

Old Road Campus peak permit

This application form is to be used for requests relating to peak permits valid in the Old Road Campus between the 1st October 2014 and the 30th September 2015.

Please complete clearly in BLACK ink and pass to the relevant departmental administrator.
Local arrangements will be in force for the assessment of applications for peak-time permits.
Please look out for application deadlines within your institution.

All applicants should read the University's Car Parking Conditions which may be accessed through the University Car Parking webpage (<http://www.admin.ox.ac.uk/estates/travel/carparking/>). The relevant parts of the Standing Orders for functional sites and buildings (Section 6, Car Parking and Appendix A, Disabled Parking Guidelines) are also accessible.

PART A: DECLARATION AND PAYMENT

- I will return my peak-time permit if so required by my department or other competent authority, e.g. to enable another member of staff who has demonstrated greater need than me to be able to park at their place of work
- I confirm that the details provided in Part C present an honest and complete picture of my current and foreseeable circumstances
- I do not have ready access to College or other non-University parking spaces in Oxford
- I confirm that all information provided on this form is correct
- I confirm that I will relinquish any parking permit issued to me when my eligibility for such a permit ceases
- I agree to be bound by the University Car Parking Conditions if I am granted a University Parking Permit

Please note applicants on the main University payroll must pay by salary deduction. All other applicants must pay by debit or credit card.

SURNAME <i>(BLOCK CAPITALS)</i>	Initials	Title										
<input type="checkbox"/> I consent to the monthly deduction of 1.0% of my gross contractual salary in payment of my parking permit fee for 2014/15*	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Employee No: (from inside bottom left of University payslip)</td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> <td style="width: 15px; height: 20px;"></td> </tr> </table>		Employee No: (from inside bottom left of University payslip)									
Employee No: (from inside bottom left of University payslip)												
<input type="checkbox"/> I consent to the deduction from my salary of £5 for the reissue of a lost permit / change of sharer details	<input type="checkbox"/> I am a disabled blue badge holder											
<input type="checkbox"/> I am NOT on the main University payroll and have made a secure payment via the on-line shop at http://www.oxforduniversitystores.co.uk/browse/product.asp?catid=756&modid=1&compid=1 †(please attach a copy of the email order confirmation)												
Signature	Date											

* The prime holder will be charged for the permit and will be responsible for reclaiming the appropriate portion of the cost from any sharers. Payments will be taken in full monthly instalments for each month or part of the month from the date of permit issue until the date of permit expiry or cancellation. Subject to a minimum annual charge of £20.

† Payment must be made in full at the start of the year, refunds/discounts will apply where a member of staff leaves/starts mid-year, subject to a minimum fee of £20.

PART B: PERSONAL AND VEHICLE DETAILS

SURNAME <i>(BLOCK CAPITALS)</i>		Initials	Title										
DEPARTMENT													
Work Tel. No.*	Alternative Tel. No(s).		<table border="1"> <thead> <tr> <th colspan="3">Details of Existing Permit</th> </tr> <tr> <th>Year</th> <th>Type</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Details of Existing Permit			Year	Type	Number			
Details of Existing Permit													
Year	Type	Number											

* Applicants must provide a work contact number. In an emergency it may be necessary for Security Services to ask for vehicles to be moved. If unable to reach the driver, towing equipment may be used.

Vehicle Registration Numbers (up to 4 vehicles)

Please only list vehicles of which you will be the driver.

(a) For new permits and renewals	❶	❷	❸	❹
(b) For change of details to existing permit	❶ Add/Delete*	❷ Add/Delete*	❸ Add/Delete*	❹ Add/Delete*

Shared Permits

Prime holder: This individual will be charged for the permit and will be responsible for reclaiming the appropriate portion of the cost from the sharers.

I will be the prime-holder for this permit which will be shared with (enter surnames of sharers):

❷	❸	❹
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Sharers:

The prime holder of my permit is (enter surname of prime holder):

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Multiple permits: Where sharers will use the permit on different days of the week (or times of day) a permit will be issued to each sharer. Please specify the days/times when require use of the permit.

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please send completed application forms to your departmental administrator for authorisation.

Departmental Instruction <i>(to be completed by the Departmental Administrator)</i>	
<input type="checkbox"/> Issue new permit	<input type="checkbox"/> Reissue lost permit (see payment section)
<input type="checkbox"/> Renew permit (same department)	<input type="checkbox"/> Change vehicle details
<input type="checkbox"/> Renew permit (change of department)	<input type="checkbox"/> Change contact details
	<input type="checkbox"/> Cancel permit (please attach permit)
	<input type="checkbox"/> Change sharer details (see payment section)
Issuing Department	Dept Code
Administrator Signature	Date
Please send authorised application forms to University Security Services, South Parks Road.	

This page to be retained by department

PART C: DEMONSTRATION OF NEED FOR A PARKING PERMIT

In accordance with the University's policy, peak-time permits will be allocated on the basis of greatest need using the criteria set out below.

Please tick the appropriate box(es) and provide full details below.

Home address (including postcode):	
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I am applying for a peak time parking permit on the grounds of:

Disability: I do/do not* hold a Blue/ Badge

DETAILS: specify the nature of **your** condition

Operational requirements

DETAILS: specify the nature and frequency of your requirement to use a car for work purposes and reasons why foot/cycle/public transport are not viable alternatives

Unsocial hours of work

DETAILS: specify your hours of work

Family Commitments

DETAILS: specify the number and ages of your children and distance to nursery/school and/or your car commitments to other relatives

Inadequate public transport

Given the limited parking facilities available, it is thought unlikely that permits will be issued solely on the basis of inadequate public transport. Staff should use this section to indicate why the limitations details above mean that public transport, in particular Park & Ride, is unable to meet their travel to work needs.

DATA PROTECTION ACT 1998

The information contained on this form is processed in accordance with provisions of Data Protection Act 1998. The information will be held on computer for car parking administration purposes only.