

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 email it to parking@nottingham.ac.uk

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

SCHOOL/DEPARTMENT

NUMBER OF
VOUCHERS
REQUIRED

DEPARTMENT EMAIL ADDRESS (This must NOT be a
personal email address)

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/RingGo app).
- 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>).
- For first time setup you will receive a confirmation email and the setup process.
- All vouchers are now virtual

I accept that abuse of the day voucher procedure may result in this facility for the School/Department being withdrawn.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