

Confidential Student exceptional circumstance appeal form

***Please complete all fields**

Mark 'Private & Confidential' and return form to Transport Team, Security and Transport Centre or parkingpanel@kent.ac.uk. You will be notified of the decision by email

Temporary requirement whilst permit database is being updated: For students living in Canterbury exclusion zone but are registered as a Medway student or students living in Medway exclusion zone but are registered as a Canterbury student please complete sections 1 to 3

Students resident on campus or within the exclusion zone who have an exceptional circumstance can appeal for a permit to park. Please note that completion of this form does NOT guarantee you a permit to park. This form is an opportunity for you to explain your personal circumstances and for you to be considered for a permit to park. If incomplete your appeal will not be considered.

If a student provides false evidence or misleading information then further action will be taken under the Non-Academic Disciplinary Regulations and a permit to park will not be issued. Checks will be made throughout the year.

1. Personal Details

Family Name: _____ First Name: _____ Title: _____

Email Address: _____

Student ID Number: _____

2. Contact Details

Mobile Number: _____ Alternative Telephone Number: _____

Term Time Address: _____

Postcode: _____

3. Student Status

I am a registered Canterbury student who requires parking at Canterbury Campus

I am a registered Canterbury student who requires parking at Medway Campus

I am a registered Medway student who requires parking at Canterbury Campus

I am a registered Medway student who requires parking at Medway Campus

Parking Zone

Pink and Blue Zone Blue Zone Only All car parking including accessible bays

Motorcycle Bays Only

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I have read and agree to abide by the Regulations for the Management of Traffic at the University of Kent.

Signed: _____ Date: _____

Please read the data protection information below (data protection legislation)

Reason(s) for appeal

Please tick the relevant reason(s) below for your appeal:

- Child care – you will need to provide the following: a signed letter from the school your child attends on headed paper confirming the hours of attendance at the school, details of your timetable or if you do not have a timetable details of what times and why you need to attend campus.
- To assist with research and/or teaching (Postgraduate) – please describe any equipment that you carry and how often you are required to carry this equipment and confirm if you have been provided with your own/shared workspace or office. Please provide a supporting sentence signed and dated by the Head of School to agree the information in your appeal is accurate.
- Caring responsibilities – include a headed and signed letter from a professional, such as a doctor, clearly stating that you have caring responsibilities for a named individual. This letter should also support your stated reasons for a permit to park.
- You play sport at a county or national level – include a headed and signed letter from your manager clearly stating the reasons on why you require a car, along with times and days when/where you need to train and participate in competitions.
- You follow a course that either requires regular attendance off campus outside public transport operating hours or require regular use of a vehicle – include a letter from your tutor confirming frequency of visits off campus and where you are expected to travel.
- Employment/volunteer work in exceptional circumstances – include the original copy of a headed and signed letter from your employer or Chair of Trustees, clearly stating times, days and location which you are required to work. This letter should also clearly support your stated reasons for a permit to park and the need for you to travel by car.
- Any other reason – attach all supporting evidence that demonstrates the need for you to have a permit to park.

Statement of reasons of appeal

Please explain all your reasons why you require a permit to park which **MUST** include the reasons on why public transport is not available or suitable for you to use. (If necessary use a separate sheet)

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Office Use Only

Date Received: _____ Date to Parking Panel: _____ Permit Agreed: _____

Valid Until: _____ Permit Number: _____ Issued by: _____ Payment via: Cash/Card/Online

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.

Transport Team,

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

T: 01227 823609 E: TransportTeam@kent.ac.uk W: www.kent.ac.uk/transport

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

