

## PARKING PERMIT REQUEST

**Residences with car parking facilities:** Liberty Dock, Devonshire Hall, James Baillie Park\*, Leodis Residences, Lupton Residences, Montague Burton Residences, Oxley Residences and Sentinel Towers. The cost of a car parking permit varies depending on the vehicle's road tax band and whether the site has designated parking bays - please see the Terms and Conditions for the cost of a permit for your residence. Motorbike permits cost £30. If you would like storage for your bicycle, speak to the residence staff when you arrive.

The vehicle must be registered in your or your parents' name(s) and you must bring the vehicle registration documents with you to Leeds. Unfortunately, due to demand we may not be able to grant a permit to all applicants. Please read the Terms and Conditions.

The cost will be charged to your residence account - please do **not** send a payment now.

\*Residents of James Baillie Park apply on arrival and pay the residence directly.

**How to apply** (follow the procedure for your residence below)

Residents of **Liberty Dock, Leodis, Lupton, Montague Burton, Oxley and Sentinel:** please complete and return this form to: *Accommodation Services, Student Services Centre, The University of Leeds, Leeds, LS2 9JT*. Please enclose a **stamped addressed envelope** for a reply on whether you have been allocated a permit.

Residents **Devonshire:** please complete and return this form directly to Devonshire Hall: *Devonshire Team, Devonshire Hall, Cumberland Rd, Leeds, LS6 2EQ* and enclose a **stamped addressed envelope** for a reply on whether you have been allocated a permit.

\*Residents of **James Baillie Park:** apply directly at the residence on arrival.

Your full name: \_\_\_\_\_

Student number:          (9 digits)

Your room number and residence: \_\_\_\_\_

I would like to apply for a parking permit. Name of registered owner .....

Car/Motorbike Make/Model .....

Car/Motorbike Registration Number .....

Signed: \_\_\_\_\_ Date \_\_\_\_\_