

# UNIVERSITY OF HERTFORDSHIRE

## CRITERIA GOVERNING THE AUTHORISATION OF e-PERMITS TO PARK

(amendments to version 04.0 are shown in *italics*)

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The following criteria will be applied in the authorisation of permits for 2018/19 and thereafter.

### 1 e-Permits

1.1 e-permits to park will be authorised for:

- i any UH member of staff (para 1.3 refers) (including):
  - a. full/part time members of staff
  - b. visiting Lecturers
  - c. exam invigilators
  - d. UH casuals (UH students, employed by/as UH Casuals, please seek further advice from [parkingpermits@herts.ac.uk](mailto:parkingpermits@herts.ac.uk))
- ii Disabled Persons (para. 1.3 refers)
- iii. *other authorised UH members:*
  - a. *members of staff from external companies working on UH property*
  - b. *Long term contractors (contracts exceeding 1 month)*
  - c. *Other UH membership.*

1.2 *Where permission is granted e-permit holders may park in any staff (**BLUE**) car park or in any student (**GREEN**) car park at any Campus.*

1.3 *Members of staff and students who in their own right hold a 'Disabled Persons' Car Badge' (a blue badge, normally issued by a County Council) and University of Hertfordshire Disabled Person e-permits to park are not required to pay parking fees.*

### 2. Student e-Permits restricted to College Lane Campus

2.1 *Student e-permits to park will be authorised for the following groups of students whose normal place of study is on the College Lane Campus but whose residences do not have Hatfield post codes:*

- a. *post graduate research students (including Master by Research)*
- b. *part-time students*
- c. *students with extenuating circumstances including those with parental responsibility for a child of primary school age or under and those with other medical /disability circumstances (para 4.1 refers)*

2.2 *Where permission is granted, students will be authorised to park in the designated student (**GREEN**) car parks on College Lane campus only.*

### **3. Student e-Permits restricted to De Havilland Campus**

3.1 Student e-permits to park will be authorised for the following groups of students whose normal place of study is on the de Havilland Campus but whose residences do not have Hatfield post codes:

- a. post graduate research students (including Master by Research)
- b. part-time students
- c. students with extenuating circumstances including those with parental responsibility for a child of primary school age or under and those with other medical or health related circumstances (para 4.1 refers)

3.2 Where permission is granted, students will be authorised to park in the designated student (**GREEN**) car parks on de Havilland campus only.

### **4 Students with medical / disability circumstances**

4.1 Students who do not have a valid Blue Badge but are unable to use the Park and Ride Scheme for a reason related to a long term medical condition or disability should consult their Disability Adviser who may, if he or she believes it is warranted, authorise a University of Hertfordshire Extenuating Circumstances e-permit to park.

### **5 Resident student permits**

5.1 Resident students who live in University accommodation on the College Lane Campus may be eligible to purchase a residents' parking permit subject to meeting the following eligibility criteria:

- a. disabled students (para 5.2 refers)
- b. students with temporary reduced mobility or medical condition which restricts the use of public transport
- c. students required to attend frequent medical appointments (para 5.3 refers)
- d. talented athletes (para 5.4 refers)
- e. students registered on a priority programme (para 5.5 refers)
- f. other students with placements as part of their study (para 5.6 refers)
- g. students with caring responsibilities
- h. students with other exceptional circumstances (students wishing to make an application should complete the online application at <https://parkingpermit.herts.ac.uk>)

5.2 Resident students who in their own right hold a 'Disabled Persons' Car Badge' (a blue badge, normally issued by a County Council) are eligible for a free resident student permit.

5.3 Resident students who are required to attend medical appointments at least every 3 weeks in an area which cannot reasonably be reached by public transport may be eligible to purchase a permit.

5.4 Resident students who have a recognised need to commute to training/competitions on a regular basis who are nationally ranked or have achieved recognition in their sport at a regional level or above may be eligible to purchase a permit.

5.5 The University will determine which programmes will be accorded a priority for parking. This will be reviewed on an annual basis may be eligible to purchase a permit.

5.6 Resident students not studying on a priority programmes who have to may be eligible to purchase a permit.

5.7 Where a residential permit is approved, students will only be authorised to park in the in Residential (**PURPLE**) car park.