

## VEHICLE REGISTRATION FORM for SUMMER TENANTS

### Application for a Brunel University London Vehicle Parking Permit

You should complete this form to obtain a vehicle permit if you wish to bring a vehicle on to 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 vehicular travel as part of the University's Environmental Policy and 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. **The Traffic, Parking and Permit Regulations can be found at <https://intra.brunel.ac.uk/s/Operations/Pages/default.aspx> or a hard copy is available from Main Reception, Eastern Gateway Building.**

*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

<b>Guest Account No.</b> (e.g. SVA .....)			
<b>Family Name</b>			
<b>First Name</b>	<b>Title</b>	<b>Post Code</b> (Home)	
<b>Company name</b>	<b>Location on Campus (Hall of Residence)</b>		
<b>e-mail address</b>	<b>Contact Tel.</b>		
<b>Vehicle Registration</b>			
<b>Type of vehicle access required</b> (tick one box only, refer to the notes overleaf for details of each category)	<input type="checkbox"/> <b>Summer Permit</b> Start date <input style="background-color: #cccccc;" type="text"/> End date <input style="background-color: #cccccc;" type="text"/> <input type="checkbox"/> <b>Out of Hours Access – No permit required (4.00 pm – 8 am)</b> <input type="checkbox"/> <b>Registration only – No permit or payment is required for Motorcycle/Moped</b>		
<b>Registered Disabled Persons Blue Badge Holder:</b> Are eligible to apply for a free Brunel parking permit Please enter the badge details: Serial No: <input style="width: 150px;" type="text"/> Badge expiry date: <input style="width: 150px;" type="text"/> Issuing authority: <input style="width: 250px;" type="text"/>			
<b>To enable Main Reception to process your application, we will need to see a copy of your Disabled Persons Blue Badge</b>			
<b>PAYMENT:</b> Please refer to the notes overleaf and then select one of the following two options:			
<input type="checkbox"/>	<b>My application is free of charge.</b> Motorcycle/Moped/Scooter, Registered Disabled Persons Blue Badge Holder, Out of Hours (4.30 pm – 8 am).		
<input type="checkbox"/>	<b>I will pay for my permit in advance.</b> 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 Main Reception and will be put with your Parking Permit		

**NOTES:**

Accessible parking bays are for the sole use of disabled persons badge holders or Brunel mobility permit holders only. During office hours (Monday to Friday 8 am – 4.00 pm) an annual Brunel parking permit or daily parking permit must be displayed clearly in addition to a disabled persons blue badge or mobility permit.

The possession of a Brunel vehicle permit does not guarantee a parking space, just the privilege to search for one. It is anticipated that demand will exceed supply.

**Annual 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** Parking is free of charge for those who do not expect to bring a vehicle onto campus during office hours. Your ID card will be updated for out of hour's barrier access but a permit will not 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 – 4.00 pm) without displaying a valid parking permit.

**Registration only: motorcycles/mopeds or scooters.** Must be registered but no permit required and no charge applicable, access to barriers is granted. Please park in designated motorcycle or bicycle sheds.

**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 London 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 (accessible bays when displayed in conjunction with a valid disabled persons blue badge).
- The permit is for my use only and is not transferable.
- I understand that my permit only covers the vehicle shown on the permit.
- The information I have given is correct. I agree to notify Main Reception of any changes in my status or vehicle registration details.
- 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 London's Traffic, Parking and Permit Regulations. Brunel University reserves the right to amend the Traffic, Parking and Permit Regulations at any time, copies of which are available at Main Reception.
- I understand that ticketing is operational within all car parks and Parking Charge Notices are issued to enforce the Traffic, Parking and Permit Regulations. In addition Brunel 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 and appropriate action will be taken. An offence of this nature may also result in the immediate withdrawal of access and parking.
- If I lose my vehicle permit or barrier ID card I will notify Security and Main 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.
- The University has the right to cancel your current permit in the event that they implement new parking arrangements.
- ID cards and vehicle permits must be returned to Main Reception, Eastern Gateway Building when no longer required.

Signature .....  
(Applicant)

Date .....

Once you have paid for your parking permit please bring or scan the following documents to [reception@brunel.ac.uk](mailto:reception@brunel.ac.uk) for processing. Main Reception is located in the Eastern Gateway Building. Opening hours are between 8am to 5pm Monday to Friday.

1. Completed and Signed Application Form
2. Copy of Tenancy Agreement (SVA .....)
3. Copy of the payment receipt for your parking
4. Copy of your Disabled Persons Blue Badge (if applicable)

If you are unable to come into Main Reception please let us know and we will arrange for your parking permit and barrier card to be left with Security.

'I have checked the details on my permit and understand the permit will expire on the date written and should I display an invalid permit I may receive a Penalty Charge Notice'

**Permit collected.** Signature: ..... Date: .....

Please hand back the signed document to Main Reception/Security (as applicable)  
Form reviewed 14/06/2017