



# STAFF PARKING PERMIT APPLICATION FORM

We encourage all staff to firstly consider alternatives to driving to work (see [www.derby.ac.uk/travel-options](http://www.derby.ac.uk/travel-options) ). If you do have to drive, then fill out the application below. Please join our car share scheme at [www.derby.ac.uk/carshare](http://www.derby.ac.uk/carshare)

We have a limited amount of parking space on site for our staff and students and would appreciate if it is only taken by those who really need it.

**Permits cost 0.35% of salary. Example £70 pa for a salary of £20,000 or £140 for a salary of £40,000. Markeaton Park, Park and Ride Permits cost £50 per year.**

Surname..... First Name.....

School or Department.....

Staff ID Number

Are you a blue badge holder?  No  Yes Serial Number.....  
Date of Expiry.....

Which permit do you require (Please tick one box)?  KR  MS/BM  MP (P&R)

### Vehicle Details

Please note that due to the technology involved with Automatic Number Plate Recognition (ANPR) it is very important that we keep updated with any changes in vehicle details.

Two permits can be issued but only one car allowed on site at any one time.

	First Vehicle	Second Vehicle
Registration		
Make		
Model		
Colour		

Please forward the completed form to Facilities Management, Estates 2 at Kedleston Road. **New starters return the form to Human Resources.**

I sign below to authorise the deduction of 0.35% from my wages for payment of the car park permit. I have read and understood the terms and conditions overleaf.

..... Date.....

Please note that whilst every effort is being made to provide car parking spaces, the permit does not guarantee a car parking space.

## **Terms Conditions and Regulations - Staff Car Parking Permits 1/8/09 Onwards**

- Permits are required for parking at University sites between 9.00am and 5.00pm.
- There is no guarantee of space being available. If the staff car park is full, off site car parking should be sought. There is no option to park at a site you do not have a permit for.
- As the control method for the Kedleston Road site will be by number plate recognition, it is important that any change in vehicle is notified to Security as soon as possible.

### **New Employees**

- On your first day please use the 'visitor' lane at the University entrance. Your car registration details will have been notified to security (provided this form has been returned beforehand) to ensure access on your first day. You will need to collect your car parking permit from Facilities Management for subsequent admission.

### **Loss of permit**

- A permit will only be reissued if substantial proof can be provided that the original has been lost or stolen. It is in the interest of permit holders to take great care of the permit.

### **Cost**

- 0.35% of contractual annual salary is taken directly from salary each month pro rata.

### **Permit**

- The permit is issued to the applicant only and is not transferable.

### **Change of details**

- It is the permit holder's responsibility to inform Security of any changes in detail from that submitted on the application form, especially changes which would materially alter the nature of the application, or the eligibility to continue to hold the permit.

### **Responsibilities of permit holders**

- Permits must be clearly displayed on the windscreen when entering and parked on campus. Vehicles are checked throughout the day to ensure that permits are correctly displayed. If it is not, the vehicle is liable to be subject to a penalty charge notice.
- At the Kedleston Road campus, staff parking is in the back car park.
- Parking should only be within the spaces provided.
- No parking is allowed where the signing or lining indicates that it is prohibited (including spaces for blue badge holders and visitors).
- All permit holders are requested to drive with due care and consideration for other persons.

### **Breaches in regulations**

- Permit holders are warned that breaches of these terms, conditions and regulations may result in the revoking of the permit and disciplinary action in accordance with the university's regulations.
- Warning notices of such action will be issued in less serious instances, however, the University reserves the right to take immediate action in case involving health and safety, fraudulent applications or misuse of the permit.
- The parking will be managed and breaches of the parking regulations will result in a parking enforcement notice being issued. (This is to protect your parking).

### **Markeaton Park, Park and Ride Permits**

- For full details of the scheme, please visit [www.derby.ac.uk/park-and-ride](http://www.derby.ac.uk/park-and-ride)
- Cost is £50 a year, bus trip is free. Valid weekdays Term Time at the park and valid at Kedleston Road outside of term time.