Dear Colleagues

All current parking permits expired on 31 July 2023 and will need to be replaced.

This process will also be an opportunity to update your information, **this service is now live.**

In the interim period, please continue to display your 22/23 parking permit in your vehicle until you can apply for the new permit.

**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 Associate 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.’ **This service is now live.**
* Staff who do not want to renew their parking permit do not need to take any further action. You will not be charged unless you order a new 2023-24 parking permit.

**One off payment:**

Staff who have a UW log-in but are unable to pay via salary deduction (for example, Associate Lecturers) will need to renew their permit using the online service on the staff page at ‘Your Online Services.’ **This service is now available.**

**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’
* **This service is now live.**
* 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 **Monday 21 August 2023 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 [FAQ document](https://www2.worc.ac.uk/facilities-staff/documents/Parking_Permit_FAQ_2023-24.pdf) before sending an email.