

APPLICATION FOR OTHER USERS PERMIT

CAPITAL LETTERS PLEASE

Details:

TITLE: **SURNAME:** **FORENAME:**
 (Mr/Mrs/Ms/Miss/Dr/Prof)

HOME CAMPUS LOCATION: **CONTACT TEL NO:**

TENANT DETAILS:

REASON FOR REQUIRING PERMIT
 (If not a Tenant)

BLUE/BADGE HOLDER No:..... **FULL YEAR PERMIT**
 (No Fee Due)

Car Details:

VEH REG NO: **COLOUR:**

MAKE: **MODEL:**

DATE: **AMOUNT:** **RECEIPT NO:**
 (Insert amount due)

CASH: **CHEQUE:** **CREDIT CARD:** **DEBIT CARD:**
[Please Note:](#)

The University have the right to vary tariffs at anytime in the future subject to reasonable notice.
 Inclusion in the scheme will commence within 3 working days of the receipt of a fully completed and correct application including payment
 One Full Months is required of intention to leave the scheme by use of the appropriate form.
 If Users forget their permit they will have to take a ticket at the entrance and pay the daily tariff for which there will be no refund.
 A £10 charge will be levied for a replacement permit if lost, and a lost permit declaration form must be completed.
 The purchase of an annual permit is only for "Licence to Hunt" and does NOT guarantee a space.
 Permit refunds can only be issued on FULL remaining months only

DECLARATION

I declare that the information supplied on this form is correct, and that I am the registered keeper of the vehicle detailed above: and I undertake, as a condition of my being granted the permit for which I apply:

- A This permit is solely for my own use and must be returned when I no longer require parking at the University.**
- B To ascertain and comply with the University's Car Parking Terms & Conditions of which I have received a copy.**

I understand that the possession of a permit does not guarantee that a parking place will always be available whenever I seek to park in the University Car Parks.

Signature: **Date:**

NOTE: WHEN COMPLETED FORM SHOULD BE RETURNED TO CAR PARK & TRAFFIC MANAGEMENT OFFICE (COLERAINE - H116; JORDANSTOWN AND BELFAST – 10A01B; MAGEE – MD004)

OFFICAL USE ONLY

Approved: **Date:** **E.O.C.**
 (Name & Title)
Correct Amount Received: **Budget Transfer Cost Code:**