

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

QUALIFYING INFORMATION		EVIDENCE REQUIRED
Medical condition causing current mobility issues	Students with a disability that causes them to require on campus car parking.	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.
Temporary incapacity Permits issued for students with temporary incapacity will be issued on a termly basis and will be reviewed for the term ahead.	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	Appropriate medical evidence (printed on headed paper, signed by an appropriately qualified medical professional, dated within the last 3 months)*.
Course related requirements	Students who require a vehicle to bring heavy equipment or large quantities of samples on campus.\$ Students who require a vehicle as part of their course, e.g. to travel to placements and where sustainable travel is not a viable option	Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator dated within last 4 weeks).
Extracurricular activities	Exceptionally, a parking permit may be provided where activities performed by students that are not related to their studies require the use of a vehicle. This may include sports activities or part-time employment.	Suitable evidence should be submitted at time of application, setting out clearly the student's commitment to the extracurricular activity; the necessity for travel to it and the public transport route available, with reasons why this is not appropriate for the student. Students are expected to use public transport in relation to Extracurricular activities 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 must 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.