

Permit application form & basic registration information

All applicants **MUST** complete the information below whether applying for a Category A, B or C car parking permit

Please **PRINT** all information clearly

SURNAME _____ ALL INITIALS _____ TITLE _____

DEPARTMENT _____

DEPARTMENT ADDRESS _____

E-mail address _____

HOME POSTCODE _____

INTERNAL PHONE NO. _____ EMPLOYEE NO. _____

(Where the employee number is not shown, proof of appointment is required)

VEHICLE REGISTRATION(S) _____

Only note vehicle registrations that are

Owned by you and not another staff member _____

Cars are parked at owner's risk and the University cannot accept liability for loss or damage. Permits are not transferable and must be clearly displayed. **Only one permit will be issued for each Application.**

Car parking rules and charges are detailed on the web link below. It is strongly advised that all applicants read the rules before applying for any car parking permit. The University of Bristol reserves the right to alter the car parking rules in consultation with the Travel to Work Implementation Group, hereafter TWIG.

<http://www.bris.ac.uk/Depts/Bursar/TransportPlan/carparking.htm>

Please tick box if you would like to purchase an annual permit. This charge is deducted direct from salary each month therefore; daily coupon boards are not displayed. (Fee is based on 200 days car parking charges and does not provide preferential car parking).

OR

Please tick box if you would like to purchase an annual permit that requires daily coupons to be displayed which the permit holder is responsible for ordering on line.

Please read the following statement and sign and date to show that you agree to the conditions.

I agree to comply with the rules governing the use of University Car Parks and am responsible for penalties incurred for vehicles registered against my name. I agree that the cost for any annual car parking permit awarded as a result of this application and any subsequent daily coupons ordered in my name may be deducted from my salary. I further agree that any fixed penalty fine or clamp release fee for breaches of the car parking rules may be deducted from my salary.

SIGNATURE _____

DATE _____

CATEGORY A CAR SHARE APPLICATION FORM

Complete this form if applying for a Category A Car Share permit

<p>Do you wish to apply for a Car Share permit? <i>Please complete all details below</i> Complete EITHER (a) or (b) below</p>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> (Please tick) </div>		<p style="text-align: center; color: red;">Applicant's Assessment (For office use only)</p>				
<p>A) Contractual working hours per week <i>Please indicate if term time only</i> This information will be checked with the payroll office</p>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> Number of working hours </div>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> Term time only </div>					
<p>B) If no defined contractual hours (e.g. academic pathway) please include whether full time or part time: if part time then add FTE fraction (e.g. 0.6 for 3 days a week) This information will be checked with the payroll office</p>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> PT* or FT </div>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> FTE fraction </div>	<div style="text-align: center;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> Term time only </div>				
<p>* If part time, your contractual working pattern: Monday – Friday Whether part time and/or part time term time please indicate working pattern. Working hours of each day</p>	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> T	<input type="checkbox"/> F		

Name of employee(s) you wish to share with (Note that each car-sharer must submit their own application form and then all applications stapled together):

Please specify the name of the car share partner you wish the annual permit charge to be calculated and deducted from:

Notes for staff interested in applying to be formal car sharers

A formal Car Share team must consist of 2 or more salaried members of University staff (this can include part-time staff contracted for more than 22 hours per week). Academic members of staff must be able to Car Share at least 3 times a week.

All members of formal Car Share teams must live at least 2 miles from the University Precinct, and must travel to and from work together each working day.

All members of formal Car Share teams must register on the [University of Bristol Car Sharing Scheme](http://www.bristol.ac.uk/transportplan/carsharing) to confirm that they are potential matches – www.bristol.ac.uk/transportplan/carsharing

Car Sharers must make use of their Category A Car Share bay at least 3 days per week (Illness and annual leave excluded).

Only one permit for each member registered in the team will be issued, but 10 days (two coupons) of additional free parking in a Category C car park will be issued free of charge to each formal Car Share team. Additional coupons for use in a Category C car park due to work commitments can be issued, however the individual coupon rate will be charged.

Formally registered Car Share teams will need to buy an annual car parking permit repayable in monthly instalments which will be charged at the rate of the lowest paid salaried member of the Car Share team. (Please ensure the name of the lowest paid member is named above).

It is accepted that there will be occasions when only one team member will occupy the bay. These occasions should be minimal and restricted to sickness, annual leave etc.

Use of the Car Share designated bay/area will be closely monitored by Security Officers. If it is found that an individual from the Car Share team is consistently driving to work alone, then the permit will be withdrawn by the Security Services Manager and reported to Travel to Work Implementation Group (TWIG).

Members of formal Car Share teams are prohibited from applying for Transport Plan Interest Free Loans.

Members of formal Car Share teams will be able to use the guaranteed ride home scheme when unforeseen emergencies arise.

The University of Bristol reserves the right to refuse any applications for a formal Car Share permit.