

## FACTORS WHICH WILL BE CONSIDERED IN DETERMINING IF A STUDENT CAMPUS PARKING PERMIT MAY BE GRANTED ARE:

Evidence should be submitted at the time of application.

QUALIFYING INFORMATION		EVIDENCE REQUIRED
<b>Carer/guardian responsibilities – child under the age of 12</b>	Students who are appointed a carer/guardian for children under the age of 12 and have caring responsibilities (such as the need to take their children to or collect them from school, nursery or another childcare setting). Applications referring to children 12 years old and above may be considered under exceptional circumstances with additional relevant supporting evidence.	Letter (printed on headed paper, dated within last 6 months) from child's school/nursery, birth certificate and an explanation of why it is not possible to undertake this journey using public transport.
<b>Carer/guardian responsibilities – illness, injury or disability of immediate family member</b>	Students who are appointed carer/guardian for immediate family member who may have a serious illness or injury or a disability that requires the student to travel home regularly to provide care.	Current medical evidence and carer allowance documents (signed by an appropriately qualified medical professional, GP or specialist, printed on headed paper, dated within the last 3 months confirming the ill/disabled family members relationship to the student and the illness/disability of the family member) and the nature of the care you provide.
<b>Medical condition causing current mobility issues</b>	Students with a disability that causes them to require on campus car parking.	Completed <a href="#">Medical Impact Form</a> (signed by an appropriately qualified medical professional, dated within the last 3 months)*. The student should be encouraged to register with the University's Disability Advisory Service for other support whilst at university.

<p><b>Temporary incapacity</b> Permits issued for students with temporary incapacity will be issued on a termly basis and will be reviewed for the term ahead.</p>	<p>Students who have an illness or sustained an injury and are unable to use public transport to campus, for example where a student is recovering from significant surgery or a serious illness. It does not apply to recovery from common ailments</p>	<p>Completed <a href="#">Medical Impact Form</a> (signed by an appropriately qualified medical professional, dated within the last 3 months)*. The student should be encouraged to register with the University's Disability Advisory Service for other support whilst at university.</p>
<p><b>Course related requirements - vehicle required for equipment transportation</b></p>	<p>Students who require a vehicle to bring heavy equipment or large quantities of samples on campus.**</p>	<p>Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator/Supervisor, dated within last 4 weeks.</p>
<p><b>Course related requirements - vehicle required for travel as part of the course</b></p>	<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>	<p>Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator/Supervisor, dated within last 4 weeks Current course timetable.</p>
<p><b>Lack of access by public transport</b></p>	<p>Term time address outside of the core urban area (a radius of 5 miles from RG6 6UR) that cannot be reasonably reached by public transport. In determining the reasonableness of a journey we will consider the overall length of the journey, the initial distance to be travelled to access public transport, the number of changes required and the amount of waiting</p>	<p>Evidence of the nearest / most relevant public transport route(s) available (Google Maps is acceptable) together with a justification for why public transport is not a viable option</p>

<p><b>Temporary Criteria: application made on the basis of gov.uk advice on restrictions to travel due to Covid-19:</b></p> <p><b>Lack of access by public transport.</b></p> <p><b>We reserve the right to review this criterion as the situation develops, as advised by gov.uk.</b></p>	<p>Please see <a href="#">here</a> for the latest Government advice relating to Coronavirus.</p> <p>We recognize that students may wish to avoid using public transport during the Coronavirus pandemic, in line with Government advice, and that they may want to apply for a parking permit due to this reason, and/or any of the existing criteria above.</p> <p>Students living within the core urban area (5 miles from RG6 6UR) are encouraged to walk/cycle, and such applications will be reviewed on a case by case basis.</p>	<p>Proof of current term time address (rental agreement, utility bills, etc.) dated within the last 3 months</p>
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Additional evidence that must be provided in all cases:

<p><b>Proof of address</b></p>	<p>Documentation showing your name, the address listed on the application, and dated within the last 3 months. We accept:</p> <ul style="list-style-type: none"> <li>- Bank statement</li> <li>- Credit/debit card statement</li> <li>- Utilities bill</li> <li>- Rental/tenancy agreement</li> </ul>
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\*Please note that the University will not reimburse the cost of obtaining any suitable evidence.

\*\*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.

**For details of the permit application process – for example fees (where applicable), payment terms and methods, any additional permit eligibility criteria, and how, where and when to apply - please see [www.reading.ac.uk/parking](http://www.reading.ac.uk/parking).**

**Permits are additionally subject to the [University's Parking Permit Regulations](#).**

**Your application should set out the qualifying information and evidence required as detailed above.**

**If you do not provide the evidence requested, your application cannot be progressed.**

**If you are asked to provide further additional information you must do so to enable us to properly assess and progress your application. All applications are considered by the Parking Team.**

**If your circumstances change, meaning that you are no longer eligible under the criteria listed above, you must promptly notify the University.**

**Your permit can be revoked immediately by the University if you have provided false or misleading information, or if you fail to keep the University updated of any changes to your circumstance.**