

Estates and Facilities Services

Procedure for Short term parking for peripatetic staff (without permits)

1. Introduction

1.1. Since September 2010, parking permits for Students and new staff members have not been issued for the Chelmsford campus. This was to reduce the number of permits available with a target of the ratio of permits to spaces of 3:1. Whilst this has caused some complaints, it has caused business difficulties for a number of new staff, predominantly those who travel regularly.

2. Scope

2.1. This procedure covers those staff who are not eligible for a parking permit, but who are required to travel on behalf of their Faculty or Service. Where possible it is advised that this travel be planned to commence and finish from home, however, this procedure allows for parking on campus on those occasions when such staff are required to return to campus after a visit.

3. Implementation

- 3.1. Staff covered by the scope of this procedure will be allowed to access Sawyers car park after 2:00pm to park.
- 3.2. To access they buzz from Sawyers barrier intercom through to Facilities Helpdesk, who will keep a log of the entry.
- 3.3. Staff using this facility will be asked to pay at the Helpdesk Reception or they can notify that they will pay online. Sawyers has a charge of 70p for 3 hours, so this will be the sum levied, subject to future review of parking charges.
- 3.4. To exit they will be given the daily PIN code on payment of the fee. This must take place before the Helpdesk closes at 17:30 and is a condition of parking.
- 3.5. The Helpdesk will check that a payment has been made, if no payment is made the member of staff will not be eligible to enter at the next time of asking.

4. Review

- 4.1. This procedure has been set up to try and help the business needs of Faculties and Services, if there is abuse of this system it will be withdrawn.
- 4.2. The PIN code for exit is for personal use only. It is a disciplinary matter should there be evidence this number has been shared with colleagues to allow them to exit without paying.
- 4.3. This procedure is available from 2:00pm on the basis that the demand for spaces from staff with permits is known by that point. It is clearly subject to availability of spaces and no guarantee is made that spaces will be available on any given day.

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