

Parking Permit Cancellation Notice

(PLEASE COMPLETE IN FULL)

Employee payroll no.

Title Last name First name

Department Internal telephone no.

I hereby authorise the cancellation of car parking fees deducted from my salary.

My last payment will be/has been taken from pay date (salary staff only)

I will no longer be parking a vehicle on University property as from

I therefore enclose my car parking permit number

I understand that from the above date, if I park a vehicle on University property without a permit, my vehicle may be clamped.

Signed Date

Note: *Until you surrender your parking permit, the Mobility Office **will not** request cancellation of car parking deductions from your salary.*

**Completed forms are to be forwarded to the Mobility Office, Estates Department,
Guildhall Walk together with PARKING PERMIT.**

OFFICE USE ONLY

Authorised

Permit issue no. Date issued

PAYROLL USE ONLY

Authorised Date