

Staff Parking Permit Application Form

PLEASE USE BLOCK CAPITALS

Surname Forename Title

Post held

Department

Department address

Email address

Home postcode

Telephone (internal) Telephone (mobile)

Payroll no.

	Vehicle registration*	Vehicle model	Distance travelled daily	Have you validated documents for: <i>(tick as applicable)</i>
1st Permit				<input type="checkbox"/> MOT <input type="checkbox"/> Insurance
2nd Permit				<input type="checkbox"/> Licence <i>(Proof may be required)</i>

*Only note vehicle registrations that are owned by you and **NOT** another staff/student member.

Registered disabled *(please tick as applicable)* YES NO *(No fee but proof required)*

For our Carbon Management Planning, please tick your car type from the following list:

- Large petrol/diesel (e.g. 2000cc or above) LPG
 Medium petrol/diesel (e.g. 1400cc–1800cc) Electric
 Small petrol/diesel (e.g. 1100cc–1300cc)

Important: Information must be completed or application will not be considered.

(continued overleaf)

I confirm that I am currently a member of staff of the University of Portsmouth, have read the terms and conditions attached with this application form and agree to abide by the University of Portsmouth's regulations and car parking policy. I also understand that the details I have provided may be disclosed to the police and the University's agents for security purposes in accordance with the provisions of the Data Protection Act. I further authorise the deduction of the published charges for the issue of the Permit directly from my salary.

Signature Date.....

Should you require any assistance when completing this form please contact
the Mobility Office on 023 9284 2805.

On completion this form should be forwarded to:

Mobility Office, 1 Guildhall Walk, Portsmouth PO1 2RY.

Queries regarding the Staff Parking Permit Scheme should be directed to the Mobility Office telephone 023 9284 2805, email car.parking@port.ac.uk.

For information regarding the University Car Sharing Scheme, visit
the website at:

www.port.ac.uk/carparking

or contact the Mobility Co-ordinator

OFFICE USE ONLY

Authorised

Permit issue no. Date issued

PAYROLL USE ONLY

Authorised Date