

Staff Temporary accessible parking FAQs

What is staff temporary accessible parking scheme?

The temporary accessible parking scheme has been developed to provide short-term support (of maximum 3 months or in exceptional circumstances 6 months) for colleagues with mobility difficulties due to a health condition e.g. operation.

I am a Blue Badge holder. Do I need to apply for a University temporary accessible parking permit?

No. If you already have a Blue Badge, you don't need to apply for a University temporary accessible parking permit, as you are already eligible to park in designated parking spaces for people with a disability.

How do I apply for a University temporary accessible parking permit?

In order to apply for a temporary accessible parking permit you need to hold a valid staff parking permit and complete the application form for temporary accessible parking available on the Estates website under 'Travel and Transport'. Once completed, you need to send the form, along with a copy of your supporting medical evidence, e.g. Dr's letter, to your HR Business Partner, who will forward it to the Occupational Health Nurse. The Occupational Health Nurse will assess your application based on the information provided. All the information provided will be treated confidentially.

Do I need to provide medical evidence?

Yes. In order to make an assessment the Occupational Health Nurse will need to understand your condition and medical evidence will help with this.

What type of medical evidence and information do I need to supply as part of my application?

A brief summary of your condition in terms of mobility issues will suffice. This needs to include supporting medical evidence, e.g. a letter from your GP or depending upon your circumstances other medical bodies may be better placed to provide this for you. Should this information be insufficient for the Occupational Health Nurse to make an assessment,

Occupational Health will contact you accordingly to discuss further or arrange appointment to see you.



Who will decide if I am eligible for a University temporary accessible parking permit?

Your completed application along with any medical evidence will be sent to Occupational Health Nurse who will assess your application and where relevant make a recommendation on the length of time for which the temporary accessible parking permit will be issued.

How long can I use the temporary accessible parking permit for?

Each permit will be issued to provide support for a time limited period, normally 3 months (or in exceptional circumstances 6 months). Should the support need extending, a review process will be undertaken, in line with the application process detailed above. However, a condition is of a long-lasting nature, a recommendation may be made to apply for a Blue Badge.

Where can I park with a temporary accessible parking permit?

You can park in any available parking bay including the accessible ones on campus . Holding a University temporary accessible parking permit does not guarantee a parking space, it does however, provide you with the ability to park in a designated parking bay .