

## CRITERIA FOR PARKING ON CAMPUS AND EVIDENCE TO BE PROVIDED WITH APPLICATION

### STUDENTS COMMUTING FROM WITHIN UNIVERSITY'S 5-MILE CORE RADIUS

QUALIFYING INFORMATION		EVIDENCE REQUIRED
<b>Carer/guardian responsibilities – children under the age of 12</b>	<p>Students who are guardians of children under the age of 12 and have carer responsibilities.</p> <p>Applications referring to children 12 years old and older may be considered under exceptional circumstances with additional relevant supporting evidence.</p>	Signed letter on headed paper dated within the last 6 months from child's school/nursery confirming child's date of birth and enrolment at educational institution <b>OR</b> copy of birth certificate.
<b>Carer/guardian responsibilities – illness, injury, or disability of immediate family member</b>	<p>Students who are appointed as carer/guardian for an immediate family member who may have a serious illness, injury, or disability which requires the student to travel home regularly to provide care.</p>	Current medical evidence/carer allowance documents signed by an appropriately qualified medical professional, on headed paper, and dated within the last three months, confirming relationship of student with the immediate family member and the nature of the care provided by the student.
<b>Course-related requirements 1:</b> Vehicle required for equipment transportation	<p>Students who require a vehicle to transport <b>heavy equipment*</b>, large objects, or short-term stability specimens.</p>	Signed letter from Tutor or Senior Programme Administrator on headed paper or supporting email with appropriate electronic signature attesting to course-related requirement <u>dated within the last 4 weeks</u> .
<b>Course-related requirements 2:</b> Vehicle required for travel as part of the course	<p>Students who require a vehicle as part of their course, e.g., to travel to placements or because of out of hours travel time, and where sustainable travel is not a viable option.</p>	Signed letter from Tutor or Senior Programme Administrator on headed paper or supporting email with appropriate electronic signature attesting to course-related requirement <u>dated within the last 4 weeks</u> .
<b>Medical condition</b>	<p>Students with a disability that affects their mobility, making it difficult for them to get around without a car.</p>	Completed <a href="#">Medical Impact Form*</a> , signed by an appropriately qualified medical professional, stamped by the medical practice, and <u>dated within the last 3 months</u> .
<b>Temporary incapacity</b> <i>Such permits will be issued on a termly basis and will only be extended upon review of additional evidence.</i>	<p>Students who have an illness, or sustained an injury, and are currently unable to use public transport. Temporary incapacity does not apply to the recovery from common ailments.</p>	Completed <a href="#">Medical Impact Form*</a> , signed by an appropriately qualified medical professional, stamped by the medical practice, and <u>dated within the last 3 months</u> .

**STUDENTS COMMUTING FROM OUTSIDE THE UNIVERSITY'S 5-MILE CORE RADIUS**

QUALIFYING INFORMATION		EVIDENCE REQUIRED
<b>Distance and lack of feasible public transport</b>	Students commuting further than 5 miles to the University.	Documentation showing your name, the address listed on the application, and <u>dated within the last 3 months</u> . We accept (with confidential information deleted) bank statements, credit/debit card statements, utilities bills, signed rental/tenancy agreement. If providing a copy of your tenancy agreement, it needs to have been dated and signed by all parties including the Landlord.

**IN THE EVENT OF RESTRICTIONS BEING REINSTATED DUE TO COVID-19, APPLICATIONS WILL BE REVIEWED ACCORDING TO ADVICE DELINEATED BY GOV.UK.**

<b>Covid-19 related requirements</b>	<p>Proof of current term-time address as disclosed on RISIS, dated within the last 3 months.</p> <p>Please note that students living within the core urban area (5 miles from RG6 6UR) will be encouraged to walk/cycle, and such applications will be reviewed on a case-by-case basis.</p>
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\*Such items could include art materials, filming equipment, sampling equipment. Please note this list is not exhaustive. Textbooks and laptops are not classified as heavy equipment.

\*\*Please note that the University will not reimburse the cost of obtaining any suitable evidence.

**Please note that Campus Parking will be unable to review applications without the required supporting evidence.**

All parking permits are subject to the [University's Parking Regulations](#). Any qualifying information should be clearly stated in the application form and relevant supporting evidence provided as detailed above. If additional evidence is required, it should be provided by return email so that Campus Parking can further review the application.

For details on the application process, such as how and when to apply, types of permits, fees (where applicable), application deadline, appeal process, and free Park & Ride scheme - please see [Student Parking](#).

Permits are valid for a given academic year and it is the students' responsibility to apply for the following year before the deadline as delineated in [Student Parking](#).

Permits can be revoked at any time with immediate effect by the University if false or misleading information is provided, if parking regulations are breached, or if the University is not updated of any changes of circumstance that affect eligibility for parking.