

Staff Parking Permit Application

Line manager letter to
confirm unsocial hours



Instruction to parking permit applicant:

- Complete Section 1 with your details
- Ask your line manager to complete Section 2
- Save completed electronic form (or scanned version of hard copy) to your computer
- Upload file to the supporting documents section of your permit application on the permit management website.

Part 1 To be completed by the member of Staff/Applicant

Name of applicant	<input type="text"/>
Job title	<input type="text"/>
Department name *	<input type="text"/>

Part 2 To be completed by the Line Manager

I understand that the member of staff named in Section 1 above is applying for a parking permit under the 'unsocial hours' criterion.

I can confirm that the named applicant is contracted to work between the hours of 8.00 p.m. and 6.00 a.m. (Monday to Friday).

I can confirm that the named applicant's job role is defined between the Grades A to I inclusive.

I have verified that due to the applicant's home location and contracted hours of work that it is not possible for the applicant to use public transport to travel to work.

I acknowledge that if the applicant is not awarded a parking permit that they will not be able to park in University car parks and will need to identify an alternative way of travelling to work.

Signature of applicant's line manager

**Printed name
of applicant's
line manager**

Date

If this letter has been electronically completed please tick to confirm that the type written signature above is a legal representation of your signature.

* For the purposes of the parking policy, a department is defined as including schools, divisions, faculties, business units or individual teams.