

# THE UNIVERSITY OF NOTTINGHAM STAFF PARKING PERMIT VOUCHER APPLICATION FORM



The University of  
**Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

**Please complete this form in full  
and return it to Security, Hallward Library,  
University Park. NG7 2RD**

		USER NAME	<input type="text"/>
SURNAME	<input type="text"/>	FORENAME(S)	<input type="text"/>
TITLE	<input type="text"/>	POSITION	<input type="text"/>
PAYROLL NO.	<input type="text"/>	DEPT./SCHOOL	<input type="text"/>
INTERNAL NO.	<input type="text"/>	MOBILE NO.	<input type="text"/>

N.B. Offsite University Staff contact Security on 0115 95 13557 or [parking@nottingham.ac.uk](mailto:parking@nottingham.ac.uk)

HOME ADDRESS

.....

.....

POST CODE

.....

INTERNAL ADDRESS (VOUCHERS WILL NORMALLY BE SENT TO THIS ADDRESS)

ROOM NO.  BUILDING:

CAMPUS

VEHICLE REG  MAKE

MODEL  CO<sub>2</sub> EMISSIONS\*

\*This information can be found on your vehicle registration document (V5C) or online at <http://www.taxdisc.direct.gov.uk/EvlPortalApp/> and select 'Vehicle Enquiry'. Replacement V5C documents can be requested from the DVLA on 0300 790 6802.

PLEASE TURN OVER AND SIGN THE DECLARATION

# DECLARATION

I certify that I have read and understood the University's Traffic Regulations, <http://www.nottingham.ac.uk/registrar/calendar/traffic-regs.pdf>, I recognise that failure to comply will result in the implementation of sanctions for non-compliance as detailed in the Regulations.

I agree to abide by any parking guidance issued with the permit.

I agree to notify the Security Office of any changes to details stated on this form. If a member of staff is also a student at the University please contact the Security Office at [parking@nottingham.ac.uk](mailto:parking@nottingham.ac.uk) or telephone on 13557.

I agree to the use of my personal data for the purpose of administering the University's Car Parking Scheme. The University of Nottingham may use personal details and information provided in this Parking Permit application form for the purposes of its parking statistics/strategy and related matters. This data will be recorded in accordance with the Data Protection legislation.

I agree to have any undisputed, unpaid parking charges/wheel clamping removal charges deducted from my salary if, for any reason, payment is not made subsequent to the offence.

I declare that the information contained in this application is true to the best of my knowledge and belief. I understand that a false or misleading application may result in action being taken under the University Traffic Regulations or the Disciplinary Procedure for Staff.

I accept that my Permit may be withdrawn for non payment of parking charges or for repeat offences under the Traffic Regulations.

To order additional vouchers please ensure that your application form is received in the Security Office seven working days prior to your last voucher being used.

All Staff using the Voucher Scheme must ensure that a valid Permit for each vehicle is displayed in the windscreen together with a voucher showing the correct date and corresponding serial number. Failure to comply may result in action being taken.

All Vouchers must be returned to the Security Office if your contract with the University ends.

NAME (BLOCK LETTERS)

SIGNED

DATE

I authorise the University to deduct from my salary the permit charge.

Payment calculated at 35% of the cost of a full payment.

I accept that there will be no rebates.

SIGNED

DATE