

Student Parking Permit

Eligibility Request Form 2023-24 (v3)

Categories 1, 2a, 2b, 2c, 3, 4 ONLY

This eligibility application form is step one in a two part process in applying for a parking permit under categories 1-4 only within the Student Parking Policy.

First name: _____ Surname: _____

Date of Birth: _____ UG/PG: _____

Programme of Study: _____

University ID Card No: _____ (current students only)

University email address: _____

(Please print clearly)

Note: Lancaster University email address is required to gain access to our car parking system in order to apply for the permit.

Term-time address: _____

Signature _____ Date: _____

Please send your completed form together with all the evidence* required to:

Car Parking Office
Security Lodge
Lancaster University
LA1 4YW

Tel: 01524 521877

Email: car-parking@lancaster.ac.uk

*Medical evidence in support of applications for an Accessible Parking Permit in Category 1 of the policy should be sent to Disability Services rather than the Car Parking Office.

You will receive an email to confirm that your application and evidence has been received.

Continuing students only

You need to complete the Eligibility Application Form every year. If you have already submitted the necessary evidence last year and it is still current and accurate for the category you are applying for this year, then we do not need you to resubmit the evidence again.

Evidence

When obtaining the evidence, please make sure that it fulfils all the specified criteria outlined in the checklist below. If you need a letter from your GP/specialist, it is useful to bring along this checklist so that they include all the required information. Some GPs may charge for producing a letter. Any charges will be the student's responsibility and cannot be claimed back from the University.

Please note that applications submitted without the evidence or where any of the required information is missing will not be processed (excluding continuing students if we already have a record of their evidence, see above*)

Part Two of the Process

If you are eligible and have completed Part One of the process, you will receive an automated email into your Lancaster University email account in **September**. This email confirms eligibility and includes the link to the online car parking application system. Click into the link and follow the instructions carefully to apply (and pay if required) for the permit itself.

Please check your University email account and ensure that you carefully follow the instructions.

Parking Enforcement

Parking enforcement on the South West Campus Parking Zone on Alexandra Park for 2023-24 for the failure to clearly display a valid parking permit / pay and display ticket or payment authorisation through the new pay by phone service, will commence on Monday 16th October 2023 (Week 2).

Any vehicle from this date not displaying a valid University parking permit / pay and display sticker or made payment through the pay by phone parking service, or is parked in the incorrect area, is liable to receive a Parking Charge Notice (PCN) of £75.

Please follow the guidelines below and tick the category you are applying under.

Checklist – Academic Year 2023-24 Required information for Categories 1, 2a, 2b, 2c, 3, 4	
1	<p>Accessible Parking Permit applications:</p> <p>(a) Blue Badge holders <input type="checkbox"/> Copy of your Blue Badge (please provide this to the Car Parking Office). (In cases where an application for a University Accessible Parking Permit is being made around the same time as a Blue Badge application then up to 90 days of free accessible parking can be arranged, through issue of a temporary Accessible Parking Permit. Written proof from the relevant local authority is required to confirm that the Blue Badge is being processed).</p> <p>OR</p> <p>(b) Students with long-term reduced mobility or medical conditions that impact on personal mobility who do NOT have a Blue Badge. Important: Please send this completed form to the Car Parking Office but provide the medical evidence detailed below to Disability Services (disability@lancaster.ac.uk; 01524 592111). You are also encouraged to register with the Disability Service as there might be additional support you can access from the University beyond your car parking requirements. <input type="checkbox"/> A letter signed by a medical professional (GP or specialist) satisfying the following criteria:</p> <ul style="list-style-type: none"> • Provided on headed paper • Dated within the last 12 months • Includes a timeframe of relevance for your condition / disability. <p>OR</p> <p>(c) Students with temporary (less than 12 months) reduced mobility or medical conditions that impact on personal mobility who do NOT have a Blue Badge. Please send this completed form to the Car Parking Office. Please contact the team by email at car-parking@lancaster.ac.uk or by telephone on 01524 521877 to discuss your application and the options available to you.</p>
2a	<p>Campus residents where the illness or disability of an immediate family member (parent/ legal guardian, spouse, brother or sister) necessitates frequent visits home. (Assessed on compassionate grounds.) <input type="checkbox"/> A letter signed by a medical professional (GP or specialist) satisfying the following criteria:</p> <ul style="list-style-type: none"> • Printed on headed paper • Dated within the last 12 months • Includes a timeframe of relevance • Confirm the ill/disabled family member's relationship to the student • Confirm the illness/disability of the family member. • Confirm home postcode – distance limit of 150 miles
2b	<p>Students where the illness or disability of a dependent family member necessitates frequent visits home. The family member must be dependent on the student for support and the medical evidence will need to confirm this. (Assessed on grounds of dependency.) Evidence must satisfy the following criteria: <input type="checkbox"/> A letter signed by a medical professional (GP or specialist) satisfying the following criteria:</p> <ul style="list-style-type: none"> • Printed on headed paper • Dated within the last 12 months • Includes a timeframe of relevance • Confirm the ill/disabled family member's relationship to the student • Confirm the illness/disability of the family member • Confirm that the student is depended upon in the family member's care.

	<ul style="list-style-type: none"> • Confirm home postcode – distance limit of 75 miles
2c	<p>Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months. Evidence required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of death certificate and <input type="checkbox"/> Proof of relationship to deceased.
3	<p>Any student with children aged 16 or under. Evidence required:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of birth certificate or adult/child passports. <p>If you provided birth certificate or passport evidence in the last 12 months you do not need to provide again.</p>
4	<p>Campus residents who are required to attend frequent (at least every 3 weeks) medical appointments or medical treatment in an area which cannot reasonably be reached by public transport. Evidence must satisfy the following criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A letter signed by a medical professional (GP or specialist) satisfying the following criteria: <ul style="list-style-type: none"> • Printed on headed paper • Dated within the last 12 months • Includes a timeframe of relevance • Location of appointments (if different from the header address) • Frequency of appointments.