**South Kensington Car Parking Policy and Procedure**

In line with the College’s ‘transition and learn’ phase of returning to campus and considering car parking space reductions due to the creation of Dangoor Plaza, we will be introducing a new car parking system effective from 1st November 2021. This policy is specific to the South Kensington Car Park and has been created in tandem with the existing car parking regulations which can be found on the College website.

The new model for car parking at the South Kensington Campus will operate as follows:

**Daily Parking**

Each faculty has been allocated a set number of parking spaces for staff who need to be on campus unexpectedly. Individuals can request a space directly from their Head of Department’s nominated delegate one week in advance of requiring the space. The number of spaces allocated has been calculated using average use per faculty prior to March 2020 and has been agreed upon by the Faculty Operating Officers and the College’s Operations Committee. Each Thursday, a list of approved staff members is provided to the Car Parking team from each Head of Department. No late requests will be granted, and daily rates will remain free of charge. Daily bookings are not for staff who need to regularly park on campus and are designed for ad hoc and emergency use. Therefore, staff should only use the daily booking system for exceptional circumstances, or for arranging VIP visits and essential contractor attendance. If staff are unable to secure a parking space on campus due to this policy, the College will not allow external parking fees to be expensed.

**Annual Permits**

Individuals may apply for an annual staff parking permit by completing an application form found on the College website and submitting it via email to the Personal assistant for the Director of Estates Operations, who will assess the application on its merits and the number of permits available. The merits of the application will be assessed using the criteria set out below. Car parking permits must be renewed annually, and we cannot guarantee that staff will have their permit renewed every year. If staff wish to work on campus part-time, then they will be able to share an annual permit with a colleague. However, this arrangement must be made between staff members before applying for a permit, and it is not the responsibility of Estates Operations or Campus Services to facilitate such arrangements. There will be no part-time rate for annual permits, the full cost of the permit must be shared by two members of staff.

Staff and students with disabilities will continue to have access to disabled parking bays as they have before this new policy came into effect.

**Annual Permit Qualifying Criteria**

The staff member applying must meet **AT LEAST ONE** or more of the following criteria:

* Disability, including temporary disability (Blue Badge and Occupational Health supported). Students with disabilities are also eligible.
* Caring responsibilities, such as children attending EYEC.
* Staff who have organised to car-share with at least two other staff.
* The reason for bringing a car into work is directly related to the ability to carry out an important task as part of their role at the College and could not be carried out remotely.
* Having access to a car parking space is a pre-existing contractual agreement.

The cost of an annual permit is £918 per annum (as of November 2021), and the College reserves the right to change this cost as it sees fit.