Visitors Permits

Guidance for staff

Visitors Permits

Visitors permits must be sourced from the distributor in your office, school or section (contact the Estates Office to find out who is the distributor for your area). Visitors permits can be issued to any visitors to your office, school or section or can be used as a temporary measure by staff who have already paid for an annual permit in exceptional circumstances (for example; using a courtesy car, awaiting a new permit for a new vehicle).

Visitors permits must be completed in full, must not exceed a duration of 1 week, must not be edited and must not be copied.

Please consider your use of visitors permits as each space that is taken by a visitor is effectively one less space available for staff. Encouraging visitors to travel by public transport, park & ride, taxi or to car share can significantly help to manage the limited parking resources which the University has. This is particularly important in the case of larger events and conferences where hundreds of staff cars could be displaced by visitors to the University. The Sacrists can provide guidance on booking car parking spaces for conferences and large scale events.

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