

VEHICLE REGISTRATION FORM for SUMMER TENANTS

Application for a Brunel University Vehicle Permit (Uxbridge)

You should complete this form to obtain a vehicle permit if you wish to bring a vehicle on to the Uxbridge campus over the summer period. **Information collected will be used for the purpose of: access, security and vehicle control on campus; vehicle permit issue and to assess travel as part of the University's Travel Plan.** In completing and signing this form you agree to: use of the data in this way; to abide by the Traffic, Parking and Permit Regulations which are in force at the time the vehicle is brought on to site; and to the specific points highlighted overleaf.

Please complete all the details as fully as possible. Shaded fields are mandatory to complete. Incomplete applications may be rejected or may delay the issue of your vehicle permit.

Please complete clearly using BLOCK CAPITALS

Guest Account No. (e.g. 1975.....)				
Surname				
First Name		Title		Post Code (Home)
Company name		Location on campus		
e-mail address		Contact Tel.		
Vehicle Registration				
Type of vehicle access required (tick one box only, refer to the notes overleaf for details of each category)	<input type="checkbox"/>	Summer Permit Start date <input style="width: 100px;" type="text"/> End date <input style="width: 100px;" type="text"/>		
	<input type="checkbox"/>	Out of Hours Access – No Permit Required (4.30 pm – 8 am)		
	<input type="checkbox"/>	Registration only – No permit or payment is required for Motorcycle/Moped		
Registered Disabled Badge Holder: If you wish to apply for a free permit as a disabled badge holder please indicate: Badge expiry date: <input style="width: 100px;" type="text"/> Issuing authority: <input style="width: 200px;" type="text"/> To enable Reception to process your application we will need to see a copy of your Disabled Badge				
PAYMENT: Please refer to the notes overleaf and then select one of the following two options:				
<input type="checkbox"/>	My application is free of charge. Motorcycle, Registered Disabled Badge Holder, Out of Hours (4.30 pm – 8 am).			
<input type="checkbox"/>	I will pay for my permit in advance. The cost will be £2.50 per week, £5.00 per fortnight & £10 per month Please make your payment via the Brunel Cash Office in person between 9.15 am -1pm or ring 01895 265264 between 9.15am – 1 pm or 2.15 pm – 4.15 pm Please insert the Cash Office Receipt (CAN) No here: If paying by phone a copy of your debit/credit Receipt along with the payment slip will be e-mailed to Reception and will be put with your Parking Permit			

NOTES:

At all times disabled bays are for use of registered disabled badge holders or Brunel mobility permit holders only. During office hours (Monday to Friday 8 am – 4.30 pm) a Brunel parking permit must be displayed in addition to the registered disability badge / mobility permit).

A vehicle permit gives you the right to bring a vehicle on to the site to hunt for a space but does not guarantee availability of a parking space.

Brunel Parking Permits are chargeable and are valid for parking in any parking bay marked with a RED dot. Red dot permits are not valid in: student bays (standard white); reserved bays marked in green or pay and display bays.

Out of Hours Access Tenants who do not expect to bring a vehicle on campus during office hours can park free of charge. Your ID card will be updated for out of hours barrier access but no permit will be issued. Your vehicle is at risk of being issued with a Parking Charge Notice if it remains on campus during office hours (Monday to Friday 8am – 4.30 pm)

Registration only: Motorcycles/moped - No permit required, no charge applicable, access to barriers is granted. Where possible please park in designated motorcycle areas.

CONDITIONS OF ISSUE: Please read the following and sign and date the form below to show that you agree to the conditions of issue of a Brunel University Vehicle Permit:

- I understand the issue of a vehicle permit does not guarantee a parking space and that the University reserves the right to suspend parking for key events such as Graduation or works on campus. The vehicle permit issued will be valid in red dot bays (and disabled bays when displayed in conjunction with a valid disabled badge) commensurate with your applications.
- The permit is for my use only and is not transferable.
- The information I have given is correct. I agree to notify Reception of any changes in these details including vehicle registration.
- I will notify Security of any vehicle accidents that occur within the grounds of the University.
- I have read, understand and agree to comply with the Brunel University's Traffic, Parking and Permit Regulations. Brunel University reserves the right to amend the Traffic, Parking and Permit Regulations at any time.
- I understand that parking tickets with a parking charge are in operation and are used to enforce the Traffic, Parking and Permit Regulations. In addition Brunel University reserves the right to withdraw permission for parking and/or access to the campus if Traffic, Parking and Permit Regulations in force at the time are not complied with.
- I understand that altering, tampering, duplication or forging of permits is deemed to be a breach of contract. An offence of this nature may result in the immediate withdrawal of access and parking.
- If I lose my vehicle permit or barrier ID card I will notify Security and Reception at the earliest possible opportunity. The University reserves the right to charge an administration fee for replacements
- I understand I need to surrender my annual permit for a refund of any unused portion of a pre-paid vehicle permit
- ID cards and vehicle permits must be returned to Reception, Wilfred Brown Building when no longer required
- I understand that my permit only covers the vehicle shown on the permit

Signature
(Applicant)

Date

If you are paying at the Cash Office please attach a copy of the following documents to your completed and signed application form and bring them to Reception for processing.

- Copy of Tenancy Agreement (1975.....)
- Copy of your Disabled Badge (if applicable)
- Copy of the payment receipt for your parking

If you pay for your parking by phone please email the relevant documents to reception@brunel.ac.uk

Your permit and barrier card will be left with Security for you to collect.

Permit collected. Signature: Date:

(please hand back to Security)