



## CAR PARKING POLICY DOCUMENTATION

Accessible Parking Permits – Eligibility Guidelines

2023-24

## 1. Introduction

Dedicated accessible parking spaces for those with significant mobility difficulties or medical conditions that adversely impact on an individual's personal mobility are provided. These are supported through the use of Accessible Parking Permits (AP Permits). Blue Badges will be honoured for single use but an AP Permit should be obtained for continued use. University AP Permits are valid in all car parking spaces on campus in any parking zone, including all accessible parking spaces marked out in yellow on the ground.

**Students** should apply to the Car Parking Office, Security (01524 521877; [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)). Relevant medical evidence must be provided in accordance with the published eligibility guidelines in the [Student Parking Policy](#).

**Visitors** are not eligible for AP Permits, although Blue Badges will be accepted. Visitor parking charges do not apply to visitors clearly displaying a valid Blue Badge / validating the Blue Badge with the ANPR enforcement system.

## 2. Staff and Tenant Staff Eligibility

University staff should select the Accessible Permit option through Flexible Benefits. Staff should then submit their evidence as soon as possible to the Car Parking Office, Security ([car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)). All other staff / tenants should contact the Car Parking Office direct (01524 521877; [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)).

Staff eligibility will be determined by the Security Operations Manager. Note that some AP Permits will only be issued on a temporary basis (for instance in the case of someone returning to work after illness, surgery or injury). To be eligible, staff must provide at least one of the following:

- Proof of a valid Blue Badge.
- Written correspondence from a GP or other medical professional which demonstrates a medical need for an AP Permit on the basis of a limitation to an individual's personal mobility on physical, psychological or short-term illness grounds.

Heavily pregnant female staff will be eligible at the discretion of the Security Operations Manager.

## 3. Student Eligibility

Students should apply through the Car Parking Office, Security. Please contact them on 01524 521877 or by email on [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk).

Blue Badge holders must provide proof of a valid Blue Badge.

Students with temporary reduced mobility or medical conditions that adversely impact on mobility must provide evidence that satisfies the following criteria:

- Letter signed by a medical professional (GP or specialist) on headed paper;
- The letter should be dated within the last 12 months (required for a temporary period only);
- The letter should include a timeframe of relevance.

University Accessible Parking Permits are valid in all car parking spaces on campus in any parking zone. This includes all accessible parking spaces marked out in yellow on the ground.

Accessible Parking Permits can only be used in the vehicle registered to the permit and only whilst the permit holder is the driver of the vehicle. On occasions that the Accessible Parking Permit holder is driving another vehicle the driver must contact University Security (01524 594541 or [car-parking@lancaster.ac.uk](mailto:car-parking@lancaster.ac.uk)) with details of the alternative vehicle being driven by the permit holder.