



## Standard annual parking permit application

Staff ID number

Name

Email

School / Service Area

Vehicle registration number(s) - max 2 per permit

Mobile number / office extension

Building, room number

Signature

I apply for a University parking permit valid from 1 May 2021 until 30 April 2022 and agree to abide by the University parking regulations and the terms and conditions set out in the staff car parking notice for 2021-2022 a copy of which I have received. I acknowledge that failure to abide by the regulations and conditions may result in my being liable for charges or disciplinary action. In applying for this permit, I also acknowledge that no guarantee is given that a parking space will be available.

Date

Refer to the Parking Charge Enforcement section of the Car Parking Regulations for more information.

## Standing order for parking permit

To (your bank's name)

Please set up the following Standing Order and debit my/our account accordingly

Account name

### For office use

Please quote following payment reference

\_\_\_\_\_ / CAR

\_\_\_\_\_ / PERMIT NO

Account number

Account holding branch

Sort code

### Payee details

Account: University of Dundee  
Branch: Royal Bank of Scotland plc  
3 High Street, Dundee, DD1 9LY  
Sort code: 83-50-00  
Account no: 00279732

### About the payments

|                |             |   |
|----------------|-------------|---|
| First payment: | <b>£35</b>  | 1 July 2021                                 |
| Then monthly:  | <b>£35</b>  | Day 1 of each subsequent month for 9 months |
| Final payment: | <b>£35</b>  | 1 April 2022                                |
| Total amount:  | <b>£350</b> | <b>(10 payments in total)</b>               |

Account holder signature

Date

Return form to: Reception, Ewing Building, University of Dundee, DD1 4HN

Please do not send the standing order direct to your bank. We need to issue a permit first.

Full details of University car parking are available at [dundee.ac.uk/parking](http://dundee.ac.uk/parking)

## Parking on the City Campus

- Parking on the City Campus is restricted to permit holders only Monday to Friday 08:00 - 17:30. Outwith these times when parking is permitted, without a permit, on payment of the appropriate charge.

- There are two types of parking permit, the annual permit and a permit allowing staff to use Pay As You Go parking.

- Permits may be purchased by completing the application form online, or by completing and returning a permit application form to Reception, Ewing Building, University of Dundee.

- Payment may be made by debit or credit card online, or by bank standing order (annual permit). A receipt will be issued on request.

- The standard annual permit charge for 2021-2022 is £350.00

- Any staff member must display an appropriate permit to enable access to car parking at a University managed Car Park. Staff must not use visitor permits or any other type of permit to park on Campus. Blue Badge holders do not require to display any University permit.

- Revenue from permits is used to provide new parking spaces, improve existing car parks and to fund additional security measures, including CCTV and lighting.

- University Court regulates conditions of parking and full details of the University Car Parking Regulations can be found at [dundee.ac.uk/parking](http://dundee.ac.uk/parking)

- Parking Charge Notices will be applied for infringements and all necessary action will be taken to recover unpaid sums. Failure to pay parking charges may also result in disciplinary action against staff members. Parking permits will only be issued to staff if there are no outstanding parking charges. Refer to the Parking Regulations for further information.

- As a condition of issue a car-parking permit must be displayed clearly on the windscreen of the vehicle to which it applies so that the permit can be viewed and checked properly. Failure to display a permit, even when held, may result in a parking charge.

- Only one permit will be issued to each applicant, irrespective of the number of vehicles they intend to use. The holder is responsible for transferring the permit from one vehicle to the other. It is not permissible to copy or otherwise reproduce University of Dundee car parking permits. The permit must relate to the vehicle on which it is displayed.

- Lost or damaged permits should be notified to [parking@dundee.ac.uk](mailto:parking@dundee.ac.uk). Replacements will be issued at a charge of £5.00. Changes of registration number should be similarly notified (no charge will be made for changed or additional vehicles).

- Car parking spaces are limited and cannot be guaranteed especially at times of peak demand. Applicants should carefully consider this before making an application. Applicants should also consider which type of permit is appropriate to their needs.

- Car share: A limited number of dedicated car parking spaces will be available for permit holders who have joined the car share scheme. These bays will be available in Heathfield Car Park until 09:30. To join, register at [dundeeliftshare.com](http://dundeeliftshare.com) then form a BUDI group via [uod.ac.uk/budi](http://uod.ac.uk/budi). Further information from [parking@dundee.ac.uk](mailto:parking@dundee.ac.uk). Registered members of the scheme will be issued with a car share logo permit which must be displayed along with a University Parking Permit.

- Existing permits remain valid until 23 May 2021.

- Car-parking permits remain the property of the University of Dundee and must be given up on demand.

- The University is a member of the International Parking Community.

## Estates and Campus Services

April 2021

### How we use your data

The University of Dundee processes the personal data you provide on this form to administer its car parking sites and authorise your use of them. This includes activities such as checking your eligibility to park on the University's campuses, managing payments and issuing civil charges to recover funds from drivers parking inappropriately.

Your information will be disclosed to third parties where they act as agents for the University (for example in the provision of software or services), to debt recovery services for bad debtors or where the University accepts there is a lawful reason for disclosure. Such disclosures may involve transferring your information outwith the European Economic Area.

By signing overleaf, you consent to the University of Dundee processing your information for those purposes.

We respect your rights in relation to your data. If you wish to, update, access, erase or limit the use of your information, please email [parking@dundee.ac.uk](mailto:parking@dundee.ac.uk).

For more information on how the University uses your information please see [dundee.ac.uk/parking](http://dundee.ac.uk/parking). If you wish to complain about the use of your information please contact the University's Data Protection Officer via [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk). You may also wish to contact the Information Commissioner's Office.