

When and how will I receive my Madeira Road permit?

Madeira Road permits will be valid from 30 October 2017; daily collection drop in sessions will be held at Melbury House reception, from 23 October to 27 October. During these sessions successful applicants will be required to hand back BU permits, sign terms and conditions and collect a Madeira Road permit. During the crossover period between 23 October and 30 October Madeira Road permits will be valid in BU Lansdowne site car parks. From 30 October 2017 the Madeira Road permit will not be valid in any BU Lansdowne site car park and normal penalties will apply. After 27 October any uncollected permits will be returned to Parking Services and held for collection for a further 14 days before being reallocated to a member of staff on the waiting list.

If I provide details of two vehicles on my application, will I receive two Madeira Road permits?

No. If your application is successful for a Madeira Road permit, you will only receive one permit. It will be the responsibility of the permit holder to swap the permit between vehicles.

Will Madeira Road permit holders still be eligible to park in BU permit holder car parks as well as the Madeira Road car park?

Madeira Road permit holders will not be eligible to park in BU Lansdowne site car parks from 30 October 2017 (e.g. Melbury House, Bournemouth House, Studland House, Royal London House or EBC car parks). However, staff will continue to be eligible to park in all Talbot Campus permit holder car parks as normal.

What happens if a vehicle with a Madeira Road permit, parks in BU Lansdowne Site car park?

From 30 October 2017, as you will not have a permit to park in a BU Lansdowne site car park, you will be at risk of receiving a Penalty Charge Notice in accordance with [BU parking terms and conditions](#).

Can I park in Madeira Road car park if I have a BU parking permit or BU scratch card permit?

No. If you are a BU parking permit holder or a daily scratch card user, you must park in a BU car park; these permits will not be valid in the Madeira Road car park.

What happens if my application is unsuccessful?

If your application is not successful, you will be automatically entered onto a waiting list if/when a Madeira Road permit becomes available, Parking Services will randomly select a name from the waiting list to ask if they would still like to participate in the scheme. If the

staff member no longer wishes to participate, their name will be removed from the waiting list and another name shall be randomly selected and contacted. This process will continue until all permits are allocated or there are no further names on the waiting list.

What if I no longer need my Madeira Road parking permit?

You will need to go [online](#) and cancel your BU parking permit payment. Cancellations will take effect in the following month’s payroll, providing you have cancelled by the 15th of the month. You will then need to contact Parking Services, quoting your Madeira Road permit reference number. Parking Services will arrange for your permit to be collected from you.

Whose responsibility is it for updating information about changes in circumstance affecting my Madeira Road parking permit?

It is the individual permit holder’s responsibility to inform [Parking Services](#) of changes in circumstance affecting their Madeira Road parking permit. Permit holders should be aware that they will be responsible for paying a £5 administration charge for updating vehicle registration numbers and a £10 administration charge for a replacement permit.

Who do I contact if I have a query about the Madeira Road parking permit or if I need to notify the University about a change in my circumstances?

The table below outlines who you should contact depending on the nature of your query:

Contact the Estates department at parkingservices@bournemouth.ac.uk if:	Contact Human Resources department at hrenquiries@bournemouth.ac.uk if:
You have a query about your application (e.g. enquiring about the progress of your application or the delivery of a Madeira Road permit).	You have a query regarding how much you are paying for your annual parking permit.
You need to update your vehicle details. Please be aware there is a £5 charge for updating vehicle details. This payment needs to be made to Bournemouth Borough Council.	You need to report a change in your circumstances such as notification of a career break or maternity leave.
You want to cancel your permit. You will need to go online to cancel your annual BU parking permit, in order for your monthly payments to cease. You will then need to notify parking services that you have cancelled your permit.	You need to update your address details.
You lose your permit and require a replacement. Please be aware there is a £10 administration charge for a replacement permit. This payment needs to be made to Bournemouth Borough Council.	

Will it cost me more to have a Madeira Road permit?

You will pay the same monthly fee as you do for a BU permit. This is dependent upon your employment status. Please see the following link for [2017/18 permit prices](#). Parking permit payments will continue to be paid monthly from your salary. The only difference is that you have to pay the Council's administration charge of £5 if you change your car registration number or £10 per replacement permit.

If I have a Madeira Road permit, will I still need to apply for a BU staff annual parking permit?

Yes. Although you have a Madeira Road permit, you will be required to re-apply for your annual BU staff parking permit in February 2018. This is the mechanism for paying for your annual parking permit. From March 2018 staff will pay for their parking permit by a non-salary sacrifice monthly deduction. Payment will be automatically taken by payroll each month.

What will happen if my salary details change during the year?

HR will arrange for your monthly payments to be updated in accordance with your salary change. You will receive written confirmation of any change in payment deductions.

Why do you need my contact information?

If there is an operational car parking issue and the Estates team need to contact you (e.g. you are required to move your vehicle whilst parked at Talbot Campus. Bournemouth Borough Council needs your contact information for the same reasons, whilst parking at Madeira Road car park.

I am eligible to apply for the Madeira Road parking permit scheme, but I do not wish to apply? What are my parking options?

For those staff (existing BU permit holders) that choose not to apply or are not successful in their application, parking will continue to be available at Melbury House, Studland House, Royal London House and the Executive Business Centre under existing BU parking T&Cs.

What happens at the end of the Madeira Road parking scheme?

The new Bournemouth Gateway building will provide a car parking facility for BU permit holders. Upon completion of the Bournemouth Gateway building the Madeira Road car parking scheme will cease. Madeira Road permit holders will be contacted to inform them of how they swap their Madeira Road permit back for a BU staff parking permit.

Are there any incentives for me to consider alternatives to car travel?

The BU Travel Plan 2013-18 has a wide range of different initiatives to encourage staff to use alternative and more sustainable modes of travel. For the duration of the Lansdowne Parking changes, existing staff parking permit holders will have the opportunity to try handing back their parking permit for a one month period. Staff will have the option of receiving a free 30 day bus pass or a loan bike as an incentive to try alternative travel modes. Contact TPlanGroup@bournemouth.ac.uk for further information or to book a personalised travel planning session.