THE UNIVERSITY OF NOTTINGHAM
DAY VOUCHER APPLICATION FORM

FOR USE BY AUTHORISED SCHOOLS & DEPARTMENTS ONLY
(Book of 25 Vouchers)

Please complete this form in full and return it to:
Security, Hallward Library, University Park, NG7 2RD or parking@nottingham.ac.uk

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

SCHOOL/DEPARTMENT: ________________________

EXTENSION NO.: ________________________

NUMBER OF VOUCHERS REQUIRED: ________________________

BUILDING: ________________________

ROOM NUMBER: ________________________

PERSON APPLYING ON BEHALF OF SCHOOL (MUST BE AUTHORISED PERSON, E.G. SCHOOL/DEPARTMENT/HALL MANAGER):

POSITION/ JOB TITLE: ________________________

PROJECT CODE FOR RECHARGING: ________________________

DECLARATION

I will ensure that:

- Vouchers will only be issued to authorised important visitors (general visitors should use the pay and display facilities).

- That no Vouchers will be issued to University staff or registered students (refer to Head or Deputy Head of Security for exceptional circumstances).

- That users will be advised to comply with the University Traffic Regulations and parking guidance (available at http://www.nottingham.ac.uk/estates/security/carparking.aspx).

- That the Control Sheet will be maintained in the School/Department to provide details of the issue of each voucher (control sheet to be issued with vouchers by Security Office).

- That the Control Sheet will be available for examination by Security.

- That the Control Sheets will be returned to Security when completed for the issue of all 25 vouchers.

I accept that abuse of the day voucher procedure may result in this facility for the School/Department being withdrawn.

SIGNED: ________________________

DATE: ________________________

VOUCHER NUMBERS: ________________________

OFFICE USE ONLY

DATE ISSUED: ________________________