**STUDENT CAR PARK PERMIT APPLICATION FORM**

This form is for applying for a student car park permit. You should not start using the car park until confirmation has been received that your application has been successful.

Student Name

Student ID Start Date (each academic year)

What is the registration number of the vehicle you will be parking on campus?

*(You will need to ensure that you input these details correctly, as failure to do so will result in the issuing of a Penalty Charge Notice (PCN) that will not be cancelled)*

**Continuing Students only**

You will need to complete the Student Parking Permit Application Form for each academic year of your studies. If you have already submitted the necessary evidence last year and it is still current and accurate, then we do not need you to resubmit the evidence again.

**Evidence**

When obtaining the evidence, please make sure that it fulfils the specified criteria outlined in the checklist below.

**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).

**Evidence Checklist**

* Copy of your Blue Badge (photograph accepted), this must match the name of the student applying for the permit.

**OR**

* A letter signed by a medical professional (GP or specialist) satisfying the following criteria:
	+ Provided on headed paper
	+ Dated within the last 12 months
	+ Includes a timeframe of relevance for your condition/disability affecting your mobility.

**Terms of use for the car park:**

I understand that the purchase of this permit does not guarantee a space on the College car parks and that I am responsible for notifying the College of any change in vehicle / vehicle registration number on the first day it is used on the car park. I accept that cars not parked within designated spaces, or in the opinion of the College causing an obstruction, will be issued with a Penalty Charge Notice (PCN).

Vehicles are left at the OWNERS RISK and the College does not accept liability for any accident, loss or damage to persons, vehicles or contents, however caused. This permit is only valid for parking on the College car park at authorised times.

Any use of the car park after the car park permit is cancelled will result in the issuing a penalty charge notice. Wherever a PCN is issued, I accept responsibility to pay for it.

Signed

Print Name

Date:

Please send your completed form together with all the evidence required to: parking@blackburn.ac.uk for processing.