

UNIVERSITY OF EAST ANGLIA SMARTSHARE SCHEME REGISTRATION FORM

Please read the important information provided with this form before completing the information below in full using capital letters and black ink. Please return your form to the Transport Assistant, Estates & Building Division, University of East Anglia, Norwich research Park, Norwich, NR4 7TJ and allow 14 days for your application to be processed.

A new car pool		To join or renew an existing car pool		Car Pool Number	
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Lead Driver Detail					
Payroll Number (as per salary slip) or Student Registration/campus Card No.					
Current Car Park Permit Number:					
Full Name:			School or Division:		
Address					
			Postcode:		
Daytime Telephone No.			Email address:		
Details of your vehicle	Make	Model	Colour	Registration	
Driver 2					
Payroll Number (as per salary slip) or Student Registration/campus Card No.					
Current Car Park Permit Number:					
Full Name:			School or Division:		
Address					
			Postcode:		
Daytime Telephone No.			Email address:		
Details of your vehicle	Make	Model	Colour	Registration	
Driver 3					
Payroll Number (as per salary slip) or Student Registration/campus Card No.					
Current Car Park Permit Number:					
Full Name:			School or Division:		
Address					
			Postcode:		
Daytime Telephone No.			Email address:		
Details of your vehicle	Make	Model	Colour	Registration	
Driver 4					
Payroll Number (as per salary slip) or Student Registration/campus Card No.					
Current Car Park Permit Number:					
Full Name:			School or Division:		
Address					
			Postcode:		
Daytime Telephone No.			Email address:		
Details of your vehicle	Make	Model	Colour	Registration	

Declaration (all applicants)

I certify that I am a member of a car pool and I agree to abide by the provisions of the University Vehicle Regulations. The information given above is true to the best of my knowledge and belief. I signify my agreement to the appropriate parking charge to be deducted from my *salary payments / direct debit. *Delete as applicable.

Name	Signature	Date

HOW TO QUALIFY

1. Find at least one other driver to share with to form a “car pool”; please note your sharer(s) should not be
 - Resident at the same address
 - Resident within 5 kilometres of the University
 - Resident at an address from which a more sustainable means of travel which may include park & ride is possible.

Exceptions: Staff applicants who are not automatically eligible for the scheme may make an appeal to the Transport Co-ordinator whilst student applicants will be referred to the Student Parking Appeals Panel:-

- Where there is evidence of journeys being made separately over a period of 3 months
 - Where the applicants can demonstrate they have made significant changes to enable sharing to take place e.g. adjusting hours of employment
 - Other supporting evidence individual to the application as provided
2. Elect one member of the car pool to be the lead driver (please notify the Transport Assistant if this changes at any point during membership). The lead driver will be responsible for the smooth operation of the car pool, informing the Transport Assistant of any changes and will act as the main point of contact for the Transport Assistant.
 3. The driver of each vehicle used as part of the car pool will need to complete the application form overleaf. Students and non-UEA payroll applicants should also complete a Direct Debit form and students will also be required to provide proof of residence. The form will need to be signed by all applicants. The lead driver will forward the SmartShare application form to the Transport Assistant at the Security Lodge. (Drivers need not return permits at this stage).
 4. The Transport Assistant will process your application and once the formalities are completed, the lead driver will arrange to collect all previously held permits and exchange these for SmartShare permits. The car pool cannot begin operation until all permits are returned.

TERMS & CONDITIONS

1. This form is only appropriate for use by applicants of a car pool who require a SmartShare permit. A car pool is defined as having at least two, University based, car-driving members. If membership of the car pool is less than two drivers, the entitlement to a SmartShare permit is withdrawn.
2. Members of car pools may only hold SmartShare permits, which will last for twelve months from the date of issue. Permit holders will be required to renew their twelve months permits by application to the Transport Assistant. Drivers will be required to exchange previously held permits at the time of issue of the SmartShare permit.
3. Returned parking permits in support of SmartShare permit applications must have been valid for at least three months prior to the introduction of the scheme. Returned permits which are less than three-months old will only be accepted where the holder is a new staff/student member subject to verification by the Transport Assistant.
4. Staff may use priority parking bays in the main, north, west or central car parks (please display a Scratch card in Blackdale & Central Car park). Students should use priority parking bays in the main car park. Bays are only reserved for SmartSharer permit holders until 10.30 am.
5. The Transport Assistant should be notified of any change of registered vehicle; there will be no charge for the issue of a new permit in these circumstances. Permit holders will be required to surrender their existing permits before new permits are issued.
6. It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum. Where individual travel exceeds 50% of recorded journeys on a regular basis the permit may be revoked.
7. The UEA reserves the right to withdraw the SmartShare permit where a car pool is deemed to be in breach of these terms and conditions.