

Application Guidance for [Central Peak parking permits 23/24](#)

1. Discuss your working pattern with your line manager before submitting an application.
2. **Please note that priority applications must be submitted by 24 July 2023.**
3. **Peak permit (PP)** and **Flexible parking permit (FPP)** applications should be submitted online and would be passed to the Dept Parking permit Committee for approval. Please select Jessy Morton (Martinez) as the Departmental parking permit administrator. Failing to complete this step may delay your application.
4. **Off-Peak permits** applications are subject to central allocation by University travel team.
5. Visit [University Parking permits 2023/24 | Travel \(ox.ac.uk\)](#)
6. Select a parking option: Holders have the right to hunt for a space on fixed days of the week and hunt for a space on days not covered by the Peak Permit, for an extra charge, also includes parking during off-peak times*
Expires on 31 October 2023.
 - **Flexible permit (FPP)** holders always need to pay a daily charge to park at peak times. £40 per annum plus £4.80 per booking.
 - **Peak permit (PP)** holders only need to pay a daily charge when parking at peak times on days not printed on their permit. 1,75% of Salary per annum for Fixed days (pro rata)
 - **Flexible and peak permits** are both valid without a daily charge at off-peak times (between 4pm and 7am weekdays and all day Saturday, Sunday and University fixed closure days).
7. and apply here [University Parking permits 2023/24 | Travel \(ox.ac.uk\)](#) To apply for the permit you will require a Planon account. If you already use FM online, you can use your existing login.
8. If you don't have a Planon account, apply here [Request car parking permit login | Travel \(ox.ac.uk\)](#)
9. Please note, it might take a few days for your account to be set up due to the large numbers of applications the Planon team are currently receiving. Please avoid sending a duplicate request.
10. Your contact numbers must appear on the form. If they are not, please email Planon Sys Admin planon@admin.ox.ac.uk and let them know both your office phone number and your mobile phone number so they can add them to the form. Phone numbers are required for Security Services to contact you in the event of an emergency. In cases where Security Services are unable to reach the permit holder, towing equipment may be used.

11. Staff on the main University payroll must pay for car parking charges via salary deduction. Non-payroll staff must pay via the [online payment system](#)
 12. University stores Car parking [online payments](#) .
 13. Track your application [here](#)
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Priority criteria

There are two main criteria by which the need for a peak permit may be assessed. The application of these criteria does not afford any priority on the basis of seniority, rank or length of service. Departments are required to assess applications from staff on the basis of Criterion 1 and Criterion 2 as detailed below. Criterion 1 must be accorded the highest priority. The Car Park Working Group (CPWG) expects that, given the existence of comprehensive Park & Ride, applications based on the inadequacy of public transport alone will be given low priority.

Disability

Applies to staff members not holding Blue Badges but applying on grounds of a disability. Staff with a disability that makes it difficult for them to walk, use public transport or a bicycle should continue to be accorded a high priority for a permit. It should be borne in mind that the need to travel by car and/or park close to work, may result from a number of conditions and neurodivergences and that we are required to consider these with equal weighting in comparison to physical conditions – some people may be able to use public transport but getting from the bus stop/train station could be a problem. For further details see the [Disabled Parking Guidelines](#).

The Legal Services Office has advised that evidence of a disability cannot be requested while applications on other grounds (e.g., need to collect two children from school) are taken on trust. It is also worth noting that, in any case, evidence in the form of a GP's letter is of limited value in this circumstance, as GPs are obliged to act in the interests of their patients and are therefore unlikely to refuse the request to provide a letter of support. Where a dispute arises, the advice of the Occupational Health Service may be sought by the department or by the CPWG.

Family commitments

Applies to staff needing to attend on dependent family members on a regular and frequent basis. The application should set out the nature of the duty of care (e.g. school runs, hospital/home visits), the ages of any children involved, the locations of schools, hospitals, etc. and why the duty cannot be fulfilled on foot, by bicycle or public transport.