

Car Parking Permit Scheme:

10th September 2020 Update

The increasing pressure on the availability of parking spaces on campus coupled with a likely rise in demand for permits driven by Covid-19 means that Queen Mary University London (QM) has had to review how parking permits are allocated.

The permit scheme to be adopted is being developed to:

- Ensure that those who are able to evidence the greatest need are prioritised to receive a permit
- Ensure that the operational needs of QM are supported
- Ensure the eventual charges are fair and based on income levels
- Ensure the delivery of a safe parking environment
- Support green initiatives related to transport and travel
- Ensure that the parking solution is financially self-sufficient

As you are probably aware, the roll-out process to move QM to a new parking permit process commenced on Monday 7 September. In line with other universities QM is adopting a scheme for car parking on our campuses that will ultimately involve all drivers paying a fee to park on campus.

We appreciate that the introduction of the scheme has been very quick and that in order to deliver it successfully, staff will need time to fully understand the process to be followed and apply for the new Authorisation to Park.

Whilst you go through the process of applying, if you still require to park on campus, please contact Security on mile-end-security@qmul.ac.uk giving your car registration and the dates that you require to park.

If you currently have a parking permit, which expired on 31 July 2020, you will be required to apply for a new 'Authorisation to Park' Permit.

If you have any questions about the below guidance or changes to parking on campus, please email carparking@qmul.ac.uk.

You will need to apply for a new ‘Authorisation to Park’ Permit

The demand for parking is well above the capacity that QM is able to meet. At Mile End there are only 158 spaces and at Charterhouse there are 60. For permit holders to have a good chance of being able to book a space when they need to the maximum number of permits to be issued at the start will be 250 at Mile End and 75 at Charterhouse.

There is an obvious obligation on the part of QM to prioritise the use of parking spaces for those who have an issue such as those illustrated in the bullet point list of criteria below. It is possible that qualifying applicants with an enhanced criteria will use up most if not all of the Authorisation to Park Permits to be allocated.

Individuals without any of the listed criteria who would wish to park are encouraged to apply but are advised that their chances of being issued an Authorisation to Park Permit are lower. Individuals who can evidence that they have one of the listed issues or some other factor of significance that would enhance their case are to follow the process below must include as part of their submission the written support of their line manager.

1. You are expected to meet at least one of the criteria below before you can apply:
 - Essential vehicle user (*Staff member with an employment contract that includes obligations of using a private motor vehicle as a routine part of their job that attracts the payment of mileage allowance*)
 - Blue badge holders (*The documentation must be in date and support the needs of the driver of the vehicle wishing to park and not for a family member for example*)
 - Health issues validated and supported by Occupational Health including the outcomes of a person’s Covid-19 health assessment
 - Carer-based needs for dependents and very close relatives including childcare etc. (*To be evidenced and assessed by a panel on a case by case basis*)

Since communicating some details about the new scheme, there has been feedback from staff and we would like to address some of the concerns:

1. *Those staff who have children in the University nursery and need to drive to work on the days that their children attend will be approved for an Authorisation to Park and would be allowed to book their spaces termly*
2. *Staff who are required as an occasional part of their employment role to use their private vehicle to conduct University business on campus, would need to make contact with Security to arrange parking*
3. *Charges for parking will not apply until 1 January 2021.*
4. *Charges for parking will be both reduced and tiered based on income levels*

Your line manager will be required to complete a Supporting Statement Proforma (download below). This statement needs to accompany your online application.

[Authorisation to Park Managers Supporting Statement \[DOC 44KB\]](#)

Motorcycle users

We are currently reviewing the location and quality of all the motorcycle parking facilities across our campuses. Until this review has been completed, no parking charge will be applied for motorcycles. The Authorisation to Park will still apply however and motorcyclists are required to complete the application process.

Once you have your supporting statement, please complete the online [Authorisation to Park permit application form](#).

1. Your application will be presented to the Authorisation to Park Approval Panel. Please allow up to seven working days for your permit to be processed.
2. If your permit is approved, you will be sent access to the online booking system.

An Authorisation to Park Permit is valid per calendar year. The permit will entitle you to book a parking space for either a half or full day on campus in advance.

To book a parking space

1. To book a space you will need to complete the online Parking Booking Form at least five working days before you need the space.
2. You will receive an email confirmation within 24-hours confirming that a space has been booked. If spaces are not available, you will receive an email informing you of this.

Those staff who have children in the Nursery and need to drive to work for this purpose are permitted to book their spaces termly

In order to allow fair access to parking, you can only book up to two weeks (10 working days) at a time. You must book 5 days in advance if you wish to park on campus.

Parking charges *(Not to be applied until 1 January 2021)*

An Authorised to Park permit holder can book a space for a half or full day. The salary related costs for parking are:

	Pay Grades 1 - 4	Pay Grades 5 - 6	Pay Grades 7 - 8
Car – Full Day	£4	£5	£6
Car – Half Day	£2	£2.50	£3
Motorcycle Full Day	£2	£2.50	£3
Motorcycle Half Day	£1	£1.25	£1.50

NB: Full day: 7am – 7pm Half day: (am) 7am–1pm, (pm) 1–7pm

If your permit has not been approved

You may appeal against the decision by emailing carparking@qmul.ac.uk. It will be presented to the Authorisation to Park Appeals Panel and you will receive a decision on your appeal within 21 working days.

The aim of the new process is to ensure that the use of parking spaces is optimised and prioritised for those with the greatest need. Usage levels will be monitored daily to ensure the full capacity is used effectively. Adjustments in process will be quickly put in place where required to ensure that this valuable QM resource is put to the best possible use.

Whilst the parking scheme is being rolled out there will be a grace period until the 18th September 2020, thereafter you must have applied for an Authorisation to Park Permit before you are allowed to park on campus.