

## Student Parking Permit Appeal Categories:

<b>Minimum evidence required*</b>	
<b>Appeal Categories</b>	<b>Note: evidence submitted assists the Parking Panel decision, it does not guarantee a permit to park on campus.</b>
<b>Child care reasons that mean that no one else is available to look after your child(ren)</b>	<ul style="list-style-type: none"> <li>• A signed letter on headed paper from the school/nursery your child attends; confirming the hours of attendance at the school, if the reason relates to this.</li> <li>• A clear explanation of why other childcare/breakfast/afterschool club is not an option</li> <li>• Your timetable or if you do not have a lectured timetable details of what times and why you need to attend campus at these times.</li> <li>• Details on why public transport is not an option.</li> <li>• If your timetable is affected by the need to leave early or arrive late a letter from the tutor of that module is submitted supporting to agree that they accept that you will be late arriving/early leaving that module.</li> </ul>
<b>Caring responsibilities -</b> where you are the named individual that has a caring responsibility that means you are required to drive at any time.	<ul style="list-style-type: none"> <li>• Include a headed and signed letter from a professional, such as a doctor. This letter needs to clearly stating that you have full caring responsibilities for a named individual and support your stated reasons and day/times for requiring a permit to park.</li> <li>• Your timetable or if you do not have a lectured timetable details of what times and why you need to attend campus at these times.</li> <li>• Details on why public transport is not an option.</li> <li>• If your timetable is affected by the need to assist with your caring responsibilities, a letter from the tutor of that module or the University's Student &amp; Wellbeing team or a College Master is submitted that clearly supports and agrees that they accept that you may be required to leave at the times &amp; days your appeal statement states.</li> </ul>
<b>Play sport at a county or national level on a regular basis.</b>	<ul style="list-style-type: none"> <li>• Include a headed and signed letter from your manager clearly stating the reasons on why you require a car, along with times and day's when/where you need to train and participate in competitions.</li> <li>• Your timetable or if you do not have a lectured timetable details of what times and why you need to attend campus at these times.</li> <li>• Details on why public transport is not an option.</li> <li>• If your timetable is affected by the need to assist with your sport, a letter from the lecturer of that module or the University's Student &amp; Wellbeing team or a College Master is submitted that clearly supports and agrees that they accept that you may be required to leave at the times &amp; days your appeal statement states.</li> </ul>
<b>Academic Course/Studies -</b> that either require regular attendance off campus outside public transport operating hours or requires regular use of a vehicle to travel to areas where public transport is not available	<ul style="list-style-type: none"> <li>• Include a letter from your tutor confirming frequency of visits off campus and where you are expected to travel to/from.</li> </ul>

<p><b>Employment/volunteer work in the county of Kent area</b> - that you are expected to participate in as a requirement of the degree course you are studying</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• A clear explanation of why you are required to work at this location.</li> <li>• Your timetable or if you do not have a lectured timetable details of what times and why you need to attend campus at these times.</li> <li>• Details on why public transport is not an option.</li> <li>• If your timetable is affected by the need to leave early or arrive late a letter from the tutor of that module is submitted supporting to agree that they accept that you will be late arriving/early leaving that module.</li> </ul>
<p><b>Any other reason</b> – for example appealing to be considered for a Pink Zone parking permit.</p>	<ul style="list-style-type: none"> <li>• Attach all supporting evidence that demonstrates the need for you to have a permit to park in this location or any other evidence that supports your reasons of appeal.</li> </ul>