|  |  |
| --- | --- |
|  | Non-DMU Hub Car Parking Application Form  |

Members of staff who wish to apply to park at De Montfort University, but who do not have access to the car parking tile on the DMU Hub, should complete and return this form to the Estates Services Building Reception, or via email to: estateshelpdesk@dmu.ac.uk. **Please do not use this form as an alternative to applying via the DMU Hub**; members of staff found to be doing this will have their form returned.

# Section 1. Applicant Details

|  |  |
| --- | --- |
| **[ ]**  | Chartwells |
| **[ ]**  | De Montfort University Students’ Union |
| **[ ]**  | Unitemps |
| **[ ]**  | Other agency (including contracted staff) |

|  |  |
| --- | --- |
| Title |       |
| Forename |       |
| Surname |       |
| Faculty / Directorate |       |
| Payroll number |       |
| Job title  |       |
| Contract type  | Permanent | **[ ]**  | Fixed date | **[ ]**  | If fixed, end date:       |
| Email address |       |
| Home address |       |
| Postcode |       |
| Work telephone number |       |
| Mobile number |       |

# Section 2. Permit Details

|  |
| --- |
| **Please select the type of permit you wish to apply for:** |
| **[ ]**  | Standard Car Park permit |

|  |
| --- |
| **Please select your preferred method of payment:** |
| **[ ]**  | Pay & Display |
| **[ ]**  | Pay in advance\* |

\*Please note selecting ‘Pay in advance’ will require you to pay via the DMU Store.

|  |
| --- |
| **Please select the payment tier which applies to you:** |
| **[ ]**  | **Tier 1.** Staff with an annual gross salary up to the top of Grade D£120 per annum (£10/month) |
| **[ ]**  | **Tier 2.** Staff with an annual gross salary above the top of Grade D and up to the top of Grade G£240 per annum (£20/month) |
| **[ ]**  | **Tier 3.** Staff with an annual gross salary above the top of Grade G and up to spinal point 51 £360 per annum (£30/month) |
| **[ ]**  | **Tier 4.** Staff with an annual gross salary above spinal point 51£480 per annum (£40/month). |

# Section 3. Vehicle Details

Please provide details of the vehicles you wish to register to display this permit. A maximum of four vehicles can be applied for.

|  |  |  |
| --- | --- | --- |
| **Vehicle 1** | Registration |       |
|  | Make & Model |       |
| **Vehicle 2** | Registration |       |
|  | Make & Model |       |
| **Vehicle 3** | Registration |       |
|  | Make & Model |       |
| **Vehicle 4** | Registration |       |
|  | Make & Model |       |

# Section 4. Declaration

By applying for a car park permit you confirm acceptance to comply with the Vehicle Parking and Cycling Policy and declare that the information provided in this application is true and accurate.

|  |  |
| --- | --- |
| **[ ]**  | I understand that a parking space is not guaranteed.  |
| **[ ]**  | I agree to clearly display the car parking permit whilst on campus.  |
| **[ ]**  | I have read and agree to comply with the 'DMU Vehicle Parking and Cycle Policy'.  |
| **[ ]**  | I confirm that I will surrender my permit if I no longer require it.  |
| **Date** |       | **Signed** |       |

## To be completed by your immediate line manager

|  |  |
| --- | --- |
| **Full name** |       |
| **Job title** |       |
| **[ ]**  | I confirm the applicant is eligible to apply for a DMU car parking permit |
| **Date** |       | **Signed** |       |

# Next Steps

If you are applying for a Standard Car Park permit, please return this form to the Estates Services Building Reception (or estateshelpdesk@dmu.ac.uk); you are not required to complete any further sections.

If you are applying for a Building Specific permit, please also complete the section below.

# Section 5. Application for a Building Specific Permit

To apply for a Building Specific permit please complete the section below and return it to the Estates Services Building Reception (or estateshelpdesk@dmu.ac.uk) along with sections 1 to 4 above.

|  |
| --- |
| **Please select the permit are you applying for (please select one only).** |
| **[ ]**  | Beaumont Park | **[ ]**  | Trinity House |