

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

Evidence should be submitted at the time of application

QUALIFYING INFORMATION		EVIDENCE REQUIRED
<p>Medical condition causing current mobility issues</p>	<p>Students with a disability that causes them to require on campus car parking.</p>	<p>Completed Medical Impact Form (signed by an appropriately qualified medical professional, dated within the last 3 months)*. The student should be encouraged to register with the University's Disability Advisory Service for other support whilst at university.</p>
<p>Temporary incapacity Permits issued for students with temporary incapacity will be issued on a termly basis and will be reviewed for the term ahead.</p>	<p>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 recovery from common ailments</p>	<p>Completed Medical Impact Form (signed by an appropriately qualified medical professional, dated within the last 3 months)*. The student should be encouraged to register with the University's Disability Advisory Service for other support whilst at university.</p>
<p>Course related requirements - vehicle required for equipment transportation</p>	<p>Students who require a vehicle to bring heavy equipment or large quantities of samples on campus. **</p>	<p>Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator/Supervisor dated within last 4 weeks).</p>

<p>Course related requirements - vehicle required for travel as part of the course</p>	<p>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</p>	<p>Supporting email, setting out the detail of the course related requirement, from a Senior Programme Administrator/Supervisor dated within last 4 weeks).</p> <p>Current course timetable</p>
<p>Extracurricular activities-employment</p>	<p>Exceptionally, a parking permit may be provided where extracurricular employment activities performed by students require the use of a vehicle.</p>	<p>Signed and dated letter no more than 6 weeks' old, or email from employer, confirming the address/location of the employment, and the expected working commitments</p> <p>Evidence of the nearest / most relevant public transport route(s) available (Google Maps is acceptable), together with a justification for why public transport is not a viable option</p> <p>For students who are self-employed, we would accept any of the following: personal tax calculation/computation statement from HMRC; self-assessment tax return; statement of accounts; accountant's letter; annual tax summary.</p>

Extracurricular activities - sports activities	<p>Exceptionally, a parking permit may be provided where extracurricular sports activities performed by students require the use of a vehicle.</p> <p>Please note that RUSU no longer support RUSU society membership as a reason for requiring a permit.</p>	<p>Signed and dated letter no more than 6 weeks old, or email from the sport club confirming your membership, and the need for the use of your vehicle.</p> <p>Evidence of the nearest / most relevant public transport route(s) available (Google Maps is acceptable) together with a justification for why public transport is not a viable option</p>
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Additional evidence that must be provided in all cases:

Accommodation details	<p>A screenshot from RISIS showing your accommodation name along with your move in/out dates</p>
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*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.

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](#).

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.