

Childcare Assessment for preferential car parking at the University of Surrey

Staff and Student Information

Please find enclosed the application pack to support your request for preferential parking on childcare grounds.

BEFORE YOU START

Important information

- This form does not replace the online parking application that you must also complete.
- The childcare form will be assessed by the Transport Team. In circumstances where the Transport Team cannot make a decision, the application will be sent to the University Parking Appeals Panel. The Panel will assess journey times and public transport options when making their decision.
- Your parking application will be assessed on a 45 minute journey time on public transport or walking. If your journey time is less than 45 minutes, then a detailed explanation is needed to support your application.
- If you have flexible working adjustments, please include these on the form.

Instructions

1. Complete the form ensuring you provide full details.
2. Provide the names of the schools your children attend, giving postcodes.
3. Please provide the number of days your child(ren) attend either breakfast club and/or after school club and how this impacts on your working day.
4. Please give details and provide information of any other childcare arrangements you may have.

STEP ONE

Please complete the following information in block capitals.

Staff/Student Name: _____

Address: _____

Employee ID/Student Number: _____

Email: _____

Telephone: _____

Please indicate the number of children you have and their ages:

Number of child(ren)	Age	Age	Age	Age	Age

Please indicate below which criteria most suits your situation:

- I have an absolute requirement (that cannot be carried out by anyone else) to use my car to meet regular childcare responsibilities immediately at either side of my working day, or at either side of my course of study.
- I cannot carry out my childcare responsibilities using public transport.

I have indicated that I am applying for parking on childcare grounds and it is University Policy that my application is supported by my line manager or module leader.

STEP TWO

Please explain below why you require parking:

Please include in this section the number of children you have and their ages and the schools they attend including the postcode. Please provide the number of days your child(ren) attend either breakfast club and/or after school club and give details of what impact this has on your working day.

In addition let us know if there is anyone else who shares the responsibility of drop off and pick up and include whether you have a flexible working/course arrangement.

STEP THREE

Please read and sign

I confirm that:

All statements in support of this application are true and accurate to the best of my knowledge.

I understand that:

This form will be treated as sensitive information and will be securely stored in accordance with data protection regulations.

The University collects only the data we need and we keep the data up to date and only for as long as it is needed.

- All applications will be considered by the Transport Team in the first instance. Any applications the Transport Team are unable to approve will be referred back to the applicant. The applicant will have the option for their parking application to be referred to the University's Parking Appeals Panel, should the Transport Team refuse their application. Examples of when the Transport Team would not approve an application is when the journey time from drop off to arriving at work is less than 45 minutes or your child is over a certain age.
- I should contact the Transport Team if I have a change in circumstance which would remove the need for parking.
- Parking issued on childcare grounds is subject to the University's Traffic Regulations.

I accept the terms and conditions above.

Signature: _____

Date: _____

Line Manager Support/Module Leader:

I confirm I am the line manager or module leader of the above person and can confirm they have childcare commitments that I am aware of, and that they are only possible because of their flexible working/course arrangements.

Signature of Line Manager/Module Leader: _____

Print Name: _____ Date: _____