

Staff Application for Annual Car Parking Permit

Details required:	
Applicant's Name:	
CID Number:	
Contact telephone number:	
Department:	
Car Registration Number:	
Distance commuted to and from work (daily average):	Miles/Kilometres*
Would you be willing to car share your parking bay?:	Provide details below
How many days per week driving to/from College?:	
Normal working start time:	
Normal working finish time:	

Please states reason(s) for needing a parking space, providing us with as much information as possible to reduce subsequent queries (also see Guidance Note below):

If you wish to car-share please provide details below. We can try to match you with others wanting to car share if you wish. State details (locations and approximate time of commencement, number of passenger spaces available):

Guidance notes:

As spaces are limited we need to prioritise need. Factors such as the following will be particularly considered when judging the merits of an application:

- Disability/Temporary disability (it will be helpful if you or perhaps Occupational Health are willing to provide details, which will of course be treated in strictest confidence)
- Providing transport for children to school/nursery/crèche (the number of children, their ages and frequency of transport provision will assist)
- Providing transport for other staff members (names/frequency please)
- Special College duties which require use of own car (details please)
- Late/early/lone working (again please provide details)

N.B. On occasions car parking spaces will be need to be reallocated due to special College events or other requirements. Less frequently there may be a requirement for the College to suspend use of the car park entirely, for example for the College Festival. The parking permit rate takes these occasional suspensions into account; in consequence ***no reimbursement of users' parking fees will normally be made.***

* Please delete as appropriate.