

Staff Parking – Frequently asked questions section

When should I apply for a permit?

You can apply at any time during the year for your permit. Please note that we will be processing a large volume of requests at the start of each academic year which may delay your application during this period.

I am not on University payroll, how do I obtain a permit?

If you are an Associate of the University (working as if directly employed by the University but not paid via University Payroll) please apply for an associate permit.

What happens once I have submitted the application form?

Once the application form is submitted, you will receive a confirmation email stating when and where your permit can be collected. We process all staff applications on a 'first come, first served' basis and although we try to process the applications as soon as we receive them, the process may be delayed depending on how many applications we receive. If you don't hear from us within 5 working days, please email campusparking@reading.ac.uk to enquire about the progress of your application.

How do I pay?

Once your permit is issued, the payment will be deducted from your salary in monthly instalments. If you are not salaried, the appropriate permit will be available from the online shop: www.store.reading.ac.uk

I work part time – do I have to pay the full permit price?

The cost of a permit for part time staff will be calculated at 50% of the appropriate rate.

I use a motor cycle, do I pay the same as for a car?

No, motorcycle permits are issued at a reduced rate. Please see charging information.

I only bring my car onto campus occasionally – how do I pay for parking?

Staff who would like to park on campus occasionally will be able to purchase a day permit via the e-commerce shop [Staff Day Permit | Reading University Store](#)

Please allow at least 1 working day for us to action your request and no physical permit will be issued.

Will I be guaranteed a parking space once I have purchased the permit?

Parking continues to be provided on a first come first served basis and the purchase of a parking permit does not guarantee a parking space.

Can I leave my vehicle in University car parks overnight?

For security reason we recommend you do not leave your vehicle in the car parks overnight – owners do so at their own risk.

What happens if I park incorrectly?

As per the University parking regulations, vehicles must not be parked illegally. You also should avoid parking on playing fields, lawns, grass verges and flower beds. Should you park your vehicle incorrectly, you may be issued with a parking charge notice.

Will car parks be monitored?

TPS monitor parking, so that those who have paid to park are not disadvantaged by others parking without a permit. Vehicles parked illegally and/or not displaying a valid parking permit or registered for a digital parking permit may receive a parking charge notice.

I have recently bought a new car – do I need a new permit?

You must register your new vehicle with us by emailing reception@reading.ac.uk and continue using your current permit by transferring it for display in the new vehicle.

What if my permit has faded?

If your permit is faded and you would like a Free of Charge replacement, or a new windscreen wallet, please email reception@reading.ac.uk

I am currently using a hire car – what should I do about the permit?

Please continue to display your staff parking permit in your hire vehicle. If you don't have your permit please email reception@reading.ac.uk