# Application for a SHU Car Parking Permit

Dear Student

If you have a Disabled Person's Car Parking Badge from the council and you are a SHU student then you can apply for a University Parking Permit. You need to have a University Parking Permit to park in Sheffield Hallam University disabled parking spaces.

**Attached to this letter is the application form that you need to complete. Once you have completed this form you need to photocopy both sides of your disabled person's car parking badge and return both of the documents to the address below:**

**Debbie Twigg, Security Services, Sheffield Hallam University, Facilities Management, Owen Building, Level 5, City Campus Sheffield S1 1WB**

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The Security Services Department will then process your application and issue you with a University Parking Permit. The permit will allow you to park a vehicle on your designated site in the authorised parking spaces only. Please note that being issued with a permit does not guarantee a space.

Parking at each campus:

* City Campus: spaces are in the Science Park
* Collegiate Campus: there is no designated area.

If you are allocated a University Car Parking Permit, please display the permit clearly in your windscreen. If you do not do this, Sheffield City Council may issue you with a parking ticket. If this happens, it is your responsibility to discuss this with Sheffield City Council or try and appeal.

You will need to **renew your University Parking Permit each academic year.** Debbie Twigg from the Security Services Department will contact you via email at the start of each academic year with a renewal application. If you do not receive a renewal application please contact Debbie Twigg by emailing [D.Twigg@shu.ac.uk](mailto:D.Twigg@shu.ac.uk).

Please do not hesitate to contact the Disabled Student Support Portfolio if you have any questions relating to this area,

Yours sincerely

Vicki Jackson

**REQUEST FOR CAR PARKING**

**Debbie Twigg, Security Services, Owen Building Level 5, City Campus, Sheffield S1 1WB**

**Student Details**

**Name: ..........................................................................................................…………..**

Address: .....................................................................................................…………..

Postcode: ................................ Daytime Tel No: ......................................…………..

Course:**.. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. .. ..**

**Please provide a photocopy of both sides of your Disabled Person's Car Parking Badge from the council.**

Address of Issuing Office: ......................................................................……………..............................................

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Badge No: ............................................ Expiry Date: **................................…………..**

**Car Details**

Car Registration No: …………………. Make/Model: **…………………………………**

**Timetable Details**

**Please tick which campus you need to park at:**

|  |  |
| --- | --- |
| **Campus** | **Please tick** |
| **City** |  |
| **Collegiate** |  |
| **Both** |  |

**Signed: ........................................................................ Date: ........................………..**