

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

QUALIFYING INFORMATION		EVIDENCE REQUIRED
Carer/guardian responsibilities	<p>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. This may include where the child has a disability.</p> <hr/> <p>Students who are appointed carer 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.</p>	<p>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.</p> <hr/> <p>Current medical evidence or carer allowance documents (signed by an appropriately qualified medical professional, GP or specialist, printed in 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).</p>
Medical condition causing current mobility issues	<p>Students with a disability that causes them to require on campus car parking.</p>	<p>Appropriate medical evidence (printed on headed paper, signed by an appropriately qualified medical professional, dated within the last 3 months)* and confirmation that the student has engaged with the University's Disability Advisory Service who support this request.</p>
Temporary incapacity Permits issued for students with temporary incapacity will be issued on a termly basis and will be reviewed for the term ahead.	<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 recover from common ailments</p>	<p>Appropriate medical evidence (printed on headed paper, signed by an appropriately qualified medical professional, dated within the last 3 months)*.</p>

Course related requirements	Students who require a vehicle to bring heavy equipment or large quantities of samples on campus.\$	Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator, dated within last 4 weeks.
	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	As above plus current course timetable.
Lack of access by public transport	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, and where the cost of public transport is at least twice as expensive as a permit. 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 time for changes.	Proof of current term time address (rental agreement, utility bills, etc.) Suitable evidence setting out clearly the public transport route available, with reasons why this is not appropriate for the student. Students are expected to use public transport wherever possible.

*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.

Evidence should be submitted at time of application.

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.

Permits are additionally subject to the University's Parking Permit Regulations http://www.reading.ac.uk/web/files/parking/Parking_regs_2019_2020.pdf

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 circumstances.

