Student Parking Permit

Eligibility Request Form 2021/22

Categories 1, 2a, 2b, 2c, 3, 4 ONLY

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: ________________________________________________

University ID 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.

Term-time address: ________________________________________________

Signature ___________________________ Date: _________________________

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

Car Parking Office
Security Lodge
Lancaster University
LA1 4YW

Tel: 01524 592179
Email: car-parking@lancaster.ac.uk

You will receive an email to confirm that your application and evidence has been received.

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 in 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.

Parking Enforcement
Parking enforcement on the South West Campus Parking Zone on Alexandra Park for 2021/22 for the failure to clearly display a valid permit / pay and display sticker will commence on Monday 11th October 2021 (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 Parking Charge Notice (PCN) of £75.
### Checklist – Academic Year 2021/22

#### Required information for Categories 1, 2a, 2b, 2c, 3, 4

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Evidence Required</th>
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| 1 | Blue Badge holders | □ Copy of your Blue Badge  
Students with temporary reduced mobility or medical conditions that impact on personal 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 | Campus residents 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.  
- Confirm home postcode – distance limit of 150 miles |
| 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.) | □ 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 depended upon in the family member’s care.  
- Confirm home postcode – distance limit of 75 miles |
| 2c | Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months. | □ Copy of death certificate and  
□ Proof of relationship to decease. |
| 3 | Any student with children aged 16 or under. | □ 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. | □ 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. |