

**Appendix 'A' to
Traffic Management and Parking
Edinburgh Campus - Procedure**

**Edinburgh Campus
Vehicle Parking Permit Application Form**

I confirm that I have read both the Traffic Management Policy and Procedures documents.

Parking permits are only required by personnel intending to use one of the following car park zones:

Zone	Car Park/s	Comments
1	K, L, M, N, P, Q, R & S	Staff Only (Students - see Note 1 below)
3	D	Health Centre – Staff Only
4	Chaplaincy	Chaplaincy - Staff Only

All other car parks are Non-Permit for use by Staff, Students and Visitors.

See Appendix 'B' – campus plan showing authorised car park zoning.

NOTE:

1. Resident students in Residences 2 (Yarrow, Caddon & Ettrick) who intend to park a private vehicle on campus are to apply for a parking permit for Zone 1 and may use Q car park only. This permit will only be valid until such time as Residences 2 are vacated and prepared for demolition.
2. If a space is not available in your allocated zone, you must use a Non-Permit car park.

Permits will have an expiry date on them and it is the responsibility of the individual to re-apply to the Estates Office for a new permit.

Please print details:

Full Name:		Staff / Student *
School / Department / Institute:	:	
Building:	:	
HWU Email address:		
Resident Student (Residence 2)	Name of Residence:	
Zone Requested:		
Vehicle Details: (If applicable, enter details of two vehicles)	Make:	
	Colour:	
	Registration:	
	Make:	
	Colour:	
	Registration:	
Applicants Signature:		
Date Submitted:		

Once completed, please forward to the Estates Office.

NOTE:

The Estates Office must be informed immediately of any changes to the above information.

For Office Use Only:

Permit No. Issued		Date Issued:	
Details to Central Database:		Yes / No *	

Estates Office contacts:

William Taylor. Security & Operations Manager. Ext: 3404. E: W.J.Taylor@hw.ac.uk
Lynne Turner. Admin. Officer. Ext: 4089. E: L.A.Turner@hw.ac.uk