

# INNOVATION PARK – UNIVERSITY OF NOTTINGHAM STAFF PARKING PERMIT APPLICATION FORM

Permit Number.....



The University of Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

## Application for full Permit

**Blue Badge holder free permit – Parking in disabled bays only**

**Blue Badge holder permit – Charge, parking in car parks & disabled bays**

**Motorcycle application – Free, no permit will be issued but motorcycles must be registered with the University**

  
  
  


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

USER NAME

SURNAME

FORENAME(S)

TITLE

POSITION

PAYROLL NO.

DEPT./SCHOOL

INTERNAL NO.

MOBILE NO.

HOME ADDRESS  
 .....  
 .....  
 POST CODE  
 .....

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

ROOM NO.  BUILDING:

CAMPUS

VEHICLE REG.

1. ....  
 2. ....

NB: One permit will be issued with both registration details.  
 Only one car can be on site at any time.

MAKE OF CAR

1. ....  
 2. ....

MODEL OF CAR

1. ....  
 2. ....

CO2 EMISSIONS\*

1. ....  
 2. ....

\*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.

NB: CHARGE WILL BE CALCULATED ON THE HIGHEST EMISSION VEHICLE  
 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.

N.B. The current expiry date for staff permits is the 31<sup>st</sup> of August in the end year shown on the permit.

NAME (BLOCK LETTERS)	
----------------------	--

SIGNED		DATE	
--------	--	------	--

I authorise the University to deduct from my salary the permit charge. Please tick appropriate option.

1 x Annual Payment  Monthly

I wish to apply for salary exchange. Please tick appropriate option

Yes  No

The deduction will continue until each renewal date or leave the University. I accept there will be no rebates.

SIGNED		DATE	
--------	--	------	--

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