



## York College Vehicle Permit Information for Students – September 2011

York College is committed to a green transport plan. You can play your part by helping us to reduce the number of cars on site. We ask students, wherever possible, to travel to College by bus, cycle or walking. There are 518 bicycle places and as our commitment to encouraging green travel initiatives we are installing additional covered cycle shelters, additional public transport is provided. If you do need to park a car or motorcycle on the College site, you **must** have a vehicle permit.

A permit gives you the right to park on site, but it will **not guarantee** you a parking space.

### ***Who can have a parking permit?***

To be eligible for a permit:

- You must be enrolled on your course
- Car drivers must have held a **full licence for at least 9 months**
- Moped/ Motorcyclists (up to and including 125cc) must hold a CBT Certificate and provisional driving licence.
- Motorcyclists (over 125cc) must hold a **full** motorcycle licence
- You must ensure that your vehicle insurance/tax is up to date
- A current MOT certificate in place, if required

The Parking Permit is registered to the vehicle/student and therefore must not be given, sold or lent to anyone else. **It is the responsibility of the permit holder to ensure that the permit is displayed in the proper manner whilst the vehicle is on site.**

Disabled Students need to acquire a permit to park in designated disabled spaces from the Learning Support team.

There is no charge for parking between 5.00pm and 8.00am on weekdays or at weekends and there is no requirement for a permit.

### ***How much does a permit cost?***

There are two types of permit:

**Annual Permit** – The cost is £60 for a car and this permits you to park without further payment for one year. A cost of £45 will be charged for a motorbike/moped and this also allows you to park with further payment for one year.

**Annual Occasional Use Permit** - if you only use your vehicle occasionally you can obtain an Annual Occasional Use Permit. This is free and allows you to park in the Pay & Display car park for a daily charge of 50p.

### ***How do I get my Permit?***

If you meet the requirements for receiving a permit, call in to the Estates Office, room 1F123 as soon as possible after starting your course and bring with you the following documents:

- Completed permit application form
- Original driving licence/CBT certificate
- Payment for your permit, if required

Confirmation of your Student reference number/course and tutor will be provided at enrolment.

**You must reapply for a permit at the start of each Academic Year.**

### ***What if I don't follow the rules?***

Failure to follow all regulations may result in the following:

- A 'Warning Notice' being placed on your windscreen
- Wheel-clamping of the vehicle, and the charging of a £25 release fee
- Withdrawal of your authorisation for a permit
- Withdrawal of access to site with the vehicle

If you park your vehicle on site but have not obtained a valid permit you will be given a warning to remove your vehicle immediately. If the vehicle is seen on site after this warning then you will be clamped and a release fee of £25 will be payable.

If your vehicle is parked in an area clearly marked as 'No Parking' or illegally in a disabled space you will be given a warning. If the vehicle is not removed it will be clamped and a release fee of £25 will be charged.

### ***What if I lose my permit or it is stolen?***

If a permit is lost or stolen this must be reported immediately so that it can be removed from our records and a new permit issued. *If the permit is lost a replacement fee may be charged.*

### **Note:**

- a) No responsibility or liability is accepted by the College for any loss or damage to any vehicle or its contents whilst parked on College property.**
- b) There is a 2 metre vehicle height restriction on the College car park.**
- c) This leaflet is also available in alternative formats. Please contact the College.**
- d) The College reserves the right to amend its parking policy and charges as appropriate.**



Vehicle Permit Application Form

Full name: .....

Date of Birth .....

Student Ref number .....

Course name and Tutor.....

Make of vehicle (cc if motorcycle).....

Model .....

Colour .....

Registration number .....

Driving Licence No .....

Driving Licence Start Date .....

Permit no given ) .....  
(to be completed by College)

Type of permit given:    Annual                      Annual Occasional

I will ensure my vehicle insurance/tax is up to date and I undertake not to bring an uninsured vehicle onto the college premises. **I agree to abide by the College rules and regulations.**

Signed .....  
(student)

**Please note that all the above details must be completed.**