

## **Frequently Asked Questions - Applying for an annual staff parking permit**

### **Who can apply for an annual staff parking permit?**

Any member of staff can apply for an annual staff parking permit unless they live within 2 miles of their main place of work.

### **When can I apply for an annual staff parking permit?**

You can apply for a parking permit [online](#) once you receive a BU user name and password. This will usually be on your first day at work.

### **How do I apply for an annual permit?**

You can apply [online](#). You will complete the short online form, which takes less than 5 minutes. You will need to log on using your user name and password. You will then enter a few simple details, such as your name, address, vehicle registration and how you would like to pay for the permit, including the option to pay easily through the Salary Sacrifice Scheme.

### **What happens once I have submitted the online application form?**

An automatic e-mail will be sent when your permit has been approved. This e-mail will outline the delivery details for your new permit.

### **When and how will I receive my annual permit?**

An automatic e-mail will be sent when your permit has been approved. This e-mail will outline the delivery details for your new permit.

### **Can I buy an annual parking permit at any time of year?**

Yes, providing that you meet the eligibility criteria. The online application is available all year.

### **What happens if my application is refused?**

If a member of staff does not meet the car parking permit criteria, they may apply for a permit on the grounds of an exemption as outlined below:

- Staff with children aged 12 and under
- Staff who are registered disabled blue badge holders
- Staff with a short or long term medical condition where appropriate medical advice supports the provision of a parking permit
- Staff who are Carers

If you disclose an exemption when applying for a Permit evidence of such exemption will be required. You will be contacted by either the Reception Team or Human Resources who will request the relevant evidence and assess whether this meets the criteria for the exemption.

### **What if I no longer need my parking permit (for example, if I don't need it over the summer)?**

You can cancel your permit online at any time. Cancellations will take effect in the following month's payroll, providing you have cancelled by the 15<sup>th</sup> of the month.

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

It is the individual permit holder's responsibility to inform the University of changes in circumstance affecting their parking permit.

## **Who do I contact if I have a query about the annual 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 <a href="mailto:parkingservices@bournemouth.ac.uk">parkingservices@bournemouth.ac.uk</a> if:	Contact Human Resources department at <a href="mailto:hrenquiries@bournemouth.ac.uk">hrenquiries@bournemouth.ac.uk</a> if:
You have a query about your application (e.g. enquiring about the progress of your application or the delivery of an annual permit).	You have a query regarding how much you are paying for your annual parking permit.
You need to update your vehicle details. This can be done <a href="#">online</a> .	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. This can be done <a href="#">online</a> .	You need to update your address details.
You lose your permit and require a replacement.	

## **How will I pay for my permit?**

From the 1<sup>st</sup> March 2018 all Pay rolled staff will pay by salary deduction. Payment will be automatically taken by payroll each month.

Part time hourly paid staff and affiliate staff will pay the total cost of their annual permit upon application.

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

If you pay by salary deduction, 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).

## **How much will I pay for my permit?**

This is dependent upon your employment status. Please see the following link for [2017/18 academic year permit prices](#).

## **I used to pay for my permit by salary sacrifice deductions. Why is this option no longer available to me?**

In the Autumn Statement 2016, Chancellor of the Exchequer, Philip Hammond MP, announced some changes to salary sacrifice schemes. This means that:

- For staff who elected to pay for their 2017/18 annual car parking permit by salary sacrifice before 1 April 2017, this benefit is protected until 28 February 2018 when their permit expires.
- New members of staff or staff that are applying for or renewing their annual car parking permit from 1 April 2017 onwards will have to pay for their permit by salary deduction. The salary sacrifice payment option will no longer be available.
- From 1 March 2018, all staff applying for an annual car parking permit will have to pay for their permit by salary deduction (for both new and reissued permits). The salary sacrifice payment option will no longer be available.

If you currently pay for your annual car parking permit by the salary sacrifice method, this means that your monthly tax and National Insurance contributions will increase slightly when you renew your permit in March 2018.

This change does not affect staff who pay for their permits by a fixed one-off online payment.

Other BU benefits which are also paid by salary sacrifice, such as employee pension scheme contributions, childcare vouchers (Kiddivouchers) and the Bike to Work scheme are unaffected by this change

## **What will happen if I don't apply for an annual permit?**

All vehicles parking in BU car parks will need to display a current and valid parking permit as outlined by the Parking Terms and Conditions. All staff parking permit holders should renew their existing permits to a new annual permit by March 1<sup>st</sup> 2016. After this date any vehicle not displaying a new annual permit will be liable for an additional parking charge as outlined in the Parking Terms and Conditions.

## **What happens if my application is refused?**

If you no longer meet the parking permit criteria you can apply for a permit on the grounds of an exemption. For a details of the exemption criteria, please refer to the staff car parking appeals procedure in the staff handbook.

## **What happens if my claim for an exemption is refused?**

If your exemption application is not agreed by HR, you will be referred to the Travel Plan Co-Ordinator for a Personalised Travel Planning session. A Personalised Travel Plan report will be created, with recommendations for your travel to work. If you do not accept these recommendations, you can appeal in writing on the grounds of an exception to the Travel Plan Group. Please refer to the staff car parking appeals procedure as outlined in the [staff handbook for further information](#).

**I am a new member of staff, what how can I arrange parking for my first day at work?**

To arrange parking for your first day, please contact Poole House reception on 01202 968040 or email [parkingservices@bournemouth.ac.uk](mailto:parkingservices@bournemouth.ac.uk) in advance.

**If I am a registered Blue Badge Holder will I need a staff parking permit to park on campus?**

Yes, you will need a BU staff parking permit. Please apply [online](#). Blue Badge Holders will not be charged for their staff parking permit.