



Car Parking – Permit Eligibility

1. Eligible Groups

1.1. Staff

- 1.1.1. Staff members are entitled to a Parking Permit on completion of an application form and payment of the fee in operation at the time of issue
- 1.1.2. Staff members are entitled to 1 permit which may be transferred between vehicles used by the permit holder. You may register up to 3 vehicles per permit.
- 1.1.3. Permits become invalid on termination of employment
- 1.1.4. Staff with temporary contracts or fixed term contracts of less than two months will not be eligible for a parking permit

1.2. Student Union

- 1.2.1. Full time Student Union staff, based on the Singleton campus, will be treated as Swansea University staff.
- 1.2.2. Student Union will provide details of eligible staff members at the beginning of each Academic year.
- 1.2.3. The current applicable fee is payable

1.3. Post Graduates/Undergraduates

- 1.3.1. Students with temporary mobility impairment will be considered for Permits subject to the completion and submission of a medical assessment form from the applicants GP and an assessment by the University Student Service Disability Office. Medical Assessment forms are available from Estates & Facilities Management Reception, Ground Floor, Fulton House.
- 1.3.2 A number of student's permits will be available subject to the application of strict eligibility criteria in line with welfare, travel needs and sports scholarships.
- 1.3.3 The current applicable fee is payable.
- 1.3.4 Student permit numbers are extremely small.
- 1.3.5 Overnight student permits are available subject to an admin fee of £5 for those wishing to bring their vehicles onto campus between 1600hrs and 0800hrs Monday to Thursday and 1600hrs Friday through to 0800hrs Monday.

1.4. Pre-School Children: students with Pre School aged children in Swansea University crèche will be issued a permit subject to:

- 1.4.1. Full supporting documentation from the crèche management
- 1.4.2. The current applicable fee is payable
- 1.4.3 The permit will only be valid for the days when the child/children are in crèche.

1.5. Contractors

- 1.5.1. Permits will be provided for a limited number of contractor's vehicles dependant on the type and value of the contract being undertaken.
- 1.5.2. All applications to be made in person at the Estates & Facilities Management reception.
- 1.5.3. Contractors Permits are issued for period corresponding to the construction contract period only
- 1.5.4. Permits will be charged at the current applicable fee.

- 1.5.5. Permits become invalid on completion of contract
- 1.5.6. Permanently marked contractors vehicles on site carrying out bona fide work for the University may not require a permit or temporary notice with prior agreement with Estates and Facilities Management Reception.
- 1.5.7. Delivery Vehicles/Goods Vehicles do not require a permit to access campus and park for the purposes of loading/unloading for a maximum of one hour.
- 1.5.8. A temporary notice can be obtained from the Site Security Staff on arrival and allow parking in loading areas when longer than one hour is required.

1.6. Tenants

- 1.6.1 Tenants will be issued with a staff permit as detailed in their tenancy agreement with Swansea University.
- 1.6.2. A letter of authorisation from the Tenant Manager must accompany each application
- 1.6.3 The applicable permit fee is payable for each permit [note: this may be included in the relevant "service charge".
- 1.6.4 Permits become invalid on termination of tenancy agreement
- 1.6.5 Maximum six permits per tenant company unless by prior arrangement. (Subject to the Terms & Condition of the lease/agreement).

1.7 Transcription Centre

- 1.7.1 Volunteers for the Transcription Centre will be issued restrictive Permits for those days for which they have volunteered their services.
- 1.7.2 A letter of authorisation from the Manager, Recording Centre for the Blind/ Curator, Egypt Centre must accompany each application
- 1.7.3 Permits become invalid on termination of volunteer status
- 1.7.4 Maximum one vehicle per application.
- 1.7.5 Permits will be issued free of charge

1.8 Disabled Badge Holders

- 1.8.1 **Visitors, Staff, Students** holding a bona fide disabled person badge (Blue Badge) may park in any marked parking bays.

1.9 Retired Staff:

- 1.9.1 Retired staff members generally will be considered visitors and are not eligible for a permit.
- 1.9.2 Retired staff/Emeritus Professorial staff actively engaged in research for an academic department will be considered as "staff" subject to a letter of authorisation from the relevant Head of School.

1.10 Council Members

- 1.10.1 Staff Council members will be considered as other staff members
- 1.10.2 Non-staff Council members will be issued a Permit for the Abbey Courtyard.
- 1.10.3 Permits to non-staff Council members are issued free of charge.

1.11 Visitors

- 1.11.1 Visitors will be directed to **Car Park No. 1** which is a 'Pay & Display' car park or the Recreation Ground or Pub on the Pond.

1.11.2 VIP visitors will be reserved spaces at an appropriate location by prior arrangement (numbers limited).

1.12 Departmental Vehicles

1.12.1 Departmental vehicles, which clearly bear the University logo, do not require a Permit.

2 Car Parks

2.1 Permits for Singleton Campus and Bay Campus are valid for all car parks except:

2.1.1 Visitors Car Parks at Bay and Singleton (Car park No.1)

2.1.2 SSSI Car Park at Bay Campus

2.1.3 WNP and Sports Centre Pay & Display Car Park

2.1.4 Pub on the Pond

2.1.5 Spaces specifically designated for other users, including disabled bays