



# Needs Based Assessment Procedure Belfast Campus Car Parks

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Policy Owner and Department	Michael Fitzpatrick - Director of Estates Services
Policy Author/ Reviewer	Anne Doherty – Senior Project Manager
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Queries relating to this document should be directed to the Policy Owner	
This document can be made available on request, in alternative formats including Braille, computer disc, audiocassette, and in minority languages to meet the needs of those who are not fluent in English.	

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## Introduction

This document sets out the Needs Based Assessment Procedure for accessing car parking provision at Belfast Campus.

The main objectives of the Needs Based Assessment Procedure are to:

- Provide a transparent & easy to use car parking permit system.
- Set out a process which ensures that car parking provision is available at Belfast Campus for those with the greatest need of access to a car parking space.
- Prioritise car parking provision to staff and students who have a disability or a health condition which requires the use of a car to access Belfast Campus.

## Guiding Principles

The guiding principles underlying the Needs Based Assessment Procedure are as follows:

- The delivery of an equitable approach to allocating car parking permits.
- The provision of car parking facilities for those whose circumstances necessitate the use of a car to access the Campus.
- Ensure accessible parking for Blue Badge holders.
- Ensure that information provided for the purpose of accessing a car parking permit through this process which relates to health and/or disability will be treated sensitively as special category data in line with data protection legislation and the University's GDPR policy.

## Scope

The Needs Based Assessment Procedure applies to car parking provision at the extended Belfast Campus located at Frederick Street, Block BA and Block BD. It is effective from 1<sup>st</sup> September 2021 and will be subject to regular monitoring and review during the first year of implementation to ensure efficiency of use and best practice in the management of parking.

This Procedure applies to Belfast Campus car parks and is applicable only to eligible Belfast Campus University staff (including contract services staff) and Belfast Campus students. University staff based on other campuses who are blue badge holders will also be permitted access.

The Needs Based Assessment Procedure will be reviewed in conjunction with Trade Unions on an annual basis.

## Needs Based Assessment Guidelines and Eligibility

Categories for those in greatest need of permit allocation are defined in tiers. A summary of the tiers is outlined in Table (i):

Tier 1	Tier 2a	Tier 2b	Tier 2c	Tier 3
<ul style="list-style-type: none"> <li>Blue Badge holders</li> <li>Staff* &amp; Students</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Health Condition and Mobility Difficulty</li> <li>Staff* only</li> </ul>	<ul style="list-style-type: none"> <li>Temporary Health Condition and Mobility Difficulty</li> <li>Staff* only</li> </ul>	<ul style="list-style-type: none"> <li>Health condition and mobility difficulty</li> <li>Students only</li> </ul>	<ul style="list-style-type: none"> <li>Carer of a disabled dependent</li> <li>Staff* only</li> </ul>

Table (i) Needs Based Assessment Tier Categorisation (\*includes contract services staff)

### Staff Eligibility

#### **Tier 1 - Blue Badge holders**

Staff who have a valid Blue Badge are entitled to an annual car parking permit and can apply for a permit by submitting an application form with a copy of their blue badge. Blue Badge holders should renew their parking permit during the annual renewal application window (1st June-31st August).

Accessible spaces are reserved for blue badge holders and should not be used by other permit holders. Blue badges must be displayed when parking in an accessible space. There are sufficient accessible spaces for all Tier 1 permit holders.

#### **Tier 2a - Staff with a long-term health condition and mobility difficulty**

Staff who do not hold a Blue Badge but do have a long-term health condition and mobility difficulty which requires the use of a car to access Belfast Campus may be eligible for an annual permit. The application process is as follows:

- Staff must complete an application form and indicate that they have a long-term health condition and mobility difficulty.
- A referral to an appointed health professional will be arranged for an independent assessment. The health professional will advise if an annual permit is recommended.
- Staff with a long-term health condition and mobility difficulty can renew their parking permit annually during the annual renewal application window (1st June-31st August).

#### **Tier 2b – Staff with a temporary health condition and mobility difficulty**

Permits may be issued on a temporary basis for a maximum of 12 weeks or as advised by a health professional. To be eligible, staff must submit an application form and indicate one of the following:

- A recommendation for a temporary permit from the University's Occupational Health Department following a referral;

Or

- A request for a referral to a health professional for an independent assessment. The health professional will advise if a temporary permit is recommended.

### ***Tier 3 - Carers of a disabled dependent***

A staff member who is a carer of a disabled dependent may be eligible for a permit. Staff must indicate this status on their application form which will be subject to approval by their line manager or Head of School/Department.

For the purpose of this procedure, a carer is someone who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, a mental health problem or an addiction and cannot cope without their support. The care is usually unpaid.

Dependents who are disabled can be:

- the employee's spouse or civil partner;
- the employee's child;
- the employee's parent;
- a person who lives in the employee's household (excluding tenants, lodgers, boarders and employees);
- any other person who reasonably relies on the employee for assistance in the event of an accident or illness or to make arrangements for care in the event of an illness or injury; and
- in relation to the disruption or termination of care for a dependant, any other person who reasonably relies on the employee to make arrangements for the provision of care.

Staff who require a car parking permit because they have caring responsibilities for a disabled dependent should submit a Tier 3 application form which includes confirmation that a recommendation has been provided by their line manager or Head of School/Department. A staff member who has long-term caring responsibilities for a disabled dependent can renew their parking permit annually during the annual renewal application window (1st June-31st August).

### **Student Eligibility**

Belfast Campus students who are Blue Badge holders are entitled to apply for a Tier 1 car parking permit. Students are required to submit proof of a valid Blue Badge

Students who have a health condition and mobility difficulty (temporary or long term) which requires the use of a car to access Belfast Campus may seek a referral from the Student Wellbeing Service and apply for a permit under Tier 2c. Students are

encouraged to apply for a car parking permit during the annual application window (1st June-31st August) if possible.

The Student Wellbeing Service provides a confidential advice and support service to students with a disability. Assistance in applying for a permit is available from the Student Wellbeing Service on request.

### Permit Application under the Needs Based Assessment Procedure

When applying for a permit the appropriate application form must be completed. Forms are available on the following link <https://www.ulster.ac.uk/carparks#Forms> (NB new forms to be uploaded). Forms in other formats are available by contacting [carparks@ulster.ac.uk](mailto:carparks@ulster.ac.uk)

Applicants are required to confirm a declaration on the application form stating that the details they have provided are an accurate reflection of their personal circumstances and that they have read and understood the terms and conditions set out on the University's webpage at <https://www.ulster.ac.uk/carparks>

Information provided during the application process which relates to health and/or disability will be treated sensitively as special category data in line with data protection legislation and the University's GDPR policy.

Possession of a valid permit through this process does not guarantee a parking space. Signage on the approach to the Frederick Street Car Park will indicate if spaces are available. To maximise utilisation of car parking provision at Belfast Campus, permits will be allocated at a space to permit ratio of initially 1:1.25. This will be kept under review in the first year and may be subject to change.

A summary of the categories and process is outlined in Appendix A.

### Car Parking Permit Charges

Car parking permit charges are set out in the University Car Parking Policy which is applicable to all campuses. See <https://www.ulster.ac.uk/carparks/payments-tariffs>

Car parking charges are subject to review.

### Intercampus Travel

Car parking spaces at Belfast Campus are reserved for permit holders. Therefore, access will not be possible for staff travelling from other campuses with the exception of Blue Badge holders. These trips should be made by either public transport or by availing of 3<sup>rd</sup> party city centre parking.

### Visitor Parking

Reserved spaces for visitors or staff can only be requested using [Car Park Reservations](#). Staff may book a visitor space subject to availability for a limited period of time and in exceptional circumstances only. Spaces should be requested at least 3 working days and no later than 1 working day in advance of the required date. A visitor permit entitles the user to park in an available space in designated

parking areas. There are 10 spaces reserved for visitors at the Belfast Campus including 1 space reserved for University's Vice Chancellor which will be open to visitor permit holders when not in use.

### General Staff Access

All University staff members are permitted to access Frederick Street Car Park using their staff pass at off peak times on weekends and weekday evenings during the following times: after 7pm Monday to Thursday, after 5pm Friday and all-day Saturday and Sunday. Staff can avail of a car parking space on a first come, first served basis. Therefore, the Needs Based Assessment Procedure is not applicable for off-peak car parking usage.

During the first year of implementation, the demand for car parking permits under the Needs Based Assessment Procedure will be closely monitored and evaluated. Should excess spaces become available, permits will be offered through a lottery system to staff based on the Belfast Campus.

### Right to Appeal

The applicant has a right to appeal a decision made in relation to their application for a parking permit and should in the first instance direct their appeal using the online form by emailing [carparks@ulster.ac.uk](mailto:carparks@ulster.ac.uk), copied to their line manager if appropriate. It is a normal expectation that a member of staff will use this appeal process initially and not the grievance procedure. There will be an appeal meeting to review the request at which the employee may question in detail why the decision was made and whether the grounds for refusal were based on correct facts. The employee may be accompanied at this meeting by a colleague or a trade union representative if they wish.

### Queries and Complaints

Queries and complaints should be directed to [carparks@ulster.ac.uk](mailto:carparks@ulster.ac.uk)

### Relevant Policies and Legislation

Legislation that applies to this Policy includes:

- The Disability Discrimination Act 1995
- The Autism Act (NI) 2011
- The Special Educational Needs and Disability (Northern Ireland) Order 2005
- The Data Protection Act 2018
- The General Data Protection Regulations 2018

Related University policies include:

- The Car Parking Policy
- GBD Travel Plan
- Environmental Sustainability Policy
- Reasonable Adjustments Protocol
- Health Safety and Wellbeing Strategy



- Policy for Physical Access and Egress for People with Disabilities
- Third Disability Action Plan (2019 - 2022)
- General Data Protection Regulation Policy.

## Appendix A: Summary of the Needs Based Assessment Categories and Process

<b>Tier</b>	<b>Category</b>	<b>Process</b>	<b>Eligibility</b>	<b>Permit Type</b>
Tier 1	<b>Blue Badge Holders</b>	<ol style="list-style-type: none"> <li>1. Submit Tier 1 application form.</li> <li>2. Provide copy of Blue Badge permit</li> </ol>	Staff & Students	Annual
Tier 2a	<b>Long term health condition and mobility difficulty</b>	<ol style="list-style-type: none"> <li>1. Submit Tier 2a application form.</li> <li>2. A referral to an appointed health professional will be arranged for an independent assessment.</li> <li>3. The health professional will advise if an annual permit is recommended.</li> </ol>	Staff only	Annual
Tier 2b	<b>Temporary health condition and mobility difficulty</b>	<ol style="list-style-type: none"> <li>1. Submit Tier 2b application form.</li> <li>2. Indicate one of the following: <ul style="list-style-type: none"> <li>• A recommendation for a temporary permit from the University's Occupational Health Department following a referral.</li> </ul> <p>Or:</p> <ul style="list-style-type: none"> <li>• Request a referral to a health professional for an independent assessment. The health professional will advise if a temporary permit is recommended.</li> </ul> </li> </ol>	Staff Only	Temporary (maximum of 12 weeks or as advised by a health professional)
Tier 2c	<b>Health condition and mobility difficulty</b>	<ol style="list-style-type: none"> <li>1. Submit Tier 2c application form.</li> <li>2. Confirm that a recommendation has been provided by Student Wellbeing.</li> </ol>	Student only	Temporary (maximum of 12 weeks or as advised by a Student Well-being) or Longer term
Tier 3	<b>Carers of a disabled dependent</b>	<ol style="list-style-type: none"> <li>1. Submit Tier 3 application form.</li> <li>2. Confirm that a recommendation has been provided by line manager or Head of School/Department.</li> </ol>	Staff only	Annual / Temporary