

Dear Colleagues

All current parking permits expire on 31 July 2024 and will need to be replaced.

You will be able to order your 2024-25 permit from 12/08/2024.

This process will also be an opportunity to update your information.

In recognition that working practises have significantly changed, you can register for your parking permit any time leading up to your first working day on campus.

**As before, the Parking Permit application process is an online service and can be found on the staff page at Your Online Services. (This also applies to Hourly Paid Lecturers).**

**Payment by salary deduction:**

- Staff who pay for their permit by salary deduction will need to apply for their permit using the online service on the staff page at 'Your Online Services.'
- The first payment to be taken from your salary will be in Sep 24 and will continue monthly at the published rate.
- Staff who do not want to renew their parking permit do not have to take any action at this stage. Should your situation change, and you find you would like a parking permit you can apply using the online service on the staff page at 'Your Online Services.'

**One off payment:**

Staff who have a UW log-in but are unable to pay via salary deduction (for example, Hourly Paid Lecturers) will need to renew their permit using the online service on the staff page at 'Your Online Services.'

**Blue Badge Holders:**

- You are entitled to a permit free of charge, however, you will need to register, using the UW staff page at 'Your Online Services'
- You will be able to do this from 12 Aug 24
- You will be issued with a UW permit, which should be displayed with your Blue Badge when parking on a UW car park.

**PLEASE NOTE: STAFF WHO ARE NOT DIRECTLY EMPLOYED BY UW SHOULD AWAIT SEPARATE COMMUNICATION.**

Permits will be available for collection from **15 August 2024 as follows:**

- St Johns Campus – Hines Facilities Reception from 1pm – 3pm (Mon - Fri)
- City Campus – Charles Hastings Reception from 3pm – 5pm (Mon - Fri)

You must bring your staff card with you for identification, and you may not collect permits on behalf of another staff member.

If you are a blue badge holder, you must bring it with you at the time of collection of your permit.

If you have any queries relating to the permit process, please consult the attached [FAQ document](#) before sending an email.