# Car Parking Policy - Essential Users

Staff who regularly need to use their own vehicle to provide an essential and specific service to the University, and who require access to an on-campus parking space to do so, may be granted a parking permit on that basis.

Anyone who thinks that they meet the criteria for consideration as an Essential User is required to submit a supplementary form, in addition to their car parking application. This form must be supported and countersigned by the applicant’s Head of Department. Following the closing date for car parking applications, the Estates Services Car Parking team will carry out an assessment of these forms and all applicants will be notified as to whether or not their Essential User application has been approved.

## Eligible Categories

The following categories will be eligible to apply under this priority group:

* Out of hours working – employees who work a regular, contracted, working pattern that falls outwith the hours of 6.00am to 7.00pm, and where limited or no public transport is available.
* Travel to other sites - Staff who are **required to use their own vehicle** to make regular journeys, i.e. multiple times per month, between John Anderson campus and other University sites, e.g., AFRC, PNDC, NMIS, Ross Priory and Stepps, or to third party locations, may be considered eligible.
* Transport of equipment - Staff who regularly have to use their own vehicle to transport fragile, urgent, or cumbersome departmental equipment or research materials to other locations outside of the city centre.
* Other - In very exceptional circumstances, applications other than those covered above may be considered, provided the applicant provides appropriate supporting documentation.

## Charges

Staff granted a parking permit via the Essential Service policy will be charged at the normal annual parking permit rates.

## Application Process

Staff should complete the Essential Service form contained below and attach it to their permit application via the permit portal – <https://carparking.strath.ac.uk>. Essential Service user applications will be reviewed following the closing date for applications.

## On-Call Workers

Staff who are categorised as on-call workers, and who attend the University outside of normal working hours to respond to emergencies, will not be classed as Essential Users under this policy, but will be given access to our car parks between 5.00pm and 6.00am. Please contact [carparking@strath.ac.uk](mailto:carparking@strath.ac.uk) to organise this.

# Car Parking Essential Service Application Form

Please provide an estimated number in the relevant box below detailing how often you must use your own vehicle to provide an essential service to the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Journeys per Period | | | Detailed Information |
| Daily | Weekly | Monthly |
| Out of hours work (outside 6.00am-7.00pm) |  |  |  |  |
| Travel to other sites |  |  |  |  |
| Transport of equipment |  |  |  |  |
| Other |  |  |  |  |

Please provide any further information you think is relevant to your application. Please note that use of a personal vehicle for the transport of materials or equipment must be risk assessed and this mode of transport deemed as appropriate by your department. ­ Where you have chosen this category, we assume that this process has already been completed.

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### Your details

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Department |  | |
| Signature |  | Date |

### Head of Department’s details

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Signature |  | Date |