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| ***Lost Permit or Change of Vehicle:***You must report this to the Estates Office in GF072 and complete a Change of Circumstances form **before 9.30am** the day you bring your vehicle into College or you could receive a PCN.***Appeal Procedure:***If you have **not** held your licence for 12 months, the Estates Office will consider Appeals for exceptional circumstances only. Please complete the Appeal Application Form available from the Estates Office together with this form.Once the Estates Office have receipt of your Appeal Application Form you will be given a temporary hanger permit for 2 weeks which will allow you to park on site while your appeal is being considered.Note: No responsibility or liability is accepted by the College for any loss or damage to any vehicle or its contents whilst parked on College property. There is a 2metre vehicle height restriction on the College car park. This leaflet is also available in alternative formats, please contact the College. The College reserves the right to amend its parking policy and charges as appropriate. |  | **VEHICLE PERMIT INFORMATION & APPLICATION FORM**York College is a ‘permit only’ car park, all permits need to be renewed each September. A permit gives you the right to park on site, but it will **not guarantee** you a parking space.***To be eligible for a permit:**** **Read this information before completing your form**
* Car drivers must have held and provide a **full licence for at least 12 months.**
* Moped/Motorcyclists (up to and including 125cc) must provide a **CBT Certificate and provisional driving licence**.
* Motorcyclists (over 125cc) must provide a full motorcycle licence.
* You must ensure that your vehicle insurance/tax and MOT certificate is up to date.

Annual Permit: Car Permit is **£72**, Motorbike/Moped Permit is **£50** .Occasional Use Permit: Car Permit is £5 which must be displayed with a Pay & Display ticket.  An Occasional Use permit **is not allowed** for a Motorcycle/Moped.Disabled badge holders: You must show your disabled Blue badge to the Estates Office to apply for a College Disabled Parking Permit.Apprentice Permit: Car Permit is **£25**, Motorbike/Moped is **£17**Your tutor must sign this form to confirm you are on an  Apprenticeship scheme.Permits are registered to your vehicle & must **NOT** be given or shared with anyone else.***How do I get my Permit?**** Bring a completed Permit Application Form to GF072, Estates Helpdesk
* Bring a valid full driver’s licence or provisional licence + CBT Certificate and ID Card.

**IMPORTANT INFORMATION*** **You must DISPLAY a valid permit and pay & display ticket (if applicable) at all times and ensure it is clearly visible.**
* **You must park in a clearly marked parking bay – Car bay or Motorcycle bay.**
* **You must NOT park at the ends of bays, double yellow lines, hatched areas, footpaths, reserved parking spaces or disabled spaces.**

**If you do not follow the rules as listed above, the car park management company will issue you with a PCN (Parking Charge Notice) of £60 or £30 if paid within 14 days. Appeals relating to the issue of a PCN must be directed to the parking management company NOT the college.** Please Turn Over **Student Parking Permit Application** **Valid 01/09/21 – 31/08/22**

|  |  |
| --- | --- |
| Full Name: |  |
| Student Reference: |  | Date of Birth: |  |
| Name of Course: |  |
| Apprenticeship TutorSignature/Confirmation: |  |
| Vehicle Make & Model:(cc if motorcycle) |   |
| Vehicle Colour: |  |
| Vehicle Registration: |  |
| Date Full Driving Licence held since(Date is on the reverse of your licence) |  |
| Have you previously had a York College Parking Permit? | Yes/No |

I wish to apply for an ANNUAL / OCCASIONAL USE PERMIT (please circle)**I will ensure my vehicle insurance/tax is up to date and I undertake not to bring an uninsured** **vehicle onto the College premises.****I agree to abide by the College rules and regulations as detailed within this application and displayed throughout the College car parking areas.****PERMITS ARE VALID FROM 01/09/2021 – 31/08/2022**

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| **Signed by Student:** |  | **Date:** |  |

OFFICE USE ONLY:

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| **Permit No:** |  | **Annual/Occ (car only)** |  | **Date** |  |
| **Comments** |  |

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