

CAR PARKING PERMIT SCHEME REGISTRATION FORM

Finding parking spaces on campus can be difficult and the surrounding local road network is subject to congestion at peak travel times. We therefore strongly recommend that you travel to the University by means other than the car whenever possible. Before completing this form why not check your journey options at www.transportdirect.co.uk

Students (with the exception of Blue Badge Holders) are required to use Costessey Park & Ride except where it can be demonstrated there are extenuating personal circumstances which may entitle the applicant to a car parking permit as approved by the Student Parking Appeals Panel. Staff members and Postgraduate Research Students who do not live within a mile of campus or within NR2 are entitled to a permit.

Those entitled to a UEA Car Park Permit should complete the information below in full, using capital letters and black ink. Please note: We are unable to process forms which are incomplete or where supporting documentation is missing. Please email transport@uea.ac.uk if you need help with your application.

SECTION 1: Type of Permit required (please tick relevant box)

Staff Member	
Student Member available only to Postgraduate Research Students (not resident in exclusion zones) Please complete and return a Direct Debit form as part of your application	
Resident of UEA Village or Suffolk Walk	
Non-stipendiary (please provide documentary evidence to support application)	
Disabled (please provide documentary evidence to support application)	
Contracted to start or finish employment between 7.00 pm and 7.00am (Please provide written confirmation from your Director or Head of School of your contracted hours of work)	
Other: (e.g. Non-payroll member of staff/Business Proprietors etc.) Please specify: Please complete and return a Direct Debit form as part of your application	
Registration of Motorcycle (no permit will be issued)	

SECTION 2: Your Details (please complete in full)

Payroll No.	Student Registration No.	Concessionary Campus Card No.
Full Name		School/Division:
The address at which you will reside during your time at UEA		
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.		

Section 4: Journey Sharing

UEA Permit holders who share on a regular basis can benefit from priority parking. If you would like us to register you at www.UEAcarsshare.com, the University's database of staff & students who want to save money and reduce their carbon footprint by sharing journeys using your surname as a temporary password, please complete the following journey details:

	Departure Time From Home	Departure Time From UEA
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please remember to activate your account when you receive your registration email.

Declaration

I certify that I am eligible for membership of the UEA Car Park Permit Scheme and request a permit to be issued and my campus card be programmed to provide vehicular access. I hereby signify my agreement for the appropriate parking charge to be deducted from my **salary payments/direct debit* and agree to abide by the provisions of the University Vehicle Regulations and the Terms & Conditions of the UEA Car Park Permit Scheme available at www.uea.ac.uk/transport. The information above is true to the best of my knowledge and belief. ****Delete as applicable.***

Signed:

Print Name:

Date:

You can return your Application Form, Direct Debit form and any other supporting documents (where applicable) in the following ways:

Electronically: Scan and email to: transport@uea.ac.uk please quote "Parking Permit Application" in the subject box.

By Post: to the Sustainable Travel Team, Estates & Buildings Division, University of East Anglia, Norwich Research Park, Norwich, NR4 7TJ.

Staff permits will be sent to the applicant via the internal mail system only; students and other non-payroll applicant's permits will be sent to the home address. We aim to process complete applications within 3 working days however you should allow 10 days during September/ October when demand for permits is unusually high.