



## Application for Car Parking Facilities (Students) – 2019/20

This form should be completed and **passed to your Tutor for endorsement as soon as possible**.  
Application deadlines are:

- 31 August (for Michaelmas Term parking)
- 30 November (for Lent Term parking)
- 31 March (for Easter Term parking)

Please ask your Tutor to forward the completed form to: the Senior Bursar's PA, College Office. Please note that applications will be processed as a gathered field and you will be notified by email if you have been allocated a car parking space.

### PERSONAL DETAILS *(please print)*

Surname:		Title: (Please circle)	Mr / Mrs / Ms / Mrs / Dr / Other
Forename(s):			
Home address:		Cambridge address:	
Home Tel:		Mobile No.	
Cambridge Tel:		Email address:	
Category <i>(please tick)</i>	Undergraduate <input type="checkbox"/>	Graduate <input type="checkbox"/>	
Year of Study:		Qualification sought:	
Subject:			
Reason for application			
Parking required for: (please tick)	Michaelmas <input type="checkbox"/> Lent <input type="checkbox"/> Easter <input type="checkbox"/> Summer <input type="checkbox"/>		

SIGNED:

Date:

### CAR DETAILS

Registration No.

Make:

Colour:

Model:

**Please note:**

- (i) All applicants should take note of the regulations for Motor Vehicles as listed in the University Statutes and Ordinances.
- (ii) Clinical Medical students must submit a copy of their schedule of attachments during the period for which parking is requested. This should include names and addresses of the hospitals and the expected dates of attachment.
- (iii) Successful applicants will be charged an administration fee of £98.25 per year. This will be broken down to £24.50 per term or part of term, and £24.50 for parking over the summer.
- (iv) If facilities are granted, only the designated car may be parked in College at any time. Changes of car must be notified to the College Office immediately.
- (v) Cars must be parked in the space allocated. If another car is illegally parked in the allocated space, please note the car number and inform the Porters' Lodge, who will permit temporary parking on the Domus. The Porters will then take the necessary action with regard to the car illegally parked.
- (vi) The College accepts no responsibility for vehicles or their contents.
- (vii) If you are unsuccessful in this application for parking at Downing you may still be eligible for a University Motor Licence (permitting you to have a car in Cambridge) on production of a signed Motor Chit. A request for a chit should be made to the Motor Tutor via the College Office and should be accompanied by evidence of access to alternative off-road parking.

**Tutor's Endorsement**

Tutors should grade this application by ticking the appropriate box below and adding any further comments in the space provided. Please forward the form to the Senior Bursar's PA, Downing College (ljc53@dow.cam.ac.uk) **by the first day of Term.**

- 1 Essential (Disability, or severe medical grounds only)
- 2 Highly Desirable (Medical grounds, Clinical Medics, PGCE and Research Workers who are resident in College accommodation and are working outside city limits)
- 3 Reasonable Case (Essential transport for Sports Clubs or other College/University activities)
- 4 Weak Case (Inconvenient not to have a car)
- 5 No Sustainable Case

Additional Comments by Tutor:

Name of Tutor:

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*FOR OFFICE USE ONLY*

Application approved by: \_\_\_\_\_ (Senior Tutor) Date: \_\_\_\_\_

Application declined by: \_\_\_\_\_ (Senior Tutor) Date: \_\_\_\_\_

Parking granted for: Michaelmas  Lent  Easter  Summer