

## CRITERIA FOR PARKING IN HALLS AND EVIDENCE TO BE PROVIDED WITH APPLICATION

**PLEASE BE ADVISED THAT COMMUTING TO AND FROM HOME AS WELL AS HAVING A VEHICLE AROUND FOR PERSONAL USE ARE NOT PART OF THE CRITERIA FOR PARKING IN HALLS**

QUALIFYING INFORMATION		EVIDENCE REQUIRED
<b>Course-related requirements 1:</b> Vehicle required for equipment transportation	Students who require a vehicle to transport <b>heavy equipment*</b> , large objects, or short-term stability specimens.	Signed letter from Tutor or Senior Programme Administrator on headed paper or supporting email with appropriate electronic signature attesting to course-related requirement <u>dated within the last 4 weeks</u> .
<b>Course-related requirements 2:</b> Vehicle required for travel as part of the course	Students who require a vehicle as part of their course, e.g., to travel to placements or because of out of hours travel time, and where sustainable travel is not a viable option.	Signed letter from Tutor or Senior Programme Administrator on headed paper or supporting email with appropriate electronic signature attesting to course-related requirement <u>dated within the last 4 weeks</u> .
<b>Extracurricular activities:</b> Employment	Exceptionally, a parking permit may be provided in case students require the use of a vehicle to commute to and from their place of employment.	<p>Signed dated letter from employer on headed paper or supporting email with appropriate email signature confirming the address/location of the place of employment and the expected working commitments <u>dated within the last 6 weeks</u>.</p> <p>Copies of last 3 payslips. If these are not yet available, then evidence of upcoming shifts should be provided.</p> <p>Travel statement, i.e., screenprint of Google Maps showing journey via public transport to your place of employment from the University of Reading at the time you will be expected to commute.</p> <p>In case of self-employment, additional evidence such as but not limited to self-assessment tax return will be requested.</p>
<b>Extracurricular activities:</b> Sports	<p>Exceptionally, a parking permit may be provided where extracurricular sports activities performed by students require the use of a vehicle.</p> <p>Please note that RUSU no longer support RUSU society membership as a reason for requiring a permit.</p>	<p>Signed letter from sport club on headed paper or supporting email with appropriate electronic signature confirming membership and upcoming commitments dated within the last 6 weeks.</p> <p>Travel statement, i.e., screenprint of Google Maps showing journey via public transport to your place of employment from the University of Reading at the time you will be expected to commute.</p>

<b>Medical condition causing current mobility issues</b>	Students with a disability that affects their mobility, making it difficult for them to get around without a car.	Completed <a href="#">Medical Impact Form</a> *, signed by an appropriately qualified medical professional, and dated within the last 3 months.
<b>Temporary incapacity</b> <i>Such permits will be issued on a termly basis and will only be extended upon review of additional evidence.</i>	Students who have an illness, or sustained an injury, and are currently unable to use public transport to campus. Temporary incapacity does not apply to the recovery from common ailments.	Completed <a href="#">Medical Impact Form</a> *, signed by an appropriately qualified medical professional, and dated within the last 3 months.

## ADDITIONAL EVIDENCE TO BE PROVIDED IN ALL CASES

<b>Accommodation details</b>	A screenshot from RISIS showing the name of your halls of accommodation name alongside your name and move in/out dates.
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\*Such items could include art materials, filming equipment, sampling equipment. Please note this list is not exhaustive. Textbooks and laptops are not classified as heavy equipment.

\*\*Please note that the University will not reimburse the cost of obtaining any suitable evidence.

**Please note that Campus Parking will be unable to review applications without the required supporting evidence.**

**All parking permits are subject to the [University's Parking Regulations](#). Any qualifying information should be clearly stated in the application form and relevant supporting evidence provided as detailed above. If additional evidence is required, it should be provided by return email so that Campus Parking can further review the application.**

**For details on the application process, such as how and when to apply, types of permits, fees (where applicable), application deadline, appeal process, and free Park & Ride scheme - please see [Student Parking](#).**

**Permits are valid for a given academic year and it is the students' responsibility to apply for the following year before the deadline as delineated in [Student Parking](#).**

**Permits can be revoked at any time with immediate effect by the University if false or misleading information is provided, if parking regulations are breached, or if the University is not updated of any changes of circumstance that affect eligibility for parking.**