

Dear Colleagues

All current parking permits expire on 31 July 2022 and will need to be replaced. Please continue to use them until you are able to purchase a new 22/23 permit.

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 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 will be available from 19 Aug 22.**
- Staff who do not want to renew their parking permit must use the on line service - Parking Permits 22/23 and click 'cancel my permit'. Cancellation requests must be submitted by no later than 9 Aug 22 to ensure no deductions are made from your September salary.

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 will be available from 19 Aug 22.**

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 19 Aug 22**
- 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 **Friday 19 August 2022 as follows:**

- St Johns Campus – Hines Facilities Reception from 1pm – 3pm (Mon - Fri)
- City Campus – Charles Hastings Reception from 3pm – 5pm (Mon - Fri)
- Jenny Lind – 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](#) before sending an email.