

# University of Chester Disabled Parking Policy

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## Disabled Parking Policy

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### 1. Background and context

1.1 Relevant extracts of the University parking guidelines read as follows;

- “Student Parking  
2.1 Students studying at Chester and living in University owned or managed accommodation, are not permitted to apply for a parking permit unless they meet the blue badge eligibility criteria. Applications from students with a registered disability must be supported by the University’s Disability Support Team at [disability@chester.ac.uk](mailto:disability@chester.ac.uk) or by telephoning 01244 511059.”

And

- “Persons with a Disability  
8.1 Any users displaying a local authority issued ‘Blue Badge’ may use the parking spaces designated for persons with a disability without requiring a University disabled parking permit.  
8.2 In exceptional circumstances a temporary, University ‘Disabled Parking’ permit may be issued to those not holding a local authority blue badge, enabling them to park in the parking spaces designated for persons with a disability. The length of the permit will be agreed at the time.”

1.2 There are a number of disabled parking bays across university campuses / buildings. In order to monitor provision, and assist with security should the need arise, Disability and Inclusion record numbers and details of disabled

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permit holders. All data is stored in accordance with the Data Protection Act, and a copy of Disability and Inclusion's confidentiality statement is available on request.

1.3 The Disability and Inclusion Manager may elect to delegate responsibility for any of their duties under this policy to a suitably competent member of Disability and Inclusion or Student Services staff in part or otherwise.

## **2. Evidence required to use parking spaces designated for Disabled users.**

2.1 Local Authority issued Parking Permit (Blue Badge) – Although a general permit is needed to access and park in any space on campus, a Blue Badge can be used in University Disabled Parking bays without a University Disabled Parking Permit.

2.2 Medical Evidence – This needs to be in written or electronic format accompanied by a written or electronic request for a disabled parking permit and submitted to the Disability Services Manager. It is the student's responsibility to ensure the evidence is in English or a certified translation.

Each request will be assessed by the Disability Services Manager, in accordance with the criteria set out in the relevant section below, which in turn will be reviewed regularly or as guidance or information changes. A temporary two-week permit can be issued whilst the evidence is being assessed if authorised by the Disability Services Manager as necessary.

2.3 This procedure applies to staff and students of University of Chester.

## **3. Procedure for Blue Badge evidence**

3.1 Disability and Inclusion takes photocopy of blue badge for recording purposes, in order to monitor provision of availability, and assist with security or enforcement if necessary.

3.2 The University's guidelines stipulate the following;

- “2.2 All other students studying at the Parkgate Road Campus are only eligible to apply for a parking permit if they have a return trip in excess of 10 miles. Students are only permitted to park on the Parkgate Road Campus, Queen's Park Campus and Kingsway Campus Car Parks. There is no student parking provision at Riverside or any other Chester sites.”

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3.3 Where students/staff who are either eligible under the Assessment Criteria listed below or hold a current Blue Badge, they can apply to Facilities for a general parking permit, even if their return journey is less than 10 miles. This will allow access to park on campus but not in spaces designated for disabled users unless it is used in conjunction with a valid Local Authority issued Blue Badge, or a Disabled Parking Permit.

## 4. Procedure for medical evidence

4.1 Evidence is presented to Disability and Inclusion for assessment – a copy of medical evidence is stored on file. Additional evidence may be requested.

4.2 Evidence passed to Disability Services Manager or their nominee for assessment.

4.3 If the student does not hold a valid Blue Badge and the Disability Services Manager agrees there is sufficient evidence to issue a 'Permanent Disability Parking Permit', then the Estates and Facilities Department will be informed.

4.4 These cases are expected to be very rare however, for clarity and consistency, the University's criteria is based on the national Blue Badge eligibility criteria and will be reviewed regularly to ensure ongoing compatibility. Students that do qualify under this criteria will be recommended to apply for a Blue Badge via their Local Authority. The University is not responsible in any way for the issuing of a Local Authority Blue Badge.

4.9 If there is sufficient evidence, but only to issue on a temporary basis, then Disability and Inclusion will support a 'Temporary Disability Parking Permit' through Estates and Facilities, which will have a date of expiry. It should be noted on the permit that if any alternations are made to this date the permit becomes invalid.

4.10 If after full assessment of the evidence no justification for either permanent or temporary permit is established, the Disability Services Manager, or their nominee, will write to the applicant advising them on the decision, and Estates and Facilities will be notified.

4.11 Porters, Security and other appointed parking enforcers employed or contracted by the University will be informed and reminded that any Disabled Parking Permit that has alterations made is void.

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## 5. Procedure for overnight parking

5.1 In exceptional circumstances where genuine distress or severe hardship may otherwise result, a dispensation may be considered. These cases will only be considered if there is a clear and significant impact on health or the applicant's ability to access Higher Education.

In such circumstances the following procedure will apply.

- 5.1.1 Evidence will be reviewed by Disability Services Manager.
- 5.1.2 If there is sufficient reason to support a student's request for overnight parking, liaison will take place with Accommodation, Facilities and Porters.
- 5.1.3 Student is advised that campus gates are opened and closed at specific times and there is no flexibility in changing this for individual or group requests.
- 5.1.4 Student is advised that although they have been given permission to park on campus, they do not have a reserved space.

Please note, the University provides quiet spaces and a range of Wellbeing and Mental Health services to support students with home sickness and anxiety related difficulties, and therefore overnight parking would not be offered on these grounds.

## 6. Disabled Parking for Staff

6.1 Staff requiring a Disabled Parking Permit, should also submit evidence to Disability and Inclusion in line with the above procedures.

## 7. Reapplying

7.1 Disabled students and staff will not be asked to reapply each academic year for a permit. The only exception to this would be those students where a 'Temporary Disability Parking Permit' was issued and this has expired.

7.2 It is the student's responsibility to make contact with Disability and Inclusion at least ten working days before a temporary permit is due to expire, if they feel they require the permit extended. This request may only be considered when accompanied by new evidence in support, unless eligibility is still being considered by Disability and Inclusion.

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## 8. Lost / stolen permit

8.1 Students / staff should apply online via Estates and Facilities for a replacement permit. A fee may be charged in accordance with the University's Parking Permit scheme in operation at that time.

## 9. Improper use

9.1 If students or staff believe that a vehicle is parking in disabled bays without the appropriate permit displayed, these concerns should be referred to Porters Lodge.

9.2 Any drivers not displaying a valid permit or otherwise contravening the University's Parking Regulations will be issued a Warning notice in the first instance.

9.3 Any subsequent contraventions will result in a Parking Charge Notice being issued, with a charge of £60.00 reduced to £30.00 if paid within 14 days of the date of issue.

## 10. Assessment criteria for medical evidence where no Blue Badge is presented.

10.1 In the interests of clarity and conformity with the University Parking Policy, the assessment criteria will utilise the following criteria in considering the issue of a 'discretionary' Disabled Parking Permit;

- 10.1.1 Receive the Higher Rate of the Mobility Component of the Disability Living Allowance.
- 10.1.2 Receive a Personal Independence Payment for being unable to walk further than 50 metres (a score of 8 points or more under the 'moving around' activity of the mobility component).
- 10.1.3 Are registered blind (severely sight impaired).
- 10.1.4 Receive a War Pensioner's Mobility Supplement; or
- 10.1.5 Have received a lump sum benefit within tariff levels 1-8 of the Armed Forces and Reserve Forces (Compensation) Scheme and has been certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- 10.1.6 You are unable to walk.
- 10.1.7 You are unable to walk very far without experiencing very considerable difficulty. This may include excessive pain and

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breathlessness, or a deterioration of health brought on by the effort needed to walk (Usually 50 metres or less).

10.2 At least one of the above criteria must be evidenced fully and met for the Disability and Inclusion Manager to support the issuing of a University Disabled Parking Permit.

10.3 The Disability and Inclusion Manager's decision made will be final, based on the evidence submitted at this stage.

## 11. Appeals

11.1 If an applicant, either student or staff, wishes to contest any decision made under this policy, they should write to the Director of Student Services within 28 days of receiving the decision in question stating and evidencing the grounds for their appeal, requesting a reassessment.

11.2 Reassessment will be based on a review of evidence currently held, and submission of new or different evidence, which provides additional justification to support a parking permit.

11.3 Any new evidence submitted later than 28 days after the date of notification of a decision will not be reviewed and must be submitted as part of a new application.

## 12. Review

12.1 This policy can be reviewed whenever any relevant University policy or practice changes, or any other internal or external influencing factor or event occurs.