

Criteria table

Criteria	Definition	Evidence Required	Score (if met)	
1 - Vehicle required for business use	Staff who regularly use their vehicle for work as an essential part of their duties.	Completed form: HR Manager Letter to confirm vehicle required for business use. (Available to download on the car parking website)	2 days per week 3 days 4 days 5 days	50 base points + 10 points 20 points 30 points 40 points
2 - Impaired mobility/medical condition	Staff / students who are not eligible for a Blue Badge but who have medical or physical conditions which necessitate parking on campus	After an initial discussion with your HR Manager, they may provide you with a letter and medical pro forma for GP / Specialist		Application and supporting evidence presented to Parking Panel for decision
3 - Caring responsibilities	Transporting own children (11 years or under) to / from nursery, school or childcare immediately before or after work; OR Caring responsibilities for a disabled or ill dependent	Copy of youngest child's birth certificate, and name & contact details of their school or nursery; OR Completed form: GP / Specialist letter to confirm caring status		50 points
4 - Public transport accessibility	Access to public transport expressed as total door-to-door journey time	Nothing required. Calculated automatically by system	1 change 2 changes 3 changes	No. of mins = points + 10 points 20 points 30 points (Max 60 points)
5 - Car sharing	Two or more members of staff participate in a formal car sharing scheme	Liftshare BUDi reference number		50 points each,. combined total given to each sharer
6 - Working outside core hours	Unavailability of public transport to support applicant's contractual obligations to work between 7pm and 7am (Mon-Fri)	Completed form: Line Manager letter to confirm working outside core hours (Available to download on the car parking website)	2 days per week 3 days 4 days 5 days	50 base points + 10 points 20 points 30 points 40 points
7 - Disabled Blue Badge holder	Holder of disability Blue Badge or equivalent	Copy of both sides of Blue Badge		Automatically approved upon validation of evidence