

VEP1

Vehicle Entry Permit application form

Personal details

Title
Surname
Forename(s)
School/Department
Email
Telephone
Employee number (this will be on your campus card)
Campus (Whiteknights, Greenlands, London Road)
I am disabled and hold a Blue Badge number

Vehicle details

Registration number
Make
Model
Colour
Please tick if the vehicle is a motorcycle <input type="checkbox"/>

Register a second vehicle

Registration number
Make
Model
Colour
Please tick if the vehicle is a motorcycle <input type="checkbox"/>

Declaration of agreement

- I declare that the vehicle detailed above is insured against third party risks for use on public and private roads.
- I hold a full driving licence for the class of vehicle that the application refers to.
- I have read and understood and agree to abide by the regulations relating to the use of vehicles on campus.
- I accept the Terms and Conditions under which permits are granted.
- I understand that the information I provide will be stored in a parking database for use by authorised personnel.
- I hereby authorise the University to deduct the appropriate charge from my net salary each month until I return the permit.

Signed	Date
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Please return the completed form to: Palmer Building Reception, Whiteknights Campus or reception@reading.ac.uk.

For Office use only

Date received:	
Start date for parking permit:	
Actioned on WREN: Signed:	Date:
Permit issued:	Audit number:
Actioned on WREN: Signed:	Date:

CONDITIONS UNDER WHICH VEHICLE ENTRY PERMITS ARE GRANTED

The following regulations apply to Whiteknights and London Road

1. Staff permits are valid from the date of issue and remain valid until such time as the member of staff gives notice that the permit is no longer required or that the member of staff leaves the employment of the University.
2. Student permits are issued annually and are valid in line with the University academic year commencing 26th September 2016. They are valid until the 25th September 2017 unless an earlier date is indicated. Student permits are renewed annually.
3. Permits are not valid in STC (Science & Technology Centre) and Enterprise Centre car parks where separate rules apply.
4. Vehicles should only be parked in designated bays. Vehicles must not be parked in dangerous places causing an obstruction, on double yellow lines or on yellow hatched areas.
5. Vehicles must not be driven over or parked on playing fields, lawns, grass verges or flower beds. Any resultant damage will incur a charge for the reinstatement of the ground.
6. Vehicles must be insured against third party risks for use on public and private roads, be of roadworthy condition with the relevant Road Tax and MOT certification. The driver must hold an appropriate driving licence for the class of vehicle that the permit is issued to.
7. Drivers must comply with all traffic signs and drive in accordance with the Highway Code. The campus is a very busy pedestrian area so please drive carefully. The general speed limit of 20mph and the 10mph limit in some areas must be observed. Failure to adhere to the speed limits may result in permit withdrawal.
8. The roads and carparks must not be used for giving driving instruction to 'L' drivers but Driving Schools may collect customers from the University.
9. Overnight parking is not allowed except in Halls of Residence car parks after permission has been obtained from the halls management.
10. If a vehicle breaks down or there is a legitimate reason why it cannot be moved, Security Control (0118 378 7799) must be informed and the vehicle moved as soon as possible.
11. Vehicles must not be abandoned. If they are they will be dealt with in accordance with the Civic Amenities Act 1967, after due notice has been served on the vehicle.
12. The University accepts no responsibility for the security of either vehicles or their contents and *recommends* vehicles are empty when parked.
13. The registered keeper is responsible for any infringement involving his/her vehicle.
14. The registered keeper is responsible for displaying a valid permit on the passenger side of the windscreen in the plastic pocket provided.
15. Lost or damaged permits may be replaced subject to an administration fee of £10. In the case of proven theft of a vehicle no charge will be made.
16. Penalty charges will apply to vehicles/permit holders that do not adhere to the regulations.
17. Permits that are no longer required should be returned to Palmer or Whiteknights Reception.

If car sharing is an option for you please see www.rucarsharing.com