

APPLICATION FOR STAFF CAR PARKING PERMIT

CAPITAL LETTERS PLEASE

Details:

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

FACULTY/DEPARTMENT: **STAFF NO:**

STAFF CARD KEY NO: **HOME CAMPUS LOC:** **CONTACT TEL NO:** ...
(Between magnetic strip and edge of card)

BLUE BADGE HOLDER No: *Photocopy of blue badge to be attached*
(Standard fee will not be waived without proof of blue badge)

PARTICIPATING IN A CAR SHARING SCHEME *Please also complete Supplementary Form*

Car Details: (details will assist the University in providing a more secure car park environment plus the ability to contact vehicle owner should the need arise)

VEH REG NO: **COLOUR:**

MAKE: **MODEL:**

SALARY DEDUCTION:

I hereby authorise the University to deduct the cost of the current Staff Permit charge.

Please Note:

The University have the right to vary tariffs at anytime in the future subject to notifying staff in advance. Inclusion in the scheme will commence within 3 working days of the receipt of a fully completed and correct application. If Staff forget their card they will have to take a ticket at the entrance and pay the daily tariff for which there will be no refund.

If staff abuse the system they may be prohibited from accessing the car parks on a permit system.

The purchase of an annual permit is only for "Licence to Hunt" and does NOT guarantee a space.

Staff must give one full months notice if they intend to leave the scheme.

If more than one person involved in a Car Sharing scheme brings their car into any University Car Park on a particular day, only the first person to enter will be allowed to do so using their card, the remainder will have to take a daily ticket & pay.

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 Operational Policy 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 Grounds.

Signature: **Date:**

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

OFFICIAL USE ONLY

Approved: **Date:**
(Name & Title)

Forwarded to Salaries & Wages: **Date:**

Actioned and returned Salaries & Wages: **Date:**

Skidata user number: