

## PAPER – PARKING ADVANCE

**Owned by:** Chief Exec

**Date passed:** 4<sup>th</sup> October 2023

**Body passed by:** SMT

**Further Review Required:** October 2024

The Students' Union believes that periodically or frequently staff may be required to use a vehicle to attend work shifts, either for convenience, the transportation of goods or passengers, for safety, or for other relevant reasons. As the University has limited parking spaces, they institute both car parking regulations and a charge to park, via permit.

- Link to University parking permit application (23/24):  
<https://winchester.firstparking.co.uk/>
- Link to University Car Parking Regulations (23/24):  
<https://unimailwinchesterac.sharepoint.com/sites/intranet-documents/Shared%20Documents/Parking%20Regulations%202023-24.pdf>
- Link to University Park & Ride discounted scheme:  
<https://unimailwinchesterac.omniacloud.net/start/teams-and-services/travel-and-transport/park-and-ride/pr-discount-for-staff-and-students>

The Students' Union therefore resolves, in an effort to reduce barriers to working on site, the option to offer salaried employees the opportunity to advance a sum of money against parking permits (or Park & Ride charges), subject to terms and conditions below:

- Any sum advanced must be paid back within 6 months of the original purchase.
- If any staff member ceases to be an employee of Winchester Students' Union, they will become liable for any balance of the advance sum from their final salary settlement.
- Only parking solutions offered via the link above qualify for this advance scheme.
- Repayment schedules must be agreed with the Chief Exec and must be kept thereafter until the balance is cleared. Repayment schedules may include payment holiday months as long as sum is settled within 6 months.
- Winchester Students' Union will not be held liable for any issues relating to permits purchased.
- Only one parking advance can be taken at any one time; no further advances can be granted until the original sum is cleared. Advances under other Union papers (e.g. IT Advance) will be considered alongside Parking Advance applications on a case-by-case basis.
- Agreement to the advance is the sole remit of the Chief Exec, or the President if such an advance is sought by the Chief Exec.

**Staff Agreement**

I the undersigned have read and understood all the above terms and conditions and undertake to advance the following sum:

£ \_\_\_\_\_

This is for the purchase of the following:  
*(Delete as appropriate)*

Car Parking Permit	£ _____
Park and Ride	£ _____

This is to be repaid over the following schedule:

Month	Year	Amount
Jan		
Feb		
March		
April		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed and agreed by Chief Exec/President: \_\_\_\_\_

Date:

**Office use**

Financial year:

Purchase made: