

**PARKING PERMIT 2009/10**  
**Request for eligibility confirmation**



First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

UG/PG: \_\_\_\_\_

Library Card No: \_\_\_\_\_ (*current students only*)

Email address: \_\_\_\_\_  
 (*Please print clearly*)

**Please ensure that your enclosed evidence contains all of the required information (as detailed in the checklist below) or it will not be possible to process your request.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NB: This form is only the first step to apply for a permit in Categories 1-4. Once your application has been processed, you will receive an email informing you if you are eligible or not. If you are eligible, you will receive instructions on how to use the online registration system in order to obtain the actual permit. Please remember that it is your responsibility to monitor your email account and ensure that you follow the instructions, otherwise your vehicle may be clamped.

Lisa Maurin, Student Services, University House, Lancaster University, LA1 4YW  
 01524 592753 (internal x92753) or [l.maurin@lancaster.ac.uk](mailto:l.maurin@lancaster.ac.uk)

<i>Office Use Only</i>		
<i>Signed</i> _____	<i>Processed date</i> _____	<i>Category</i> _____
<i>Evidence received</i> _____	<i>AP</i> <input type="checkbox"/>	<i>Standard</i> <input type="checkbox"/>
	<i>Preference</i> <input type="checkbox"/>	

## **Student Welfare Permits – Academic year 2009/10**

### **Required information for Categories 1, 2a, 2b, 2c, 3, 4**

Please follow these guidelines if you wish to apply for a permit for any of the above categories.

When obtaining the evidence, please make sure that it fulfils all of the specified criteria outlined below. If you need a letter from a GP/specialist, it may be useful to print the checklist and bring along so that they can include the required information. Some GPs may charge for producing a letter. Any charges will be the student's responsibility and cannot be claimed back.

**Please note that we will not be able to process applications where the evidence is lacking any of the required information.**

Once your application has been processed, you will receive an email informing you if you are eligible or not. If you are eligible, you will receive instructions on how to use the online registration system in order to obtain the actual permit. Please remember that it is your responsibility to monitor your email account and ensure that you follow the instructions, otherwise your vehicle may be clamped.

Further questions and permit requests should be directed to:

Lisa Maurin, Student Services, University House, Lancaster University, LA1 4YW

Phone: 01524 592753 (internal x92753)

Fax: 01524 594868

Email: [l.maurin@lancaster.ac.uk](mailto:l.maurin@lancaster.ac.uk)

## Checklist for Student Welfare Permits – Academic year 2009/10

### Required information for Categories 1, 2a, 2b, 2c, 3, 4

1. Blue Badge holders and students with temporary reduced mobility or medical conditions that impact on their mobility. Evidence must satisfy the following criteria:

- Signed by a medical professional (GP or specialist)
- Printed on headed paper
- Dated within the last 12 months (required for temporary impairments only)
- Include a timeframe of relevance

2a. Campus residents where the illness or disability of an immediate family member (parent/legal guardian, spouse, brother or sister) necessitates frequent visits home. (Assessed on compassionate grounds.) Evidence must satisfy the following criteria:

- Signed by a medical professional (GP or specialist)
- Printed on headed paper
- Dated within the last 12 months
- Include a timeframe of relevance
- Confirm the ill/disabled family member's relationship to the student
- Confirm the illness/disability of the family member

2b. Campus residents where the illness or disability of a dependent family member necessitates frequent visits home. The family member must be dependent on the student for support and the medical evidence will need to confirm this. (Assessed on grounds of dependency.)

Evidence must satisfy the following criteria:

- Signed by a medical professional (GP or specialist)
- Printed on headed paper
- Dated within the last 12 months
- Include a timeframe of relevance
- Confirm the ill/disabled family member's relationship to the student
- Confirm the illness/disability of the family member
- Confirm that the student is involved in the family member's care

2c. Campus residents that have lost an immediate family member (parent/legal guardian, spouse, brother or sister) in death within the last 6 months. Evidence required:

- Copy of death certificate and proof of relationship to deceased

3. Any student with children aged 16 or under. Evidence required:

- Copy of birth certificate or adult/child passports

(Students with disabled children under 16 should use the contact details above for more information)

4. Campus residents who are required to attend frequent (at least every 3 weeks) medical appointments or medical treatment in an area which cannot reasonably be reached by public transport. Evidence must satisfy the following criteria:

- Signed by a medical professional (GP or specialist)
- Printed on headed paper
- Dated within the last 12 months
- Include a timeframe of relevance
- Location of appointments (if different from the header address)
- Frequency of appointments