# ASSIST Parking Permit Request: 2019/20

**Guidance for students: please read before applying for an ASSIST Permit**

**Students who hold a local authority-issued Blue Badge are able to park at the University for free**; they are eligible to park in any bay across the University sites, except for Electric Vehicle Charging bays and motorbike/moped areas, but they **must display their Blue Badge** in the windscreen.

Blue Badge holders are still required to register their vehicle in order to gain access to the car parks through the barriers. Students must apply to ASSIST providing a copy of their Blue Badge as evidence. Their vehicle details will then be added to the approved vehicle list in order to be given access to the car parks across all sites.

**New for Academic Year 2019/20**

Students registered with ASSIST or the Mental Health Advisor Service can apply for parking if they have a disability or health condition that impacts on their ability to walk or use public transport. **Please note onsite parking is chargeable from the start of the new academic year 2019/20 for ALL NEW ASSIST applications, with the exception of Blue Badge holders and those in possession of an ASSIST Permit issued during Academic Year 2018/19.**

**New applicants can choose to pay ‘as you go’ or purchase a termly Permit in advance. Successful application must indicate a payment preference (pay as you go) or make a purchase (termly) prior to access to car parking being approved.**

Students can apply for an ‘ASSIST Parking Permit’ if their condition affects their ability to:

* use public transport,
* walk or stand for extended periods,
* attend University without travel assistance, for example –
  + psychological distress as a result of travelling via public transport or to an unfamiliar location, or being without access to independent transport
  + requiring access to a vehicle in order to attend medical appointments and/or leave campus urgently/unexpectedly due to the effects of their disability/health condition
  + requiring access to their vehicle in order to rest in between classes owing to extreme fatigue associated with their condition
  + requiring access to a vehicle in order to store heavy, bulky or multiple items associated with their studies and/or disability, owing to inability to carry large, heavy or multiple items due to a medical condition/disability.

Supporting medical evidence needs to be provided by a qualified professional (such as a GP, OT, Psychiatrist, or hospital consultant) on headed paper, signed and dated within 3 months\* of the application (\*if the evidence is older, or it is not clear how the condition is still impacting on the applicant at the time of application they may be required to obtain updated medical evidence).

The requirement for a Permit must be clearly supported in the medical evidence being provided, and the justification must relate to the medical condition/disability as outlined above.

**Applications in relation to providing support or care for a dependent with a disability or additional need will not be eligible for an ASSIST Permit but may be still be eligible to park onsite; please refer to the information on the** [**Travel and Transport**](https://www.northampton.ac.uk/student-life/travel-and-parking/) **webpages or contact the Parking team on** [**Parking@northampton.ac.uk**](mailto:Parking@northampton.ac.uk)

**Instructions**ASSIST Parking Permit Request: 2019/20

This application is for all students with disabilities, health conditions and additional needs. Please complete this form and email it to [assist@northampton.ac.uk](mailto:assist@northampton.ac.uk)

**Your application for an ASSIST Parking Permit cannot be processed without supporting medical evidence; it must specify how your medical condition impacts on your mobility and/or need for a vehicle on campus. A supporting medical assessment form is available from ASSIST if required.**

1. **Your details**

First name: Surname:

Mobile phone:

Email:

Permanent / home address:

Term address (if different):

1. **Study details**

Student number:

Your course:

Start Date: Finish Date:

Have you registered with ASSIST and completed an Academic Inclusion Report (AIR):

YES / NO

1. **Vehicle details**

Car registration number:

Vehicle **make** and **colour** (we do not require the model):

Are you a Council-Awarded Blue Badge holder: YES / NO

**My preferred payment option is:**

Pay As You Go 🗌

Termly (£35 per term, non-refundable) 🗌

**This is a:**

**New** ASSIST Permit application 🗌

ASSIST Permit **Renewal** 🗌

(If you are applying to renew your Permit, you can skip question 4, unless your condition has changed. Please note you are not required to pay for parking for 2019/20 as a transitional period).

1. **Please provide a brief statement outlining why you require access to a parking space on site owing to your disability / medical condition:**

* I confirm that the information provided above is true and accurate and that it can be subject to check at audit.
* I agree to abide by the Parking Regulations of the University of Northampton and the Terms and Conditions of the ASSIST Parking Scheme and understand that failure to do so could result in a Parking Charge Notice (charge) and / or the revocation of my Permit and parking rights.
* I confirm I have read and understand the Terms and Conditions of the ASSIST Parking Scheme (Terms & Conditions can be found at the end of this form).
* I understand the payment options (PAYG, termly Permits) and will make the appropriate payment each time I use a University car park (for PAYG) or in a timely fashion (for termly Permits).

**Signature of applicant:  
  
Date:**

**Data Protection Statement:**

Personal data collected via this application form will be used to allow the effective management of ASSIST Parking Permits and parking across all University sites. Data will be held on a secure University server with restricted access rights. The data held will be subject to random audits to ensure accuracy of information and to deter fraudulent applications. Only your name and vehicle data will be shared with external parking agencies. No other data will be passed on to external agencies and all information disclosed by the applicant will be handled in line with the Data Protection Act, GDPR regulations and University policy regarding the safeguarding of sensitive data. Copies of medical evidence will be securely retained by ASSIST and/or the Mental Health Advisor Service and the nature of an applicant’s disability or reason for requiring a Permit will not be disclosed outside of ASSIST and/or the Mental Health Advisor Service.

# ASSIST Parking Permit Scheme

# Terms & Conditions

1. An ASSIST Parking Permit (hereafter referred to as the ‘Permit’) will enable a student who has a long term or temporary medical condition to be considered for special parking arrangements, in addition to the designated accessible ‘Blue Badge’ parking spaces at the University sites.
2. The ASSIST Parking Permit Scheme will be managed by ASSIST in collaboration with Estates & Campus Services and the University’s Mental Health Service.
3. The Permit is not physical and there will not be a requirement to display any ticket or identifying window sticker in your vehicle once approved (Blue Badge must be displayed always).
4. Onsite parking is chargeable, except for Blue Badge holders and existing Permit Holders in receipt of a Permit during academic year 2018/19. New applicants can choose to ‘pay as you go’ or purchase a non-refundable termly in advance.
5. Payment for parking on a ‘pay as you go’ daily basis is either via cashless payment machines or RingGo app/phone number on arrival (input your registration, no ticket required).
6. You can also choose to purchase a termly Permit upfront for £35 per term which will allow unlimited access to any University site car park, 24 hours a day, 7 days a week; payment methods can be found on the Travel and Transport webpages (<https://www.northampton.ac.uk/student-life/travel-and-parking/>)
7. Failure to comply with the criteria as stated in this Policy may result in a Parking Charge Notice (PCN) being issued to the registered keeper of the vehicle.
8. Once your vehicle is approved on the Automatic Number Plate Recognition (ANPR) database access to the car parks will be granted at the barriers; it will be the Permit holders responsibility to ensure appropriate payment has been made to park onsite (PAYG, termly Permit) and failure to pay for parking could result in a PCN (charge) being issued.
9. The Permit will allow permission to park in University of Northampton car parks only.
10. Vehicles must not park in reserved parking bays, unless they have written permission to do so. The Permit does not give permission to use reserved bays.
11. Students who hold a local authority-issued Blue Badge are eligible to park in any bay across the University sites, except for Electric Vehicle Charging bays and motorbike/moped areas, but they must display their Blue Badge in the windscreen.
12. Blue Badges **must** be displayed in the car at all times.
13. An application for a Permit must be supported with appropriate medical evidence provided by your GP or health professional which must:
    * confirm the nature of your condition
    * state how your condition impacts on your mobility
    * state how or why your condition requires alternative parking provision
    * be signed, dated and on headed paper
14. An application for a Permit made by a client of the University’s Mental Health Advisor Service (MHAS) must be endorsed by a Student Mental Health Advisor.
15. Applications for Permits will be processed as swiftly as possible, and vehicle details will typically be uploaded to the approved ANPR database **5 working days after receipt in ASSIST of a fully completed application form and acceptable supporting medical evidence and appropriate payment method**. However, at peak times of year please allow sufficient time for your application to be processed as there may be delays to processing times.
16. A successful Permit application will not automatically entitle the holder to a repeat qualification in subsequent years.
17. Approval to park on site does not guarantee an available parking space.
18. The Permit will be valid for a maximum of 12 months and a new application will be required each academic year.
19. The Permit will be issued to the named person and registration number on the application form and will not be transferable for car-share scenarios.
20. Student’s may register up to a maximum of two vehicles on their Permit providing the student is either the registered keeper of the second vehicle or the vehicle is registered to the student’s home address.
21. Any vehicle changes must be notified in writing to the Parking team immediately via [Parking@northampton.ac.uk](mailto:Parking@northampton.ac.uk) They will update the ANPR system to ensure you have continue access through the barriers. Failure to inform the Parking team will result in a new or temporary vehicle (such as a hire car) not being registered and the vehicle will not be Permitted access to barrier controlled sites and/or could result in a PCN (charge) being issued for an unregistered vehicle.
22. In accordance with the University’s Parking Enforcement Policy, vehicles must be parked wholly within a designated bay so as not to restrict access to adjoining bays. Vehicles must not be parked on yellow lines, in cross hatched areas, on footpaths or grass verges or cause obstruction or inconvenience to others. Full details can be found at:  
    <http://www.northampton.ac.uk/study/new-students/travel-and-parking/>