

Application to the  
Independent Student Parking Appeals Panel  
& Vehicle Registration Form



**Please read the guidance notes provided with this form before making your application.**

**You do not need to complete a separate vehicle registration form but you must complete a Direct Debit Form.**

### Section 1: Type of Appeal

1	Undergraduate or postgraduate taught student	
2	Applicant has previously lived or is currently resident in UEA accommodation	
3	Renewal of permit number:	

### SECTION 2: Your Details (please complete in full)

Full Name	Student Registration No.	School
<b>The address at which you will reside during your time at UEA</b>		
Email Address	Contact Telephone No.	

### SECTION 3: Vehicle Details

You may register up to 2 vehicles however; you will only receive one permit. Permits will not be issued for motorcycles.

	Vehicle 1	Vehicle 2
Make		
Model		
Colour		
Registration No.		

**Please complete and return the Direct Debit form; we cannot process your application without this.**

### Section 4: Appeal on the Grounds of Disability or Medical Condition

Applications on the grounds of disability or medical conditions can only be approved where there is supporting evidence. Documentation should be up to date, clearly state how the condition affects your mobility and if the condition is expected to improve. Please tick the relevant box to indicate the required documentation you are providing with this application form.

Blue Badge Holder	Copy of Blue Badge	
Disability or medical condition (non-Blue badge)	Letter from physician/clinician	
Disability or medical condition (non-Blue badge)	Notification from DOS	

**Thank you. Please go to Section 7**

## Section 5: Appeals in Respect of Caring Responsibilities

Please complete section 5A if your application is in respect of childcare arrangements, whilst those caring for a Spouse, Partner or Parent should complete section 5B

### Section 5A: Childcare Responsibilities.

Please tell us: Are you a single parent? Yes/No

Do family or friends help with your childcare arrangements? Yes/No

Does your child(ren) have a disability or special needs? Yes/No

If yes, please tell us what the nature of the disability or special needs are:

Do you:

a) only take your child(ren) to childcare/nursery/school	[ ]
b) only collect your child(ren) from childcare/nursery/school	[ ]
c) take and collect your child(ren) to childcare/nursery/school	[ ]

If you have ticked a) or b) please tell us who helps drops off or collects your child(ren)? .....

**Please complete the details for each child as follows:**

Child	Age	Drop Off Time	Pick Up time	Breakfast Club/Pre School Care	After School Club/Care	Address of School
1				Yes/No	Yes/No	
2				Yes/No	Yes/No	
3				Yes/No	Yes/No	
4				Yes/No	Yes/No	
5				Yes/No	Yes/No	
6				Yes/No	Yes/No	

I attach a letter(s) from the child-minder/nursery/school confirming the above details [ ]

Is your child(ren) entitled to home to school transport? Yes/No

**Please visit [www.transportdirect.co.uk](http://www.transportdirect.co.uk) and use the details of childcare/school times and your timetable produce a travel plan which shows your journey:**

- Directly to (and if appropriate from) the University via any drop off points en-route by car and public transport
- To (and if appropriate from) the University via Costessey Park & Ride including any drop off points en-route

***Important: we cannot accept your application without a copy of your timetable and a personal travel plan showing the details of your journeys.***

Please use this box to give any further information you feel will help the panel to make a decision.

***Thank you. Please go to Section 7***

## Section 5B: Carer Responsibilities

Who do you care for?	Spouse/Partner		Parent		Other:	
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Are you the main carer:              Yes/No

I attach a copy of my carers' allowance/independent documentation confirming I am the main carer [   ]

If you are not the main carer, please tell us:	
What relationship do you have to the main carer?	
What type of care you provide?	
Please tell us how often you provide care i.e. daily, weekends, occasionally?	
How far from the University does the person you care for live?	

I attach independent documentation to confirming my role of carer              [   ]

Please use this box to give any further information you feel will help the panel to make a decision.

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***Thank you. Please go to Section 7***

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## Section 6: Appeal – In Respect of Other Extenuating Circumstances

Please use this box to tell us about your situation.

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***Thank you. Please go to section 7***

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## Section 7: Documents and Declaration

**Section 7a: The following checklist aims to help you ensure all the supporting information and/or documents have been provided. Applications cannot be considered if documentation is missing.**

- Proof of address [ ]
- Direct Debit Form [ ]
- Copy of Blue badge/Letter from doctor supporting my appeal on medical grounds [ ]
- A copy of my timetable [ ]
- A personal travel plan [ ]
- Written support giving age(s) of child(ren) [ ]
- Letter or other documentation identifying name and address of child(ren)'s school(s) and/or child care provider(s) and times of attendance [ ]
- Other (give details) [ ]

.....

### Section 7b: Declaration

- I declare that the information I have given on the form is correct and complete to the best of my knowledge
- I understand
  - that I may be asked to provide additional information to support my application
  - that giving false or partial information may disqualify my application
  - the decision of the Panel is final
  - where a permit is granted it may be subject to terms & conditions or be for a specific area
- I agree to inform the Sustainable Transport Team of any change in circumstances

Signed..... Name (Please print) ..... Date .....

You can return your application in the following ways:

Electronically: Scan the application form and supporting documents including your Direct Debit and email to: [transport@uea.ac.uk](mailto:transport@uea.ac.uk) quoting "Parking Appeal" in the subject box.

By Post: Please submit your application and supporting documents including your Direct Debit to the Sustainable Travel Team, Estates & Buildings Division, University of East Anglia, Norwich Research Park, Norwich, NR4 7TJ.

**Further information about car parking arrangements at the University, the Vehicle Regulations and other travel-related information is available at:**

**[www.uea.ac.uk/services/units/estates/transport](http://www.uea.ac.uk/services/units/estates/transport)**

## Appeal to the Independent Student Appeals Panel Guidance Notes

Please read these notes carefully to ensure that you understand the basis on which appeals are considered.

### Note 1:

Appeals will only be considered where there are exceptional extenuating factors. Please give as much information as necessary to give the Panel a clear picture of your circumstances. Each case is considered on an individual basis and any information you provide in support of your appeal will be confidential to members of the Panel and staff dealing with your application.

Your appeal is more likely to succeed if:

- You have a disability affecting your mobility to a significant extent.
- You have sole caring responsibilities which preclude your use of public transport/park & ride to get to the University on time.

This list is not definitive; there may be other circumstances which you wish the Panel to consider.

The following are **not** normally considered grounds for a successful appeal:

- Needing a car to travel to and from part-time employment or voluntary work
- Needing a car to travel to and from sporting or other leisure activities.
- Preferring to drive to placements where transport is provided or public transport is available.

### Note 2:

If you are appealing on the grounds of **disability (Blue Badge)** or a chronic medical condition and/or if you have already been in contact with a member of the Disability Team in the Dean of Students' Office, no further evidence will normally be required. In this case, please tick the relevant box in section 4 of the form.

**Appeals on medical grounds:** If you are appealing on medical grounds the Panel will require supporting evidence from your GP/Consultants giving details of your **current** situation and how this affects your mobility.

If your appeal relates to childcare responsibilities, you will be required to give independent confirmation of the ages of the children; the names and addresses of the schools or other child care they attend; the start/finish times of the school or other childcare provider. Applications will only be considered where a copy of your timetable and a personal travel plan detailing your journeys are provided.

### Note 3: Notification of Outcomes:

The Panel normally meets weekly to consider applications and every effort is made to communicate the outcome of the appeal as soon as possible. Notification of the outcome is normally via your @uea e-mail. Where a permit is granted how long the permit is valid for, the car parks you will have access to i.e. NSC students will receive a permit for the ECB Car Park and an indication of when the permit will be ready for collection. Except in the case of students with disabilities or chronic health problems, approval is normally granted only until the end of the current academic year and a new appeal must be submitted each subsequent year. The granting of a permit in one year does not guarantee that a permit will be granted in future years. The decision of the Panel is final.



# DIRECT DEBIT FORM

## Instructions to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form including official use box using a ball point pen and send it to:

University of East Anglia  
Sustainable Travel Team  
Estates and Buildings Division  
Norwich Research Park  
Norwich, NR4 7TJ

Service User Number

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FOR University of East Anglia OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

If you are NOT the account holder, please complete below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

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Instruction to your Bank or Building Society

Please pay the University of East Anglia Direct Debits from the account detailed in this Instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the University of East Anglia and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

Banks or Building Societies may not accept Direct Debit Instructions for some types of account.

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*This guarantee should be detached and retained by the Payer.*

### The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instruction to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the University of East Anglia will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the University of East Anglia to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit by the University of East Anglia or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when the University of East Anglia asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.