

PAYROLL STAFF 2018/19



VEHICLE PARKING PERMIT APPLICATION FORM

You can only use this form if you have an employment contract with the University that means you are paid every month. If you are in doubt, contact the Payroll Department prior to submitting this form. You **MUST** include your Keele Payroll Number on the form.

Please complete the section below:

Title: First Name : Last Name:

Faculty/ Directorate/ Company :

Contact telephone number :

Contact Email :

Payroll Number:

I wish to apply for a vehicle permit and I agree to abide by the Keele University's Car Parking Regulations (Regulation 24 - www.keele.ac.uk/regulations/regulation24/). I have a valid full driving licence and Car Insurance Policy and this allows me to travel to a place of work or study. I authorise the University to deduct the relevant sum commencing from my next salary payment at a rate of **0.3%** of basic gross salary until I give notice in writing that the vehicles permit is no longer required. At that time I agree to surrender the current permit.

Signature of Applicant : **Date** :

Now take this form to University Reception in Chancellor's Building. You will then be issued with your parking permit.

FOR OFFICE USE ONLY

Permit Number : Date permit issued :

Date Payroll Dept. advised of Salary Deduction :

Name of Administrator: