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: _________________________________________________

Library 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.

Signature ____________________________  Date: ____________________________

Students in family flats please put your address here:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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

Car Parking Office  Tel: 01524 592179
Security Lodge  Email: carparking@lancaster.ac.uk
Lancaster University
LA1 4YW

You will receive an email to confirm that your application and evidence has been received
Eligibility Application Form Academic Year 2015/16

*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 at the end of 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.

IMPORTANT:

Parking enforcement on Alexandra Park for 2015/16 for the failure to clearly display a valid permit / pay and display sticker will commence on Monday 12th October 2015 (Week 2).

Any vehicle from this date not displaying a valid University parking permit / pay and display sticker or parked in the incorrect area is liable to receive a Civil Parking Notice (CPN).

Please follow the guidelines below and remember to tick the category you are applying under.
<table>
<thead>
<tr>
<th><strong>Checklist – Academic year 2015/16</strong></th>
<th><strong>Required information for Categories 1, 2a, 2b, 2c, 3, 4</strong></th>
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</thead>
</table>
| **1** | Blue Badge holders  
- **Copy of your Blue Badge**  
Students with temporary reduced mobility or medical conditions that impact on their mobility who do not have a blue badge.  
- **A letter signed by a medical professional (GP or specialist) satisfying the following criteria:**  
  - Printed on headed paper  
  - Dated within the last 12 months (when required for a temporary period only)  
  - Includes a timeframe of relevance |
| **2a** | Students 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.)  
- **A letter signed by a medical professional (GP or specialist) satisfying the following criteria:**  
  - Printed on headed paper  
  - Dated within the last 12 months (when required for a temporary period only)  
  - Includes a timeframe of relevance  
  - Confirm the ill/disabled family member’s relationship to the student  
  - Confirm the illness/disability of the family member |
| **2b** | 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:  
- **A letter signed by a medical professional (GP or specialist) satisfying the following criteria:**  
  - Printed on headed paper  
  - Dated within the last 12 months (when required for a temporary period only)  
  - 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 involved in the family member’s care |
| **2c** | 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:  
- **Copy of death certificate** and  
- **Proof of relationship to deceased** |
| **3** | Any student with children aged 16 or under. Evidence required:  
- **Copy of birth certificate or adult/child passports**  
If you provided birth certificate or passport evidence in the last 12 months you do not need to provide again. |
| **4** | 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:  
- **A letter signed by a medical professional (GP or specialist) satisfying the following criteria:**  
  - Printed on headed paper  
  - Dated within the last 12 months (when required for a temporary period only)  
  - Includes a timeframe of relevance  
  - Location of appointments (if different from the header address)  
  - Frequency of appointments |