



# CHANGE OF VEHICLE DETAILS FORM

For Office Use Only	
Date Received	
Permit Issued	
Database	
File	

Please complete the following form if you wish to:

- Notify the Car parking Office of a change of vehicle(s) which you currently have registered on the University's Car Parking System
- Request a permit to replace one that has been lost or stolen
- Please also return old permit

**PLEASE PRINT CLEARLY**

Please complete only those sections which are relevant to your particular situation.

Title:	First Name:	Surname:
Staff User ID:	Student Number:	
Department:		
<b>PERMIT TYPE</b> (Please select current Permit type)		
STANDARD	RESIDENT	PAY AS YOU GO
STANDARD AUTUMN SEMESTER	RESIDENT AUTUMN SEMESTER	
STANDARD SPRING SEMESTER	RESIDENT SPRING SEMESTER	

**VEHICLE CHANGE**

Please provide below the Vehicle Registration details of all vehicles which you wish to be deleted from the system.

Vehicle(s) to be deleted							Permit Numbers				

Please provide below the Vehicle Registration details of all vehicles which you wish to be added to the system.

Reg of New Vehicle(s) to be added							Model (e.g Ford Ka)		Colour (e.g Red)		For Official Use Only					
CO2 Emissions Figure							g/Km									

Reg of New Vehicle(s) to be added							Model (e.g Ford Ka)		Colour (e.g Red)		For Official Use Only					
CO2 Emissions Figure							g/Km									

Reg of New Vehicle(s) to be added							Model (e.g Ford Ka)		Colour (e.g Red)		For Official Use Only					
CO2 Emissions Figure							g/Km									

**LOST PERMIT**

Please provide Vehicle Registration details of the vehicle(s) currently registered on the Car Parking system for which you require a replacement permit.

Vehicle(s) for which replacement permit(s) is (are) required: (continue on additional sheet if necessary)							For Official Use Only				

Signed:	Date:
---------	-------

Please note that by signing this form you agree to abide by the University's Traffic and Parking Regulations.

The information provided will be stored on a secure database for the sole purpose of administering the vehicle access control scheme in accordance with the Data Protection Act 1998.

Please return completed form to: Car Parking Office, Estates and Campus Services, Room 4.Z2, Cottrell Building.