

Accessible Parking Policy

Travel and Access, Estates & Facilities

Last Updated 13/08/21

Accessible Parking Policy

1.0 Scope

- 1.1 This policy deals with demands for accessible parking resulting from the need to provide reasonable adjustments to all users where certain requirements are met. This covers Blue Badge holders and university accessible permit holders and outlines the eligibility criteria and the process for applying. The policy applies to Frenchay Campus, Glenside Campus and City Campus.
- 1.2 This policy does not cover any other entitlements. Health and Safety criteria (safe transit, load transfers) and other demands for accessible parking (e.g. contract workers, and inter-site works traffic) are beyond the scope of this policy, and are considered separately by Estates and Facilities.
- 1.3 This policy does not cover flexible or short-term parking to accommodate staff or student business parking through the day where a case has not been made for reasonable adjustments in line with the criteria in point 12.
- 1.4 This policy is not intended to cover visitor car parks. Staff and Students, where they are accessible permit holders, are not entitled to use visitor's car parks or Blue Badge parking bays. See notes in section 12 for further restrictions.
- 1.5 This policy starts from Academic Year 2019/20.

2.0 Principles

- 2.1. All applicants will be considered equally regardless of demographic.
- 2.2. Successful application is determined by evidence matched to outlined criteria.
- 2.3. Applies to all vehicles (with the exception of motorbikes) parked on campus (Frenchay, Glenside and City Campus).

3.0 Reasonable Adjustments

- 3.1. Requests for reasonable adjustments should be considered with due regard for students and staff, in line with the University's legal responsibility to provide reasonable adjustments.

4.0 Provision of Parking Spaces

- 4.1. Space Definitions and marking:

University Health and Safety risk assessments require clear access routes for emergency vehicles. Consequently no badge or permit holder of any kind, and no service vehicles (University or contractor vehicles) are permitted to park on double yellow lines on University private property.

Blue badge bay; has Wheelchair Logo marking- Exclusive to blue badge holders, space determined by legislation.

Accessible bay; Marked with 'A' - Exclusive to 'A' pass holders and blue badge holders.

- 4.2. The numbers of bays comply with legislation and demand and are reviewed annually by the Travel and Access team.
- 4.3. Accessible bays to be located in car parks that house blue badge bays. A number of accessible bays will be provided with additional width for access.
- 4.4. Enforcement of Blue Badge Bays and 'A' Bays will be carried out in accordance with the UWE Car Parking Policy.

5.0 Criteria and Evidence for Entitlement

	Type of permit/bay	Length of permit before review	Evidence required
Person is a Blue Badge Holder	Blue badge bay & accessible bay	Date of blue badge expiry	Blue badge (note 1)
Person has a permanent impairment or medical condition and one of the following applies: <ul style="list-style-type: none"> • They have difficulties walking long distances • Their condition causes fatigue • Their condition causes breathlessness • Their condition causes significant pain. • They have difficulties using public transport relating to their condition. 	Accessible bay	Indefinite	Doctor or other medical professional's letter confirming name of condition and permanency. Eg, CPN, physiotherapist, consultant, registrar, OH practitioner, GP, psychiatrist
Person has a temporary impairment or medical condition and one of the following applies: <ul style="list-style-type: none"> • They have difficulties walking long distances • Their condition causes fatigue • Their condition causes breathlessness • Their condition causes significant pain. • They have difficulties using public transport relating to their condition. 	Accessible bay	Up to 1 year	As above
Person is pregnant and one of the following applies: <ul style="list-style-type: none"> • They are heavily pregnant (3rd trimester). • They are experiencing significant pain or discomfort, for example pelvic or hip pain • They have difficulties walking long distances • They have a baby who is 6 months or younger, who they will be bringing to campus (applies only to students living in the exclusion zone). 	Accessible bays	Usually 3 months, in exceptional cases up to 6 months	Mat B1 or Doctor's letter or Midwife's letter

Person has a temporary condition meaning that they will need to be able to park closer to buildings (on campus if student in exclusion zone) and/or <ul style="list-style-type: none"> • medical evidence is not yet obtained 	Accessible bays	Up to 1 Month (non-renewable)	Discretionary, pending supporting evidence for further extension (One month to obtain doctors note or similar)
Notes: 1. Blue Badge (BB) holders may access any standard parking bay (except for; service, Electric Vehicle, Visitor, Taxi, Parent & Child and motorcycle bays). No A permit is required for a BB holder – only barrier access is required. BB must be on display and valid for vehicle user.			

6.0 Data Protection

- 6.1. Data collection, storage and retention will comply with University Data Protection policies.
- 6.2. Any queries relating to Data Protection should be directed to the Data Protection & Records Management Officer

7.0 Process

- 7.1. The application and approval process for accessible parking requires scrutiny and validation of evidence to ensure compliance with criteria. For staff this is undertaken indentifying the need for accessible parking when requesting a permit on the Facilities Request system, and for students by indentifying the need for accessible parking why applying for a permit via MyUWE. So far as possible the system is intended to be automatic and minimal.
- 7.2. Appeals against a rejection decision, stating the reason for the appeal, must be submitted within 14 days of the e-mail date notifying the rejection. Appeals will be reviewed for confirmation or re-evaluation of the decision.
- 7.3. Appeals are submitted to HR (staff) or Disability Services (students) and the supplied evidence is rechecked against the criteria. Review of rejection decisions are supported where the evidence provided is inadequate or ambiguous and further evidence is required.
- 7.4. Ordinarily appeals will be determined and the appellant notified of the outcome and reason within 5 working days of receipt of the appeal.
- 7.5. Requests for accessible parking may be submitted at any time. Repeat requests following a rejection decision are escalated to HR or Student Academic Services.

8.0 Review of Policy

- 8.1. Dissemination of this policy document, the evaluation of outcomes, and consultation and consideration of future development of the Policy will be through the Accessible Parking Stakeholder Group.
- 8.2. The Policy will be reviewed one year after its implementation and recommendations will be brought to the Travel Team, as policy owners, to be discussed at the Stakeholder Group. It will then normally be evaluated every three years thereafter, or more frequently in response to internal and external drivers.
- 8.3. Modifications to eligibility criteria previously agreed will not reduce existing entitlements to accessible parking. This may remove from some individuals entitlement to disabled parking spaces reserved exclusively for Blue Badge holders.

Key Reference Documents

[UWE Car parking policy](#) – Available on the UWE webpages under 'Car Parking'