

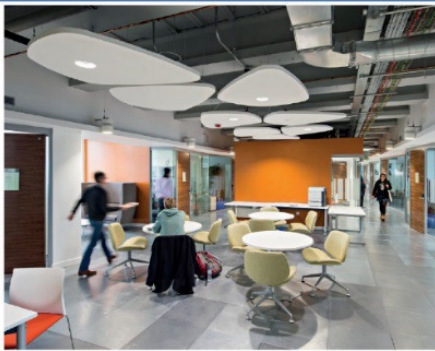


University of Brighton

Staff & Students

Facilities Management

Car Parking & Permit Application Policy 2021/22



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Statement of changes made

Version	Date	Changes / comments received from
VS. 1	01 Aug 2018	Review of draft documents
VS. 2	01 July 2018	Full review to reflect charging
VS. 3	15 Aug 2020	Full review to reflect Covid Criteria
VS.4	09 April 2021	Full Review to include electric vehicles and making document accessible
VS.5	01 Oct 2021	Full review of Permit Criteria to reflect Essential Users and update to reflect EVCP's Mouslecoomb Parking Facility
VS.6	22 Oct. 21	Parking and transport office changes frequently asked questions, public parking, maximum stay.

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Introduction

This car parking policy has been developed to apply at all University of Brighton sites.

The University of Brighton has limited parking for vehicles available across its sites. Use of the car parks is managed and monitored by the Parking and Transport Office, based at Moulsecoomb.

The purpose of the car parking policy is to:

Set out how The University of Brighton will use the car parking permits and spaces available.

Support students and staff to understand the eligibility criteria and the application process and payment systems

Set out information about access and conditions of use for car park users.

This policy is not contractual and can be amended or withdrawn at any time.

Car parking - use of car park E-Permits

You must apply for and have been authorised for an E- Permit prior to parking.

All E-Permits for vehicles are allocated at the discretion of the University of Brighton. Students and staff have no entitlement to an E-Permit within their contract of employment or otherwise. E-Permits are issued for a fixed period, and whilst a permit holder may reapply at the end of this time, an e-permit will not be allocated initially for the full duration of employment or study.

Parking E-Permits will only be allocated via application. E-Permits are allocated for the benefit of students, staff and selected contractors/ third party users only, subject to the criteria and conditions set out in this policy. E-Permits are not intended for the benefit of other businesses such as local supermarkets, pubs and coffee shops. Due to high levels of demand and limited capacity, it is unfortunately not possible to allocate E-Permits for staff or students in relation to hobbies (such as Saturday/Sunday football, or being a member of a band) or work that is not for the University.

Maximum stays

Vehicles are not permitted to exceed a maximum stay:

- Monday to Friday - 24 hours, no return is permitted within 3 hours
- Saturday to Sunday - 36 hours, no return is permitted within 3 hours.

What is an E-Permit

An E-Permit is an electronic version of a paper parking permit. An E-Permit allows the holder to park their registered vehicle on University grounds, conforming to the conditions of use, without the need to display a physical permit on the vehicle windscreen.

How do they work?

On completion and acceptance of your online application, your details will be added to the Automatic Number Plate Recognition (ANPR) system. When your vehicle passes through a car park checkpoint, a reader will recognise your number plate, allowing you to park. If you have paid by salary deduction you will not have to do anything more.

Information about how your data is used by the University and the Car park management company (UKPCM) can be found on the application form here [Parking E-Permit application form](#)

Those not wishing to pay via salary deduction, can use either a local payment machine (where available), the JustPark app, or the telephone payment option via your mobile phone (you need a mobile phone as you will receive a text receipt).

Staff (including those who are seconded to the University) who are not on the University's payroll, but who are eligible and would like to pay under the salary deduction scheme, will be contacted the University's Payroll Team in relation to a monthly deduction by recurring credit or debit card, after they have submitted their application and it has been approved.

How does the ANPR system work?

When a vehicle enters the site, its Vehicle Registration Mark (VRM) is captured by the ANPR camera.

The VRM and an image of the vehicle are then sent to our car park management provider, UKCPM. Read the [UKCPM Privacy Policy](#).

Once parked, you decide how you wish to pay (unless you are a member of staff who has arranged to pay by salary deduction, or a student (currently exempt from charges):

Pay at the 'Pay and Register' machine (where available) using 'chip and pin' or contactless. Use the JustPark App, [JustPark Privacy notice](#) making sure you input the correct, unique, car park location code. This will be signposted locally in the main campus car parks. Codes can also be found by inputting 'University of Brighton'; in the search field of the app and are shown below in Table 1.

Table 1 Location codes

Code	Campus	Name
501613	City	University of Brighton - City Campus - Cars
501614	City	University of Brighton - City Campus - Motorbikes
501613	City	University of Brighton – St Peters Library - Cars
501614	City	University of Brighton – St Peters Library - Motorbikes
501613	Phoenix Halls	University of Brighton – Phoenix Halls - Cars
501614	Phoenix Halls	University of Brighton – Phoenix Halls - Motorbikes
501603	Eastbourne	University of Brighton - Hillbrow Cottage & Sports Hall – Cars
501604	Eastbourne	University of Brighton - Hillbrow Cottage & Sports Hall – Motorbikes
501609	Eastbourne	University of Brighton - Queenwood Library Car Park – Cars
501610	Eastbourne	University of Brighton - Queenwood Library Car Park – Motorbikes
501611	Eastbourne	University of Brighton - Robert Dodd and Greynore Car Park – Cars
501612	Eastbourne	University of Brighton - Robert Dodd and Greynore Car Park – Motorbikes
508520	Eastbourne	University of Brighton - Trevin Towers - Cars
508521	Eastbourne	University of Brighton - Trevin Towers - Motorbikes
501601	Exion	University of Brighton - Cars
501602	Exion	University of Brighton - Motorbikes
501601	Falmer	University of Brighton - Falmer Campus - Cars
501602	Falmer	University of Brighton - Falmer Campus - Motorbikes
501605	Moulsecoomb	University of Brighton - Manor House Car Park - Cars
501606	Moulsecoomb	University of Brighton - Manor House Car Park - Motorbikes
501605	Moulsecoomb	University of Brighton – Halls of residence - Cars
501606	Moulsecoomb	University of Brighton – Halls of residence - Motorbikes
501607	Moulsecoomb	University of Brighton –Moulescoomb 'The Parking Facility' - Cars
501608	Moulsecoomb	University of Brighton - Moulescoomb 'The Parking Facility' - Motorbikes

507442	Varley	University of Brighton - Varley - Cars
507443	Varley	University of Brighton - Varley - Motorbikes

Payment information is sent to the ANPR system to confirm that a vehicle recorded entering the site is permitted to stay.

The ANPR cameras at the exit and entry of the site will record the Vehicle Registration Mark (VRM). The system automatically records this data and will raise a contravention report if a driver fails to pay for the allotted parking time. The contravention report will be crosschecked by our car park management provider UK CPM.

Drivers who are confirmed as not having paid for parking will be issued with a Parking Charge Notice (PCN) by UK CPM. PCNs will be sent by post to home addresses.

Student and staff eligibility

There are a limited number of parking E-Permits available. These are allocated on the basis of need, rather than on a first-come-first-served basis. New or existing students and staff who do not have an E-Permit will need to apply to determine if they are eligible.

Current E-Permit holders should refer to the reconfirmation process on page 16 of this document.

University of Brighton car parks covered under this policy:

When applying for an E-Permit, your car park preference should be selected. This will be classed as your home/working site. However, permits will allow parking at all major campus car parks (Moulsecoomb, Falmer and Eastbourne). This approach will enable the Parking and Transport Office to allocate the correct ratio of E-Permits per car park.

Table 2: Number of car parking spaces

Location	Disabled spaces	Other Spaces
Falmer	21	409
Moulsecoomb (Parking facility, Manor House, Mithras & various)	25	570
Eastbourne	30	229
City Campus – restricted parking for authorised staff only (disabled bay parking available)	10	44
Exion – staff parking only	2	57
Leaf Hospital	2	7
Phoenix Halls (Residences) – restricted student parking. Criteria A&B only	4	50
Moulsecoomb Place Halls (Residences) restricted student parking. Criteria A&B only	6	28
Varley Park (Residences) - No Student Parking (Government blue badge parking only)	10	80
St Peters library - staff parking only	1	5
TOTALS	111	1479

Criteria

Applications for a car parking E-Permit will only be considered based on **one** of the following criteria and in the following order of priority: These criteria are set out in more detail below:

- A. Registered blue badge holders
- B. Short/long term health issue
- C. Carer's responsibility
- D. General COVID-19 criteria (temp)
- E. Essential car users – this option is available to staff only
- F. Other – including the difficulty of travel to campus by alternative means
- G. Evening and Weekend
- H. Estates and IS Contractors
- I. Delegates

Before applying for an E-Permit, please take a few minutes to read the criteria and assess whether you can travel to your designated campus using another means of transport. It is important that students and staff that really need an E-Permit are prioritised, and receive the necessary help they require. We will do our utmost to help anyone that does require an E-Permit.

Travel and Transport information, advice, initiatives and discounts can be found on Staff Central: and for students on the [Travel Options webpages](#).

Table 3 Criteria

Criteria – in priority order	Criteria detail
<p>A) Registered Government blue badge holder (Full Permit)</p>	<p>Students and staff holding a current Government Blue Badge must apply for a parking E-Permit to allow the use of the registered allocated disabled parking bays and any other bays (except electric vehicle charging bays – unless they possess an electric vehicle and it is being charged).</p> <p>Important note: while carers are entitled to display a Blue Badge for transporting or collecting a Blue Badge holder, the Blue Badge must be for the individual applying for the permit.</p> <p>You are not required to give details of health conditions in your E-Permit application. On receipt of your application, The Parking Office will contact Occupational Health (staff) or the Disability and Dyslexia team (student) with your details and this team will contact you for further information.</p>

<p>B) Short/long term health issues (Full Permit)</p>	<p>Students and staff holding a UoB Temporary Badge require this E-Permit to make use of the allocated disabled parking bays and any white bay (except electric vehicle charging bays – unless they possess an electric vehicle and it is being charged).</p> <p>Students and staff with short/long term health issues (including pregnancy) which make it difficult to travel to work by other means can apply for a UoB Temporary Badge. You would need to contact Occupational Health (staff) or the Disability and Dyslexia Team (students) in the first instance, and once those teams have assessed the medical evidence, the team will advise the staff member/student to apply for an E-Permit under this criteria.</p> <p>In reference to the halls of residence this E-Permit is only available for Varley, Moulsecomb Place and Phoenix. Other halls may have other arrangement and you will need to contact them directly.</p> <p>This E-Permit can be reviewed at any time and any changes to your circumstances must be communicated with your relevant support team.</p> <p>You are not required to give details of your health conditions within your E-Permit application. On receipt of your application, if you have not already done so, the Parking Office will contact Occupational Health or the Disability and Dyslexia Team with your details and this team will contact you for further details.</p>
<p>C) Carer's Responsibility (Full Permit)</p>	<p>For the purpose of this policy, a carer is someone who cares, unpaid, for a friend or family member who due, to illness or disability, cannot cope without their support.</p> <p>Supporting evidence may be required in addition to information included in your application.</p>
<p>D) General Covid-19 criteria (Full Permit)</p>	<p><u>Short-term temporary E-Permit</u> can be applied for if, following a Return to Campus risk assessment, the availability of parking facilities has been identified as a risk mitigation. Priority for the allocation of this E-permit will be prioritised for those staff and students who are considered in the higher risk categories. For staff, the risk assessment should be undertaken by the relevant line manager. For students, the relevant School will determine whether this permit represents an appropriate mitigation.</p> <p>Please note: - The E-Permit issued under this category can be withdrawn at any time subject to changes in risk assessment and government guidelines regarding the pandemic.</p>

<p>E) Essential Car Users (Full Permit staff only)</p>	<p>Essential car users are defined as: 'Staff whose University duties are of such a nature that it is essential for them to have a motor vehicle at their disposal whenever required and who could not reasonably use other means of transport'</p> <p>This effectively means: Staff whose role requires them to work on multiple sites on a regular basis; Staff who make an average of at least three business-related journeys each week during term time; Staff who are 'on call'.</p> <p>Staff who start early (before 7.00am) or finish late (after 8.00pm) and may have less access to public transport. This will be taken into account when you apply.</p> <p>Essential Services that support the University of Brighton e.g. Mouselcoomb Medical Centre.</p> <p>See Essential Car User Guidelines for more information below If this is not obvious from your job description, you will need confirmation from your Head of School / Department.</p>
<p>F) Other (Full Permit)</p>	<p>Covers any other circumstances that are not covered in categories A – E where work or home life responsibilities could not be met without access to on-site parking. Reasons will need to be justified and demonstrated.</p> <p>This will take into account not only the distance you travel, but also how much access you have to public transport. In general, the closer you live to the University and/or a viable public transport option, the less likely you are to receive a parking permit.</p> <p>Examples of responsibilities that can be considered under this category (in conjunction with the feasibility of meeting these via alternative travel options) include school drop off / pick up responsibilities for young children.</p> <p>Students on University of Brighton placement who may have less access to public transport due to unsociable working hours or location.</p> <p>Unless there are exceptional circumstances, it is unlikely that anyone will be allocated a permit under this criterion if they live within three miles of campus.</p>
<p>G) Evening and Weekend (Evening and Weekend access only)</p>	<p>Available to students and staff who wish to park between Monday - Friday 17.01 to 06.59 and weekends (THIS PERMIT IS NOT AVAILABLE FOR USE ON A MATCH DAY).</p> <p>Available to students and staff who require parking outside core hours.</p>

	<p>Such as late workers, society and club members.</p> <p>This would cover between Mon - Fri 17.01 - 06.59 and weekends Fri 17.01 to Mon 06.59.</p> <p>Please note that overnight parking is not permitted.</p>
H) Estates & IS Contractors	<p>A contractor is a person/company that undertakes a contract to provide a service to the University.</p> <p>Estates & IS contractors that have a fixed / long-term contracts are exempt from parking charges.</p> <p>UoB contacts for contractors must request their contractors to apply in the first instance, by email to ParkingPermitApplications@brighton.ac.uk, they will then be issued with instructions on how to apply.</p> <p>Please note that this only applies Monday to Friday and to any emergency work carried out at weekends.</p> <p>We will require evidence of any work that is carried out at weekends.</p>
I) Delegates E-Permit only available Monday to Friday during core hours	<p>Delegates are members of the public who have paid to attend conferences, seminars and similar, where the organisers have hired conference facilities from the University.</p> <p>They are required to apply for an E-Permit and pay £2 (Monday to Friday) via the pay machine, JustPark app or telephone on the day of attendance. Saturdays & Sunday Public parking applies.</p>

Exceptional parking requirement outside of the criteria

You must contact the Parking and Transport Office to arrange. Requests will be considered where an exceptional, emergency or short-term need can be demonstrated. In such cases, you will be asked to confirm your reasons for needing parking and will need to provide details about the vehicle you will be using. Staff will be required to pay the £2.00 daily fee.

Requests are authorised at the discretion of The Parking and Transport Office and parking will only be permitted for the specific period requested.

'Full and Evening & Weekend E-Permits – definitions

A 'Full' E-Permit allows the holder to access University car parks on a '24/7' basis.

Staff full E-Permits – the £2 daily fee/salary deduction fee covers the core hours of Mon to Friday 0700 to 17.00. After these hours and at weekend, full staff E-Permit holders can use UoB car parks at no extra charge.

Evening & Weekend E-Permits will allow the holder to park at the main campuses only, Monday to Friday, 17:01 to 06:59 and at weekends from Friday 17:01 to Monday 06:59. Exceptions are match days at the Falmer and Moulsecoomb campuses (see table of charges for more information).

Important

No applicant will be allocated an E-Permit, where it is deemed that travel can be reasonably undertaken using public transport (unless the application is considered under eligibility category D – see above).

Due to the limited number of E-Permits available, meeting one or more of the above criteria does not guarantee allocation of an E-Permit, either on a permanent or temporary basis.

During the allocation process, we will endeavour to ensure that those in the highest priority groups (A, B, C and D) are provided with a permit.

The E-Permit allows students and staff to use University of Brighton car parks. Being allocated an E-Permit does not guarantee that a parking space will be available on any specific day.

Students and staff who are allocated an E-Permit or granted exceptional permission to park at a UoB car park, are subject to the Terms and Conditions within the E-Permit application, the Parking Policy and on parking signage.

Failure to comply with the policy may result in your E- permit and access being revoked.

The University reserves the right to take disciplinary action, following investigation, against staff who willfully and/or consistently contravene this policy.

The University can revoke E-Permits at any time.

Halls of Residence

Students are discouraged from bringing vehicles to their halls of residence.

E-Permits will only be issued to Government blue badge holders, for those with short/long term health issues a UoB temporary badge maybe issued under criteria B. These applications will be reviewed and approved by the Disability & Dyslexia team or Occupational Health. Students will have to reapply for an E –Permit after they have left Halls in their first academic year.

Essential car user guidelines

Who are 'essential car users'?

In general, staff who could be considered an 'essential car user' would be:

- a. Staff in Estates and Accommodation Services carrying out duties between University sites.
- b. IT staff who need to be 'on call' during the working day to meet operational requirements.
- c. Staff working on more than one University site (including hospital sites).
- d. Staff **regularly** transporting goods and supplies between sites.
- e. Staff requiring **regular** use of their vehicle to visit students and staff at other sites
- f. Students (course specific Placement or Work Experience) that do not have access to public transport or safe travel, due to either working hours or location of placement.
- g. Other, partners and local users that support the essential operation of the University of Brighton, including a provision of a minimum of three permits for the Mouslecomb Medical Centre

If your E-Permit application states that you are an 'essential car user', the Transport Department team will carry out checks to confirm this meets the essential car user criteria.

Drivers who have access to a University vehicle to carry out a job are not considered essential car users.

Essential car user criteria

To qualify as an essential car user, you must satisfy at least one of the following criteria:

- Your role requires you to work on multiple sites on a regular basis;
- You make, on average, at least three journeys a week (during term) on University business where there are no reasonable alternative travel options;
- You are required to be 'on call' during the day as part of the University's statutory obligation to meet Health & Safety or medical requirements.

The journey to and from your home campus to/from your home does not qualify as 'Essential' under this criteria.

NB. This does **not** include out-of-hours call out in the event of a business continuity emergency.

You may need to provide evidence to support your application in the form of written confirmation from your Head of Department. In addition, you must have your car insured for business use. You may need to provide your insurance document as proof.

All essential car users should also comply with the [Driving at Work](#) and [Driving Safely for Work Guidance Notes](#) provided by Estates and Facilities Management (E&FM) Health & Safety Department.

Electric vehicles and charge points

In line with Government targets to end the sale of new petrol and diesel cars and vans by 2030, vehicle use must move away from diesel and petrol internal combustion engines (ICE) to ultra-low and zero emissions vehicles, to reduce the emissions from those vehicle journeys needed, and electric vehicles (EVs) present a way forward for this. Therefore, the University is working to provide electric vehicle charging across our campuses to support the uptake in use of electric vehicles, particularly for commuting. This guidance outlines the charge points available for use on our campuses and their terms of use.

Electric Vehicle Charge Point (EVCPs) locations

EVCPs can be found in dedicated car parking bays within University car parks and are marked with signage or floor paint. Table 4 outlines the locations of EVCPs available for use of car park users, to be used in adherence with these guidelines.

Table 4: Location of EVCPs on University of Brighton campuses

Location	EVCP type and name	Number of chargers available and ports/ vehicles served
Falmer campus upper car park	Pod Point Twin charger Name: Boyd-Lara	1 twin charger, 2 ports (serving 2 vehicles)
Falmer campus lower car park	Pod Point Twin charger Name: Ralf-Fawn	1 twin charger, 2 ports (serving 2 vehicles)
Falmer campus, Checkland/ Dallington House	Pod Point Twin charger Name: Nash-Earl	1 twin charger, 2 ports (serving 2 vehicles) for EFM vehicles and disabled users only
Varley Park	Pod Point Twin charger Name: Ewan-Isla	1 twin charger, 2 ports (serving 2 vehicles)
Queenwood library car park	Pod Point Twin charger Name: Ivor-Dale	1 twin charger, 2 ports (serving 2 vehicles)

Location	EVCP type and name	Number of chargers available and ports/ vehicles served
Eastbourne campus Trevin Towers car parking	Pod Point Twin charger Name: Beck-Fern	1 twin charger, 2 ports (serving 2 vehicles)
Moulsecoomb 'The Parking Facility'	Pod Point Solo Charger Name: Multiple Names (available on Pod Point Map)	55 Single Chargers

Please note additional charge points are available at Moulsecoomb, Eastbourne and City Campus for use of university fleet vehicles only and must not be used by car park users.

Parking restrictions

- University EVCPs and EVCPs on university land are available for charging all electric vehicles which require connection to a charging point, including plug-in hybrid vehicles.
- The dedicated car parking bays for EVCPs are for use of electric vehicle charging only and are not available for general use.
- Use of the EVCPs and the parking bays they are in, is in accordance with the University's Parking Permit Policy:
 - A valid e-permit is required to park in University car parks
 - All parking restrictions must be followed, including no overnight parking
- Parking in an EVCP bay is only permissible for the duration of your vehicle charge. Once charged, vehicles must move to a normal parking bay. Availability of a car park space after charging is not guaranteed and vehicles must park in a valid space. It is prohibited to park in a location in which a notice prohibits parking, for example outside emergency exits, plant rooms or delivery zones without prior consent.
- EVCPs are available for charging vehicles 05.00 – 22.30, including at weekends.

Charger details

- EVCPs available are Pod Point Solo or Twin chargers. All charge points are maintained by Pod Point and use, including tariff payment, is managed via the Pod Point app, available on all iOS and Android devices: charge.pod-point.com.
- Use of the charge points requires the user to sign up and download the Pod Point app charge.pod-point.com. Pod Point keep their own database of users, in accordance with GDPR and the University is satisfied with their data standards.
- View the [Pod Point Solo Charger user guide](#) and specification including safe use instructions.
- View the [Pod Point Twin Charger user guide](#) and specification including safe use instructions
- If a fault arises when using a charge point, please contact Pod Point via the Pod Point app, phone: 020 7247 4114 or email: support@pod-point.com.
- EVCP users agree to charging at their own risk, that charging availability is not guaranteed and that University charge points should not be relied on for regular charging.

EVCP Tariff/payment

- All University EVCPs will charge the same tariff, regardless of location.
- The tariff charged is 26p per kWh of electricity, inclusive of VAT.
- The tariff will be reviewed annually by the Sustainability Governance Board.
- Pod Point will collect the tariff payment using the Pod Point app: charge.pod-point.com and cannot be made using cash or card.

Motorbikes and bicycles

Motorcycle users

Students and staff wishing to park in a motorcycle bay will require a valid parking E-Permit.

Staff charges for parking motorcycles will be 50% of the equivalent charge for cars. Students in receipt of a valid E-Permit will be able to park their motorcycle for free.

For staff motorcyclists wishing to pay on a daily basis, the daily charge in 2020/21 will be £1 per day. The annual charge for motorcyclists will be calculated at 0.5% of salary above £8,000, subject to a maximum charge of £225.

Students and staff with E-Permits may use the motorcycle parking bays which are located at all sites. Parking for motorcycles is limited and operates on a 'first come first served' basis. Failure to park in designated motorcycle parking bays may result in a PCN being issued.

Bicycle users

Bicycle users do not need an E-Permit. Student and staff bicycle users may use bicycle racks and changing facilities (where provided) without charge. There is a cycle area and lockers at the Parking Facility on the Moulsecoomb campus, and you can apply for a locker by emailing: CentralParking@brighton.ac.uk

Charges - How Payroll deducts an annual E-Permit charge

If a member of staff receives a regular salary through the University payroll, they can opt to pay monthly from salary. Payroll can only make deductions for employees who are paid a regular monthly salary. It will not be possible to set up monthly deductions for employees who submit claims for variable hours or who are not paid through the University payroll.

Where staff have opted to, and are able to pay monthly, their monthly charge will be deducted automatically through the payroll and will show on their pay-slip.

On receipt of approval of your E-Permit application, you can commence using the car park and you do not have to pay the daily fee. Once monthly deductions have been set up, you will receive from Payroll, confirmation of the date that deductions will start.

New starters to the University who apply for and are approved for an E-Permit and have opted to pay monthly - The Payroll cut-off date for notification from the Parking and Transport Office, to Payroll, of new starters is the twelfth of the month, with deductions starting from the first day of the following month.

It is the sole responsibility of the E-Permit holder to make sure that their E-Permit is renewed each academic year. If monthly contributions have been set up, they will continue until either Payroll are informed by the Transport Office that a member of staff's E-Permit has ended; or that their monthly contributions should stop; or until the member of staff leaves the University.

Staff may cease paying by monthly deduction at any time. You must then pay the daily charge from the first day of the next month and no deduction will be made from your salary at the end of that month. The Payroll cut-off date for notifications of a change is the twelfth of the month. There may be occasional adjustments to this cut-off date in line with public holidays or similar.

Not on the University Payroll

If you are a member of staff, but not on the University's Payroll (e.g. you are seconded from another organisation) and you have applied and meet the criteria for Monthly Payroll deductions, you will be contracted by the Payroll Team once your application has been approved, to set up a recurring card payment by Debit or Credit card.

Changes to your circumstances – staff – salary deduction

For staff who are paying the annual charge via monthly salary deduction, there are circumstances in which payments will be suspended, due to the member of staff not using University car parks for an extended period of time.

When a member of staff goes onto reduced pay as a result of sickness absence, their monthly payments will be temporarily suspended until they return.

Where a member of staff is going on maternity, adoption or shared parental leave, of longer than a month, payroll will suspend their monthly payments until their return. This will be confirmed to you.

Staff subject to the above and not on the University Payroll, but paying monthly by the recurring card agreement, will need to inform the Payroll Team, **otherwise deductions will continue.**

Please note that all changes to monthly deductions will be for whole months only.

If you are going on sabbatical or other forms of leave which last longer than a month and you wish to suspend your payments, you need to inform Payroll by the twelfth of the month preceding the month of change.

Normally changes to monthly deductions can only be made once in any given academic year. You cannot change to daily payments to cover non-term time periods. Due to the impact of COVID-19, E-Permit holders are permitted to change their method of payment twice during an academic year.

Please note that this arrangement may change depending on future government guidance.

If monthly contributions have been set up, they will continue until either Payroll are informed by the Transport Office that a member of staff's E-Permit has ended; or that their monthly contributions should stop.

Table 5: Charges

	Group	Option	Charge	Payment/Instructions
1.	Students (Full Permit)	n/a	Free of charge (academic year 20/21)	n/a
2.	Student UoB Temporary Badge (Short / Long term health issues) (Full Permit)	n/a	Free of charge (academic year 20/21)	n/a
3.	Staff (Full Permit)	Annual permit (pay monthly)	Gross basic annual salary - £8,000) x 1%. Maximum annual charge of £450	By salary deduction (or recurring card payment in not on the payroll)
		Daily Payments	£2.00	Payable by app, telephone or machine by card payment only
4.	Staff University – UoB Temporary Badge (Short/Long term health issues)	Annual permit (pay monthly)	Gross basic annual salary - £8,000) x 1%. Maximum annual charge of £450	By salary deduction (or recurring card payment in not on the payroll)
		Pay Daily	£2.00	Payable by app or telephone & Machine by card only
5.	Electric Vehicle (including hybrid models) (50% discount)	Pay Annually	Gross basic annual salary - £8,000) x 0.5%. Maximum annual charge of £225	By salary deduction (or recurring card payment in not on the payroll)
		Pay Daily	£1.00	Payable by app or telephone & Machine by card only
6.	Motorcycle (50% discount)	Pay Annually	Gross basic annual salary - £8,000) x 0.5%. Maximum annual charge of £225	By salary deduction (or recurring card payment in not on the payroll)
		Pay Daily	£1.00	Payable by app or telephone & Machine by card only
7.	Government Blue Badge You must have an authorised E-Permit	n/a	FREE	n/a

8.	<p>Guest parking (not available for students or UoB staff)</p> <p>Available during core hours only – Mon to Fri 07:00 to 17:00</p>	They must have been booked via the EFM Helpdesk	FREE	<p>Guests - UoB have invited specifically to campus, in order to provide a specific service, such as Speakers/Lecturers/ (not UoB staff), Voluntary Workers or people providing a tangible service (but not Contractors who do maintenance or emergency repairs).</p> <p>There are limited numbers per day so booking early is essential</p>
9.	<p>Visitor parking (not available for students or UoB staff)</p> <p>Available during core hours only – Mon to Fri 07:00 to 17:00</p>	They must have been booked via the EFM Helpdesk	£2.00	<p>Visitors – those attending interviews, general meetings and similar, that are not covered in the descriptions for guests or delegates.</p> <p>Visitors are required to pay at a payment machine, where available (or via JustPark app or telephone) and input their car registration at the Parking tablets.</p>
	<p>Evening & Weekends – staff and students only</p>	You must have an authorised E-Permit and can park during the following hours - Monday to Friday 17:01 to 06:59 and weekends Friday 17:01 to Monday 06.:59	FREE	n/a
10	Estates & IS Contractors	Uob dept/staff with service contractors with ongoing contracts with the UoB should ask their contractor to contact ParkingPermitApplications@brighton.ac.uk	FREE	<p>Onsite instructions</p> <p>Report to the main reception where you will be required to fill out a contractor's security pass. You then need to go to the Parking tablets and input you vehicle registration number, following any on screen instructions.. If there is more than one vehicle, you must repeat this for each vehicle</p>
11	Public Parking	Monday to Friday 17:01 to 06:59 and weekends Friday	£4.50 per day set rate	Via payment machine, JustPark app or telephone. Pre-booking is not available.

		17:01 to Monday 06:59		
12	Football Parking (Parking Facility – Moulsecoomb and Falmer	BHA fixtures	General Public, Guest or Visitor - £10.00 Full E-Permit – No charge Evening and Weekend E- Permit - £10 Estates & IS Contractors - by prior arrangement only, on confirmation of essential works	Payment is by JustPark App or telephone (Not by payment machine) There is limited parking. Contractor should still receive a contractor's pass and input details into the Parking tablet

Application process

If you believe that you meet one of the criteria for a core hours permit outlined above, you can apply for a core hours parking permit by:

Completing an [On-line application](#), ensuring at least one of the application criteria has been met and relevant information is provided, including justification for allocation of a permit e.g. registered carer responsibility etc. You will need to register with your 'brighton.ac.uk' @uni.brighton.ac & bsms email address;

If the reason for the request is business criticality, the request will need to be supported by a written approval from your Head of School or Department.

For requests made on the grounds of health or disability, medical evidence will be required to support your application, this will be reviewed by Occupational Health (staff) or the Disability and Dyslexia team (students).

You will receive an email acknowledgement of your application. Please check your spam/junk folders. You can also log into your E-Permit account at any time to check on your application progress.

You will receive an email informing you of the outcome of your application. This may take up to 28 days from the date of your original application.

If you have been approved, you can use the car parks with immediate effect.

UoB Temporary Badge holders must await receipt of their Temporary Badge before using a disabled bay.

If you have been declined you can appeal, giving more information. Appeals can take up to six weeks.

Application response times

Table 6: Application response times

Response times – once an application has been submitted.	Detail
Initial response time - immediate	You will receive an automated confirmation – normally within ten minutes via email. – please check spam/junk folders Applications can take up to 28 working days to process.
Decision response time – 28 working days	You will receive an approved or declined response. Declined responses will include the reason for the decision - please check spam/junk folders
Right to appeal – first response – 2 working days	Acknowledgement of receipt of appeal.
Right to appeal – second response and final decision - up to 6 weeks after appeal received	To advise the outcome made by the Appeals Panel of senior University staff.

Reconfirmation of your E-Permit

A communication will be sent out in April of each academic year asking students and staff if they wish to renew their E-permit. If you do not wish to continue with your E-Permit then you will need to inform the Parking & Transport office via email, otherwise it will be renewed automatically.

- Staff - pay daily: email ParkingPermitsApplications@brighton.ac.uk
- Students: email ParkingPermitsApplications@brighton.ac.uk
- Staff - pay annually - email payhelp@brighton.ac.uk & ParkingPermitsApplications@brighton.ac.uk

Please note, emails sent to individual staff members or other generic email addresses and post or telephone notification will not be accepted.

Access to car parks

Most of our car parks are open 24/7, for 365 days of the year.

Public parking

The University permits the general public to park and pay without an E-Permit during the following hours at a charge of £4.50 per day. Payment is via the payment machines (where available), the JustPark app or by telephone.

Maximum stays

Vehicles are not permitted to exceed a maximum stay:

- Monday to Friday - 24 hours, no return is permitted within 3 hours
- Saturday to Sunday - 36 hours, no return is permitted within 3 hours.

Table 7: Public parking

DAY	Start Time	End Time
Monday	17.01	06.59am
Tuesday	17.01	06.59am
Wednesday	17.01	06.59am
Thursday	17.01	06.59am
Friday to Monday	Friday 17.01	Monday 06.59am

Staff and students can apply for an Evenings and Weekends E-Permit, which will allow them to park at these times for free (without this E-permit or a Full E-permit the General Public charges will apply). The Evenings and Weekends E-Permit is not valid for Match Days.

Parking Registration Tablets and their use

All parking registration tablet use is strictly at the discretion of the Parking & Transport office. Anyone entering vehicle registration details without prior permission, risk losing the right to park in UoB car parks.

If you have entered someone's vehicle registration into a tablet on their behalf and they receive a PCN, it is your responsibility to resolve the issue.

Renewing/discontinuing and updating your E-Permit, payment options, vehicle registration & other details

- You will need to review your E-permit by the end of September via your [E-Permit account](#). Failure to confirm within the deadline may result in your E-Permit being cancelled.
- If you feel that you no longer require your E-Permit you may [cancel via your E-Permit account online](#).
- If you wish to change from weekly to monthly or vice-versa, please do so by logging on to your [E-Permit account](#).
- It is the E-permit holders responsibility to make sure that their vehicle registration is updated, please do so by logging on to [your e-permit account](#). Please ensure that you change the details before you travel. You can also update registration details via your E-Permit account in the event that you are using a courtesy car or have to use an alternative vehicle. Please remember to update your details when you change back to your usual car.
- It is the E-permit holders responsibility to make sure that all your personal details are correct and updated. Please check and confirm any changes by logging on to your [e-permit account](#).

Conditions for using the car parks:

Important

No applicant will be allocated an E-Permit where it is viewed that travel can be reasonably undertaken using public transport, allowing for any Covid risk mitigation.

Due to the limited number of E-Permits available, meeting one or more of the application criteria does not guarantee allocation of an E-Permit, either on a permanent or regular basis.

During the allocation process, we will endeavour to ensure that those in the highest priority groups (A, B, C and D) are provided with a permit.

Parking permits will be allocated based on the priority outlined in the criteria. The E-Permit allows students and staff to use University's car parks. Being allocated an E-Permit does not guarantee that a parking space will be available on any specific day.

Permits can be revoked by the University at any time.

The University reserves the right to take disciplinary action, following investigation, against staff who wilfully and/or consistently contravene this policy.

All car park users including car drivers, cyclists and motorcyclists are required to use the car park in line with these conditions.

By applying for and being allocated an E-Permit or permission to park at a UoB car park, you are subject to the Terms and Conditions within the E-Permit application, the Parking Policy and on parking signage.

Any holder of an E-permit who contravenes these regulations may have their E-Permit withdrawn at the discretion of the Parking and Transport Office.

Anyone contravening these regulations will receive a parking charge notice PCN of £100 (or £60 if paid within 14 days).

1. You must have an authorised University of Brighton parking E-Permit to park. Not having a University E-Permit could result in you receiving a Parking Charge Notice (PCN). Notices/emails displayed in cars whilst waiting for an E-Permit to be approved are not accepted in lieu of an E-Permit.
2. All vehicles (and their contents) parked in the car park are left entirely at the owner's risk.
3. All users of motor vehicles must comply with the Highway Code.
4. The maximum permissible vehicle height for the 'Parking facility' 6ft (1m 85cm) (including roof rack or any equipment carried on vehicle roof).
5. All vehicle wheels **must fit within** the floor markings that delineate each parking bay. Bay marking varies from site to site, but is usually, but not restricted to, white-lined bays or block coloured bays. In the case of a coloured bay, you must be parked reasonably **within** the coloured block.
6. The 5mph car park speed limit must not be exceeded.
7. Where there is a barrier, only one car, motorbike or bicycle may enter the car park each time the barrier opens. Tailgating is not permitted.
8. It is prohibited for any person not in possession of a Government Blue Badge or valid UoB Temporary Badge to park in a designated disabled space.
9. No disabled spaces are designated to any individual driver (either temporarily or permanently).
10. It is prohibited to park in a named, designated space, if you are not the named individual or department assigned for that space (i.e. ES spaces).
11. It is prohibited to exceed the stipulated waiting time where parking waiting times are in force, e.g. 30 minutes waiting restrictions at a loading bay.
12. It is prohibited to park in a bay outside of time periods stipulated by local signage. e.g. 'parking after 9.30am only'.
13. Staff and students wishing to park their bicycles in the parking facility must use the cycle racks provided and are subject to the University's Abandoned Bikes Policy.
14. It is an offence under the 2008 Finance Act to park an untaxed vehicle in the car park. Authorised persons working for the DVLA or the Police may visit the car park in order to carry out enforcement operations against untaxed vehicles.
15. All users must abide by any traffic signs and notices, whether permanent or temporary, and any instructions given by our car park or Security staff.
16. It is prohibited to park on triple or double yellow lines (also identified on some paving and car park edges) on crosshatched areas, grass verges or on pavements or to park in such a way as to cause an obstruction.
17. It is prohibited to park in a location in which a notice prohibits parking, for example outside emergency exits, plant rooms or delivery zones without prior consent.
18. It is prohibited to park in an area marked as temporarily or permanently allocated for use by visitors, or in connection with maintenance or construction work unless authorised to do so by the Parking and Transport Office.
19. No vehicle should be parked on University property for a single period longer than 24hrs Monday to Friday or 36 hours Saturday to Sunday, unless agreed by the Parking and Transport Office.
20. The University reserves the right to refuse permit holders access to spaces from time to time in order to accommodate bona fide visitors for an organised event.
21. Smoking is not permitted in or around the Parking Facility at Moulsecoomb, and only in the designated smoking areas at other UoB car parks.
22. Loud music, racing, doughnuts, drifting or similar activities are not permitted in UoB car parks or campuses.

23. It is the permit holder's responsibility to ensure that they renew their permit when it is due to expire and to keep details up to date. Failure to do so can result in a PCN being issued.
24. UK Car Park Management acting as the site parking enforcement agency on behalf of the University, have the right to issue Parking Charge Notices (PCN) at any time to anyone who abuses the car park in any way or fails to comply with the above conditions.
25. All information provided on applications for a parking permit must be true and accurate. Where false information is found to have been provided, this will result in withdrawal of the E-Permit and possible disciplinary action being taken after an investigation.
26. *Anyone entering their registration into the parking Registration Tablets without prior permission risks indefinite restrictions of use to all UoB car parks.*
27. If you are entering someone's vehicle registration into a tablet on their behalf please ensure they understand how their data will be used. It is your responsibility to ensure accuracy, and if they receive a PCN, it is your responsibility to resolve the issue

Frequently asked questions

Table 8 (FAQ)

<p>I am dropping off/picking up a student or staff member (or a visitor or guest) or picking up/dropping off library books, equipment or similar</p>	<p>An E-Permit is not required. There is a 30-minute grace period for dropping off or picking up (including taxis). If you are parking up whilst you wait, make sure you are parked in a general parking bay (or designated bay if you are eligible) and you are not causing any obstruction and are complying with the parking T&C's (see local signage for basic T&C's.</p>
<p>I have a new car/a hire car/courtesy car/temporary use of another car</p>	<p>You can change the car registration on your E-Permit by accessing your E-Permit account. You must make any change before you travel where possible. In an emergency, change as soon as you can before you travel. Please remember, if the change is temporary to update again to the details for your usual car. It is your responsibility to do this, the University cannot be held liable for any PCN issued if you fail to do so.</p>
<p>I have a new car, its electric/hybrid. How do I update this on my E-Permit account?</p>	<p>Please contact ParkingPermitapplications@brighton.ac.uk for advice.</p>
<p>I have forgotten my phone/bank card and cannot pay my £2 daily fee. I didn't get a text receipt/ I have been charged twice.</p>	<p>The Parking and Transport Office do not have access to the payment systems so cannot pay on your behalf, check for receipts or check payment status. Please check the payment machines/signage/JustPark app for instructions on these issues or for alternative methods of payment. As long as you make the payment before you leave the car park (or before 16.00), you should be covered against a PCN for non-payment.</p>

<p>There has been a change in my circumstances, for example (but not limited to) the following:</p> <p>If your job changes so that you are no longer an 'essential car user'. Leaving the University. Change of address, including moving to halls of residence. No longer have carers' responsibilities.</p>	<p>You must inform the Parking and Transport Office if a change in circumstances means you cease to be eligible for an E-Permit. Failure to do so, and discovery of the omission can result in your E-Permit being revoked.</p>
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<p>I live in halls of residence; can I park next to halls</p>	<p>The Parking and Transport office only deal with the parking at the following halls.</p> <ul style="list-style-type: none"> • Moulsecomb Place Halls/Moulsecomb Place Manor House • Varley Park Halls (No student Parking only Government Blue badge holders) • Phoenix halls <p>All of these sites have limited/restricted parking, and still require an authorised E-Permit. Restrictions vary, please check local signs for information. Restrictions may also be found within your tenancy agreement. Details are also available in the Living in Halls brochure produced by the Accommodation Office. If you are not sure, please contact the Parking and Transport Office.</p>
<p>It is out of term time. Can I park without an E-Permit?</p>	<p>No. Car parking controls are in effect 24/7, 365 days a year.</p>
<p>I am a staff member who pays monthly, how do I change to a daily charge?</p>	<p>Please login to your E-Permit account and change your payment option.</p>
<p>I am a staff member who receives a regular monthly salary and currently pays daily, how do I change to a monthly deduction?</p>	<p>Please login to your E-Permit account and change your payment option.</p>
<p>I'm not a staff member (not paid by UoB) but I have an E permit and pay monthly, how do I change to a daily charge?</p>	<p>Please login to your E-Permit account and change your payment option.</p>
<p>I'm not a staff member (not paid by UoB) but I have an E permit and currently pay daily, how do I change to a monthly deduction?</p>	<p>Please login to your E-Permit account and change your payment option.</p>

I am a member of staff, I do not have an authorised E-Permit, can I book myself in as a visitor/guest?	No. Special arrangements can be made for training days/ induction days or similar, but the organisers should contact the Parking and Transport Office in advance. Authorisation is at the discretion of the Parking and Transport Office
I am a student, I do not have an authorised E-Permit, can I book myself or my friends/parents in as a visitor/guest?	No.
I have received a Parking Charge Notice (PCN), what do I do?	<p>You can pay the PCN or lodge an appeal with UK Car Park Management (UK CPM).</p> <p>Please do not ignore a PCN or any subsequent letters. This can result in a County Court Judgement that can affect your credit rating.</p> <p>PCNs are issued by a third party, UK Car Park Management (UK CPM), and not by the Parking and Transport Office, who are not able to deal directly with PCN queries or appeals. You will need to contact UK CPM directly.</p> <p>The recipient of a Parking Control Notice (PCN) has the right to appeal the charge directly with UK-CPM within the first 21 days of issue. Once the appeal has been received, the UK-CPM appeals team will have up to 28 days to reach a verdict and respond. Whilst the PCN is on appeal, the charge is ‘frozen’ and will not increase during this time period. An appeal can be made via UK CPM appeals</p> <p>If an appeal is unsuccessful, the vehicle owner can then appeal further to the Independent Appeals Service (IAS). UK-CPM would bear the costs of doing so as part of their membership with the International Parking Community (IPC) to ensure that the motorist is given a fair and neutral opportunity to appeal if they so wish.</p> <p>Customer Service To speak to a customer services representative between: Monday to Friday; 9:00am to 5:30pm, call 0345 463 5050.</p>

Parking and Transport Office contact details

E-Permit queries including contractors and delegates email:

ParkingPermitApplications@brighton.ac.uk

Telephone: 01273 643277

General parking queries, including visitor and guest

Email: CentralParking@brighton.ac.uk

Telephone: 01273 641139

Further Information

Crime prevention

All vehicles are parked on University sites at the owner's risk and the University accepts no liability for the safety and security of such vehicles.

Most vehicle crime is opportunist and you can put thieves off with vigilance and by taking the following simple precautions:

- a) Never leave a car door unlocked or a window/sunroof open;
- b) Do not leave any belongings on display in your car (lock them in the boot);
- c) Security mark your stereo, and if it's removable, always take it with you;
- d) If you have a Satellite Navigation device, ensure you not only remove the device but also remove any 'tell-tale' ring mark on your windscreen;
- e) Never leave your vehicle documents in your car;
- f) Double check that all doors and windows are locked before leaving the car.

Car sharing and Public Transport

The University is committed to its Climate Emergency Declaration and in normal circumstances would be promoting staff and students to reduce their carbon footprint by signing up to car-share schemes and to use the various and convenient forms of public transport that serve our campuses. In light of the current circumstances the restrictions that are in place due to Covid-19 the University is not promoting these forms of travelling to campus, and is providing the following information to staff and students in case they may benefit from any discounts that are offered. The University continues to promote cycling to work and further information regarding the cycling facilities and benefits are also listed below and on Staff Central and the [student sustainability webpages](#).

Student travel discounts

Brighton & Hove buses offer significant reductions with their student fares. The Unizone ticket allows students unlimited train travel between East Worthing, Brighton, Seaford and Eastbourne.

Staff discounts

Staff are eligible for a 10% discount on multi-day network SAVER tickets on Brighton & Hove buses when registering with a university email address. Staff can also benefit from a 20% reduction off the cost of an annual bus season ticket with the [East Sussex Credit Union](#).

Staff are also eligible to purchase the [easit](#) discount travel card, which gives discounts on a range of travel options including 15% discount on Southern Rail (excluding travel to London).

Staff season ticket loans

Interest-free [annual season ticket loans](#) are available for all staff with 12 months or more remaining on their employment contract. Repayments are deducted from salaries over a period of up to 12 months. Furthermore, staff can additionally benefit from the easit or East Sussex Credit Union discounts via their interest-free annual season ticket loan.

Public car parks

There are numerous public car parks and public motorbike parking bays located in Brighton. Details of locations and charges can be found here along with details of parking at Brighton Station.

CycleScheme (for staff)

Cyclescheme offers University of Brighton staff the opportunity to acquire a new bicycle and accessories under the Government's 'Cycle to Work' initiative, through salary sacrifice which saves on income tax and NI payments. This also allows the cost to be spread over a 12-month period, interest free. View the University [policy](#) and learn how the system works on the [University of Brighton Cyclescheme website](#).

BikeShare bikes

Docking stations / hubs for the BTN BikeShare bikes can be found on all our Brighton campuses. Staff and students are eligible for a 10% discount on the annual membership when registering using a University e-mail address.

Staff flexible working

The University has a flexible working policy offering staff the opportunity to request a flexible working arrangement. [View the Flexible Working Policy](#).

Further information

Further information on travel initiatives for staff can be found on the Staff Central Sharepoint pages for Estate and Facilities Management.