

# NON-PAYROLL STAFF 2019/20



## VEHICLE PARKING PERMIT APPLICATION FORM

You can only use this form if you are employed in one of the following capacities:

1. Post Graduate Research Students,
2. Casual or Sessional staff, or
3. Staff working on campus who are not directly employed by Keele e.g. agency staff, bank or shop staff.

Please complete the section below:

Title: ..... First Name : ..... Last Name: .....

Faculty/ Directorate/ Company : .....

Contact telephone number : .....

Contact Email : .....

I wish to apply for a vehicle permit and I agree to abide by the Keele University's Use of Estates Procedure. I have a valid full driving licence and Car Insurance Policy and this allows me to travel to a place of work or study.

Vehicle Registration : Please provide a maximum of 2 registrations. Only one of these can be on campus at any one time.

Vehicle registration 1 : ..... Vehicle Registration 2 : .....

**Signature of Applicant :** ..... **Date :** .....

In order to confirm that you are entitled to a Non-Payroll Staff Vehicle Permit, please ask your head of department or School Manager to complete the next section and then return the form to you.

I confirm that the applicant is eligible as they are (please tick all that apply):

1. Postgraduate Research Student ☐
2. Casual or Sessional staff ☐
3. Staff working on campus who are not directly employed by Keele ☐  
e.g. agency staff, bank or shop staff

**and** the applicant is **NOT** a member of staff on Keele University Payroll.

Print Name : ..... Signature : .....

Date : .....

Now take the form to University Reception in Chancellor's Building, together with your payment of £50.00. You will then be issued with your permit.

FOR OFFICE USE ONLY

Permit Number :

Entered on database :