

1. Introduction

Changes are being proposed to car parking arrangements at Gilmorehill, Garscube and Tay House. The process will create a new and fairer system for the allocation of car parking permits.

The information contained in this document outlines the basis of the new Draft Parking Permit, Management and Enforcement Scheme due to be launched in 2018.

2. General Aims

The general aims of the new parking management scheme are as follows:

1. Ensure parking spaces are allocated to those with the greatest need by assessing applications against agreed criteria;
2. Manage available parking to create a safe environment for pedestrians and cyclists;
3. Ensure parking can be managed to meet the changing business needs of the University;
4. Manage parking and vehicle movements during a period of major construction works;
5. Change parking arrangements to reflect 2018 changes to the Salary Sacrifice scheme.

3. Principles of a New Parking Management & Enforcement Scheme

The University established [eight guiding principles](#) to inform the formation of any new permit scheme. The principles were launched and consulted on in July 2017. The principles were as follows:

- Principle 1 – Fairness & potential scheme criteria
- Principle 2 – Annual Renewal
- Principle 3 – Realistic Charges
- Principle 4 – Eligibility of Students
- Principle 5 – Facilitating Irregular Car Usage
- Principle 6 – Encouraging Alternative Means of Transport
- Principle 7 – Enforcement
- Principle 8 – Courtesy & Ease of Use

The principles were established to ensure that the new scheme is prepared in a structured manner and to ensure that there was visibility for staff and students during the consultation process for the proposed changes. Feedback from the Stage 1 consultation received during July and August 2017 has been analysed and has been used to inform the draft scheme. A summary of the feedback from stage 1 can be viewed [here](#).

Survey of the Campus

In order to prepare for the introduction of a new scheme a full topographical survey was commissioned to record and understand the current extent of parking provision and the physical environment across the Gilmorehill and Garscube campuses.

The survey information will inform new parking and vehicle management maps that will accompany the launch of the new scheme in 2018. The maps will be available online and will help identify where designated parking locations are for permit holders are across the campus.

4. Proposed Scheme - Draft

Entitlement to Apply for a Permit

Staff holding a contract of employment with one of the following will be entitled to apply for a parking permit:

- University of Glasgow
- Queen Margaret Union
- Glasgow University Union
- Student Representative Council
- Beatson Institute (Garscube)
- Glasgow University Heritage Retail Limited

Persons that have a valid blue badge will need to apply although by default they will be provided with a permit.

Students will only be eligible to apply for a permit for Garscube Campus.

Permit Scheme Operating Principles

All applicants applying for a permit will be required to electronically sign a declaration confirming the validity of the details provided in their application and that they agree to be bound by the terms of the scheme and the parking regulations on campus. Misrepresentation on any application will be considered a disciplinary matter.

The following list of principles will be applied to all applications:

The operation hours for the permit scheme will be 0830 – 1700 Monday to Friday. Out with these times, parking will be free on Gilmorehill and Garscube.

- a) Permits will be allocated on a needs basis which will be based on equity and fairness and the application will be scored against questions that will require to be answered by each applicant.
- b) The permits will be virtual permits (an electronic database aligned with operator's enforcement system). There may be some exceptions where a token based exit system may be established some locations such as the Small Animals Hospital and Sports Centre at Garscube.
- c) Permits will be issued for a specific campus/location and will not be transferable.
- d) Staff with a permit for Garscube or Gilmorehill must pre-book a visitor space if they wish to park on the other campus. This will be subject to availability of a visitor space.
- e) Permits will be issued to applicants for a particular vehicle. It will be that person's responsibility to advise of vehicle changes/use of temporary vehicles. Failure to do so may result in a Parking Charge Notice (PCN) being issued.
- f) Payments for permits will only be accepted electronically – no cash or cheque payments can be made. Details of how to pay will be included in the applicant's guide.
- g) The permit scheme will run on a 12 monthly basis starting on 1st August each year and permits will cease on 31 July. Details of when applications are invited and the rules associated with this will be published in due course however it is anticipated the first round of applications will occur in April 2018.
- h) Requests out with the normal annual permit application window will be allowed in exceptional circumstances and a policy for this will be made available. A procedure will be developed for staff who may be on a fixed/short contract not covering the full permit year and for those that leave the scheme at a point during the permit year.
- i) The checking of applications will be made by University staff and may include checking of personal information, verification from Line Managers and or a check by the Occupational Health Unit.
- j) It will be the responsibility of the applicant to provide all necessary, correct, information at the time of application. Only one application per person can be made per year.
- k) The number of permits allocated is likely to vary year-on-year and will be subject to the supply of spaces that are available. Building works, for example, could affect the available supply.
- l) Possession of a valid permit does not guarantee a parking space but rather the right to look for a parking space within the permitted campus.

Anticipated Application Timescales

The scheme will run annually and the main period for applying for a permit each year will be from 1 April for a period of five weeks closing 6 May. No applications will be accepted after 6 May with the exception of new members of staff joining during the year.

Applications will be evaluated against the scheme criteria and applicants will be notified of the results by 11 June.

Appeals against a permit application decision can be lodged until 25 June and appeals will be considered by end of July. The permit scheme launches each year on 1 August.

The timescales for the introduction of the new scheme in 2018 will be finalised and confirmed following the procurement of the permit management software system. Applicant and scheme guidance notes will be prepared and available in advance of the scheme launch.

Disabled 'Blue-Badge Holders'

Any member of staff or students who can prove that they are the holder of a valid blue badge will be automatically entitled to a parking permit although they will have to apply for it in order to be registered on the permit system. The University will reserve the right to offer permits to all blue badge holders. The University will check the status of the blue badge to ensure that it is valid and can be used legitimately by the successful applicant / permit holder.

Right of Challenge / Appeal

Any appeal against the decision whether to issue a permit or not will be dealt with by the University in line with the criteria based assessment and the scheme's operating code of practice. Further proof of evidence may be requested. A written response will be issued to the appellant.

Vehicle Enforcement – Parking Charge Notices

Vehicles within the campuses will be actively managed under the proposed scheme. The University is aiming to become an accredited Car Parking Operator which will ensure industry standards are achieved. Enforcement measures will be brought in in order to seek compliance with the new parking management rules. Drivers will be made aware that pedestrians have priority at all times and therefore all vehicles will be actively managed to keep within the relevant speed limits, parking within designated parking bays and have a valid permit.

Parking Charge Notices will be issued for violations of the parking scheme. There will be two stages of appeal against the issuing of a Parking Charge Notice. Stage 1 is a challenge on the decision and Stage 2 is the formal appeal.

Waiting Lists

No waiting lists will exist for any of the University issued permits. The scheme will operate on an annual basis and applications will be invited and permits issued annually therefore changes in individual or business circumstances can be taken into account. The University will reserve the right to open the

scheme for applications at any point during the year if a significant number of permits are surrendered or additional parking spaces become available (for example on completion of a construction project).

5. Permit Types & Charges

The University will operate three different permit types for all vehicle users across Gilmorehill, Garscube and Tay House with restrictions applying to certain locations.

The permit types are:

- Standard Annual Permit
- Flexible/Ad hoc Permit
- Temporary/Visitor Permit

Table 1.0 Anticipated permit costs for 2018/19

Permit Type	Applicable Campus	Eligibility	Cost per Annum or Day
Standard annual	Gilmorehill	Staff	£300
	Garscube	Staff	£200
	Garscube	Student	£150
	Tay House	Staff	£300
<i>Motorcycle - Annual</i>	Gilmorehill/Garscube	Staff	£150
<i>Blue Badge Holder</i>	Gilmorehill/Garscube/Tay House	Staff / Student	No charge
Flexible	Gilmorehill/Garscube	Staff	£1.50 per day up to a maximum of 80 days per year £120 for 80 days
	Garscube	Students	
<i>Motorcycle - flexible</i>	Gilmorehill/Garscube	Staff	£1.50 per day up to a maximum of 80 days per year £120 for 80 days
Temporary Visitor	or Gilmorehill/Garscube	Visitors/VIPs	£5 per day/ £3 per half day

Standard Annual Permit

This is a full-time annual permit for Gilmorehill, Garscube or Tay House.

It is an annual permit for those eligible applicants who are determined to have the greatest need, when measured against the scheme criteria, and are required to travel to the university by private car every day and / or have critical business needs.

Blue badge holders would automatically be issued with a standard permit if they can demonstrate that they hold a valid disabled persons blue badge.

Different charge rates may be applicable at each campus/location to reflect site conditions and location. This may include level of parking supply, value of land or proximity and frequency of alternative forms of travel. Charge rates will be reconsidered by the Car Parking Working Group annually.

In year 1, Gilmorehill and Tay House standard annual permits will cost **£300** per annum and can be paid in equal monthly instalments by direct debit. A motorcycle permit will be £150 per annum.

In year 1, Garscube standard annual permits will cost **£200** for staff and **£150** for students and can be paid in equal monthly instalments by direct debit. A motorcycle permit will be **£150** per annum.

Flexible Permit

Flexible permits will be available for Gilmorehill and Garscube campuses and will be subject to meeting the scheme eligibility criteria.

This type of permit will operate on a pay-as-you-go arrangement for those who do not necessarily need to travel by private car every day but for whom, when they do, it is essential.

Successful applicants will be able to purchase blocks of flexible permits (available in blocks of 10) up to a maximum of 80 days which can be used at any time during the year of purchase. Further details on flexible permit type will be provided in an applicant's guide in 2018.

Staff who work on job share arrangements will require to be assessed as individuals (based on the criteria set out in Chapter 3 below).

Flexible permits will be charged at **£1.50 per day**. The cost for the maximum of 80 permitted days purchased will be **£120** for both Gilmorehill and Garscube.

Temporary and Visitor Permit

Temporary and Visitor Permits will be available for pre-booking (subject to the relevant fee) by the following categories of visitors:

- Conference organisers and delegates;
- Visitors attending meetings with University staff or students;
- Consultants retained by the University (while working on University premises);
- Invited guests of The University at departmental discretion;
- Members of Court.

A flat rate charge of **£5** per day or **£3** per half day will be applicable and permits can be issued in increments of 0.5 days.

Gilmorehill and Garscube campuses will provide designated visitor parking spaces. Visitor/Temporary permits will be applicable in the designated spaces.

Availability of visitor spaces will be dependent on demand and supply and pre-booking will be essential giving at least two working days' notice. Information including an explanation of why a space is required and for how long may be required when booking a visitor space.

Arrangements for contractors working on campus will be considered separately within servicing and delivery arrangements.

Visitor/Temporary permits will be available for Gilmorehill and Garscube only. No visitor permits will be issued for Tay House due to restrictions in building access.

The permit must be applied for in advance of visits, as and when the need arises. Permits will be virtual and will be specific to a single vehicle and associated vehicle registration mark.

Visitors will be directed to designated visitor parking areas when their permit is issued. For special events, specific arrangements will be made.

6. Criteria for Application Assessment

Table 2.0 below sets out the proposed eligibility criteria for assessing applications for permits. The application form will be available with guidance notes for applicants applying for permits.

Table 2.0 Criteria for Assessment

Criteria	Question	Evidence Required by Applicant
Blue Badge holders	Yes / No	Official Blue Badge.
Temporary Mobility Impairment	Yes / No	Occupational Health assessment.
Business Use	Frequency of use of personal vehicle to fulfil work duties Work commitments requiring frequent travel out with core hours	Personal statement of circumstances
Early Starts (contract hours)	Contractually obliged to start your working day before public transport is available?	Evidence of applicant's contract of employment stating working hours.
Late Starts (contract hours)	Contractually obliged to finish your working day after public transport is available?	Evidence of applicant's contract of employment stating working hours.
Caring Responsibilities for Dependants	Do you have care responsibilities for dependant(s)?	
	Explanation of caring responsibilities for dependants; <ul style="list-style-type: none"> • Child or children under 14? • Disabled dependants • Elderly dependants 	Personal statement of circumstances
	Please describe in more detail why you would need your private car to travel to and from work to fulfil your care responsibilities	Personal statement of circumstances
Realistic Alternative for Travel	Provision of your origin full postcode (e.g. home postcode) Provision of your main workplace destination full postcode	Home and Work place full postcode.
	Contractual obligation to start or finish work out with availability of public transport Travel options Travel times	