

This form must be completed and signed by the authorising person for the tenancy/partnership you are associated with and uploaded to your online permit application

Please note that you may be restricted to specific permits. Details of potential restrictions, permit details and associated charges are available at [www.kent.ac.uk/transport/byroad](http://www.kent.ac.uk/transport/byroad) or contacting the Transport Team, Estates Department.

Manual Contractors completed section 1,3 and 4. All other applicant complete section 1,2,and 4.

## 1 Personal information

Family name \_\_\_\_\_ First name \_\_\_\_\_ Title \_\_\_\_\_

## 2 The visitor is a tenant Partner associated with the University

Please tick appropriate box to verify your association with the University

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> MIND  | <input type="checkbox"/> Blackwell UK Ltd | <input type="checkbox"/> Whitstable Biennale | <input type="checkbox"/> Santander UK Ltd           |
| <input type="checkbox"/> UPP   | <input type="checkbox"/> Honeywell        | <input type="checkbox"/> Johnson Controls    | <input type="checkbox"/> KMTV                       |
| <input type="checkbox"/> Drill Hall Library  | <input type="checkbox"/> Chaplaincy       | <input type="checkbox"/> Council Member      | <input type="checkbox"/> Honorary Professor         |
| <input type="checkbox"/> KMMS  | <input type="checkbox"/> Nursing Services | <input type="checkbox"/> Contractor          | <input type="checkbox"/> Trade Union Representative |
| <input type="checkbox"/> Emeritus Professor / Retired staff (please confirm Department/School _____) |   |  |   |
| <input type="checkbox"/> I am none of the above and my association with the University is _____      |   |  |   |

## 3 Manual Contractors

### Requires parking close to their vehicle for heavy tools and equipment to complete works on campus

To be completed by the University of Kent or Kent Union member of staff who is responsible for the contract which the applicant is working for.

To ensure that we provide the relevant permit please can you describe where this person will need to park their vehicle

Do they require access to park outside a marked bay to unload heavy tools?  Yes /  No

If yes do they need to access their tools at all times close to a building?  Yes /  No

Are they working on a new building development?  Yes /  No

If yes what position are they within the development? \_\_\_\_\_

Please tick relevant box:

- Canterbury campus car parks
- Medway campus car parks
- Site location \_\_\_\_\_
- Works Compound only

### Other

Please give details \_\_\_\_\_

## 4 Verification

### Regulations for the Management of Traffic at the University of Kent states

University Associate permits are available for **visitors who are visiting the campus for business, which will assist the University directly to operate effectively as an academic institution.** It is the responsibility of the school/department to which they are visiting to arrange the appropriate permit required with Transport & Parking, Estates Department.

I confirm that the person named on this application is working for the Tenant/Partner stated on the application and is not employed by either the University of Kent or Kent Union and is not a registered student at the University of Kent.

I have read and agree that the applicant is entitled to apply for a permit as per the Regulations for the Management of Traffic at the University of Kent

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Job Title \_\_\_\_\_ Tel \_\_\_\_\_

Work email address \_\_\_\_\_

## How we use your data

The University holds and processes personal data under data protection legislation. Personal data, including special category data, supplied by you on the application form will be used solely for the purposes of issuing a parking permit, providing you with parking information updates and in an anonymised format to produce statistics. The Transport Team may share your parking permit information with payroll to set up salary deductions where relevant.

The University makes every effort that the information held is accurate and up-to-date. It may, however, rely on you to inform the Transport Team of any change in personal data. If you have a reasonable cause to believe that we have used your data inappropriately and would like to make a complaint you can contact the Director of Estates, University of Kent, who will investigate the matter further. For more information please contact us on the contact details below.

Office use only

Permit No

Date of issue

Issued by

**Transport Team, Security and Transport Centre, University of Kent, Canterbury, CT2 7NQ**

**T: 01227 823609 E: [TransportTeam@kent.ac.uk](mailto:TransportTeam@kent.ac.uk) [www.kent.ac.uk/transport](http://www.kent.ac.uk/transport)**

**Opening Hours: 08:30 to 17:00 Monday to Friday excluding bank holidays**