APPLICANT DETAILS:

Name: ______________________________________________

Department: _______________________________________

Staff Number: _____________________________________

Email address: _____________________________________

Contact Number: ___________________________________

Vehicle Registration: ________________________________

Car Park: LOCAL SOLUTIONS

Expiry of Permit: 27th May 2013

Signature: ___________________________ Date: ____________

(By signing this form you will be agreeing to the Terms & Conditions detailed above)
LOCAL SOLUTIONS CAR PARK, UoL STAFF PARKING

Terms and Conditions

UNIVERSITY OF LIVERPOOL

1. The ‘permit’ entitles the permit holder to park their vehicle within Local Solutions Car Park, in accordance to the Terms and Conditions displayed within the car park and on the reverse of the permit, which are repeated below.

2. One month's permit will run from the 28th of the month until the 27th of the following month.

3. Each permit will automatically expire on 27th May 2013, unless the permit holder wishes to cancel their permit before that date.

4. Staff wishing to request a new permit or cancel an existing permit will need to inform the University by 12th of each month. Requests should be submitted to Vehicle Parking Administration, Facilities Management, Bedford House, Liverpool, L69 7ZP, email Vehicleparking@liv.ac.uk, telephone 0151 794 1363

5. Lost permits can be replaced although a basic administration cost of £10 will apply

6. Parking permits will be issued for collection by staff from the Vehicle Parking Administration Office, Facilities Management, 2nd Floor Bedford House, Liverpool, L69 7ZP

7. A set fee of £30 will be taken directly from the permit holder’s net salary each month, in arrears at the end of the month. This fee will not vary between the dates of 28th May 2012 and 27th May 2013.

8. Permit holders will remain eligible to use the University staff campus car parks, but will be charged the standard hourly staff park parking charge for doing so, in addition to the £30 permit fee.

LOCAL SOLUTIONS: CODE OF CONDUCT

1. Local Solutions operate a 5 miles per hour speed limit.

2. Parking in designated bays only, do not park on white or yellow lined areas. (appropriate badge must be displayed at all times if using disabled bay)

3. Be aware of pedestrian access, and visitors crossing from the Carers and Conference Centre.

4. Secure your vehicle and do not leave coats or valuables in view.

5. In case of emergency please contact Local Solutions main reception, tel 0151 709 0990, or after 5pm please contact 07876 568162

6. All vehicles must have a current road tax disc affixed to their windscreen and a current M.O.T. certificate and insurance applicable to the vehicle and driver. Vehicles that do not have these will not be not be eligible to use the parking facilities.

7. Local Solutions can accept no liability for loss from or damage to vehicles, while parked on Local Solutions premises.

8. A Local Solutions parking permit must be displayed at all times.

9. Permits are not transferable unless there is a change of vehicle.

10. Parking is allocated in the lower car park. Liverpool University staff are requested to use this area at all times (unless full).

11. The car park is only open and available to use between the hours of 7am and 7pm, Monday to Friday (excluding Bank holidays as the car park will be closed). Christmas operational dates/times to be confirmed.)