

## Parking Permit Terms and Conditions

1. Reference to 'us', 'we' and 'our' in these terms and conditions means University of Greenwich.
2. Reference to 'you' means the applicant / permit holder.
3. Permits are available for university employees, students, affiliates, and contractors.
4. Your application must relate to the campus you are either based at or parking on. Permits relating to halls of residence must only be used by students who are current residents. A waiting list may be used to restrict the number of permits issued.
5. The permit is valid at the campus / car park it is issued for and where applicable at other sites shown in **Table 1**.
6. Your permit is electronic. There is no vehicle disc to display. Where applicable, Blue Badges must be displayed.
7. You may register one or two vehicle(s) on the permit shown in **Table 1**, only these are valid for use. You must register any vehicle changes prior to parking via the permit system including temporary vehicles. Changes may be subject to approval.
8. Vehicle(s) registered on the permit must be used by you as named permit holder.
9. If you are a university employee the monthly cost of the permit is taken in arrears from your salary commencing first salary after permit start date. Applications must be received by 10th of the month for permit to start that month. No payment deductions are made for part months.
10. If you are employed part time you are charged in proportion to your Full Time Equivalent (FTE) hours. Changes to your hours will result in an automatic adjustment from the first full effective month. Variable part time hours will be charged for the hours processed by Payroll that month.
11. Sickness / absence periods longer than 30 days will have payments refunded at the end of the absence period minus the first 30 days.
12. For student permits the cost of the permit must be paid online as part of the application process. Refunds are accepted for full unused months between September and May.
13. Pay-as-you-go (PAYG) permits require you to pay the relevant car park charge to cover each time you use that car park.
14. We reserve the right to vary permit fees and car park charges each year effective from 1 August.
15. All permits have an expiry date. The period varies with permit type shown in **Table 1**.
16. Permits are subject to car park terms and conditions. These may be varied from time to time and are displayed on signage in car parks.
17. You may cancel the permit at any time. Refunds if applicable will be given for unused full months. Applications for staff permits paid from salary are not approved within three months of a cancellation.
18. We may withdraw the permit on grounds of your conduct, you leaving the university, changes to policy, or other reasons outside of our control.
19. Knowingly supplying false information, misuse of a permit, or misuse of a Blue Badge may lead to the permit being withdrawn and possible use of disciplinary action against you.
20. We reserve the right to vary these terms and conditions at any time.
21. Information provided is held securely in accordance with the General Data Protection Act please refer to our [Privacy Policy](#).

**Table 1**

| Permit Type:                     | Price       | Valid at:         |                  |           |               | No. of Vehicles  | Expiry Date:       |
|----------------------------------|-------------|-------------------|------------------|-----------|---------------|------------------|--------------------|
|                                  |             | Avery Hill Campus | Greenwich Campus | Devonport | Medway Campus |                  |                    |
| <b>Avery Hill</b>                |             |                   |                  |           |               |                  |                    |
| Avery Hill Staff                 | £43.25 p.m. | Yes               |                  |           | Yes           | 2                | 3 years to 31-July |
| Avery Hill Affiliate             | £43.25 p.m. | Yes               |                  |           | Yes           | 1                | 1 year             |
| Avery Hill Student Village       | £162 p.a.   | Yes               |                  |           |               | 1                | 31 Aug             |
| <b>Greenwich</b>                 |             |                   |                  |           |               |                  |                    |
| Greenwich Campus Staff           | £54 p.m.    | Yes               | Yes              | Yes       | Yes           | 2                | 3 years to 31-July |
| Greenwich Campus Affiliate       | £54 p.m.    | Yes               | Yes              | Yes       | Yes           | 1                | 1 year             |
| Greenwich Campus EV (staff)      | £0.00       | Yes               | Yes              | Yes       | Yes           | 1 (2 by request) | 31 July 2025       |
| Greenwich Motorbike              | £0.00       |                   | Yes              |           |               | 1                | 3 years            |
| Greenwich On-Street (staff)      | £42 p.m.    | Yes               |                  | Yes       | Yes           | 1                | 1 year to 31-July  |
| Cutty Sark Hall (staff)          | £54 p.m.    | Yes               |                  | Yes       | Yes           | 1                | 3 years to 31 July |
| Burney Street Car Park (staff)   | £54 p.m.    | Yes               |                  | Yes       | Yes           | 1                | 1 year to 30-Sept  |
| <b>Devonport</b>                 |             |                   |                  |           |               |                  |                    |
| Devonport PAYG (staff/affiliate) | £0.00       |                   |                  | Yes       | Yes           | 2                | 31 July 2024       |
| <b>Medway</b>                    |             |                   |                  |           |               |                  |                    |
| Medway Staff                     | £32.45 p.m. | Yes               |                  |           | Yes           | 2                | 3 years to 31 July |
| Medway Pharmacy Staff            | Salary band |                   |                  |           | Yes           | 2                | 3 years to 31 July |
| Medway Affililate                | £32.45 p.m. | Yes               |                  |           | Yes           | 1                | 1 year             |
| Medway PAYG                      | £0.00       |                   |                  |           | Yes           | 2                | Up to 3 years      |
| Medway Student                   | £135 p.a.   |                   |                  |           | Yes           | 1 (2 by request) | 31 Aug             |
| Medway Halls                     | £108 p.a.   |                   |                  |           | Halls only    | 1                | 31 Aug             |
| <b>Generic</b>                   |             |                   |                  |           |               |                  |                    |
| Disabled                         | £0.00       | Yes               | Yes              | Yes       | Yes           | 1 (2 by request) | Up to 3 years      |
| Electric Vehicle                 | £0.00       | Yes               |                  |           | Yes           | 1 (2 by request) | 31 July 2025       |

Dated 9-Feb 2024