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## **University of Chichester Parking Permit Appeals Panel**

The University's Appeals Panel for parking will consist of three representatives who will be come from the following departments Estate Management, Students' Union and Student Support and Wellbeing.

To ensure fairness the Panel will only make a decision when all three members of the panel are present. Any appeal that receives a majority verdict (two votes to one) will be granted a permit.

Any appeal must be supported by the documentation listed in this document.

The panel will meet once a month if there are appeals and consider all the appeals they feel meet the criteria laid out in this document. Other appeals may be considered if the Panel deem that there are exceptional circumstances.

All applications should be directed to the following email address [travelplan@chi.ac.uk](mailto:travelplan@chi.ac.uk)

The Panel's decision is final.

Please read carefully the information below to ensure that you understand the basis on which appeals are considered and that you supply all the necessary supporting information to enable the Appeals Panel to consider your application without undue delay.

### **Appeal Consideration**

Appeals will only be considered where there are exceptional extenuating circumstances Please give as much information as necessary to give the Panel a clear picture of your circumstances. Each case is considered on an individual basis and any information you provide in support of your appeal will be confidential to members of the Panel and staff dealing with your application.

Your appeal is more likely to succeed if:

- You have a disability affecting your mobility to a significant extent.
  - Public transport from home to the University is not available
  - Your course involves placements which cannot be accessed other than by car.
  - You have sole caring responsibilities which preclude your use of public transport to get to the University on time.
  - Due to the nature of your course you have equipment, Sports goods, large Musical instruments that you need to transport between your home and the University on a regular basis and are too big for public transport
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This list is not definitive; there may be other circumstances which you wish the Panel to consider

The following are not considered grounds for a successful appeal:

- Needing a car to travel to and from part-time employment or voluntary work.
- Preferring to drive to placements where transport is provided or public transport is available.
- Personal convenience linked to bus timetable

## **Appeals Criteria**

### **Appeals on medical grounds**

If you are appealing on medical grounds your appeal will be passed to the University's Occupational health department who will then pass on their recommendation to the appeals panel.

### **Appeals On lack of public transport**

If your appeal relates to a lack of public transport in the vicinity of your University address and you feel this is affecting your studies or is putting your welfare at risk please supply the panel with the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

- Your University address
- Your course timetable
- A supporting document from your course tutor that the lack of public transport is having an adverse effect on your studies/welfare. Your tutor should explain how the lack of transport is having an adverse effect on your studies/welfare.

### **Appeals on placement grounds:**

Where your appeal is on the grounds of placement in respect of your course, please provide the letter from your placement tutor confirming the location and duration of your placement. Please use section 2 of the Appeals form to detail your appeal in more detail.

The following information will also be required

- Your University address
  - Your placement address
  - Your Course timetable
  - Your placement timetable
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## **Sole Caring**

If your appeal relates to childcare responsibilities, please give the following information Please use section 2 of the Appeals form to detail your appeal in more detail.

- Ages of the children
- The names and addresses of the schools or other child care they attend
- The start/finish times of the school or other childcare provider;
- A copy of your timetable.
- Your University address

## **Movement of equipment**

If your appeal relates to the movement of equipment on a regular basis the panel will require the following information Please use section 2 of the Appeals form to detail your appeal in more detail.

- Your University address
- Your course timetable
- A supporting document from your course tutor to support the need to move the equipment on a regular basis. As much detail as possible should be given to help the panel make an informed judgement

## **Any other appeal**

If you feel you have grounds for an appeal for any exceptional circumstances not covered above the panel will consider all reasonable requests but hold the right to refuse any requests which are not found justified and reasonable in the circumstances.

In exceptional circumstance including safety concerns the panel will consider the issue of temporary permits.

## **Notification of Outcomes:**

The Panel normally meets monthly to consider applications and every effort is made to communicate the outcome of the appeal as soon as possible. Notification of the outcome is normally via your @chi e-mail. Where a permit is granted, you will be told the type of permit granted, for how long the permit is valid for and an indication of when the permit will be ready for collection. Except in the case of students with disabilities or chronic health problems, approval is normally granted only until the end of the current academic year and a new appeal must be submitted each subsequent year. The granting of a permit in one year does not guarantee that a permit will be granted in future years. The decision of the Panel is final.

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Appeal to the independent appeals panel Appeal Form

Section 1; Type of Appeal

A. I wish to apply for a parking permit but am not eligible because my current address is

and I fall within the 1.5 mile exclusion Zone but believe I have to travel further than this distance

B. Any other reason. Please state reason below

Have you previously applied to the Appeals Panel      Yes (   )      No (   )

**Section 2 Grounds for appeal**

Please detail all grounds you believe entitle you to appeal

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**Section 3 Supporting Information**

Please list all supporting documents that you are supporting your appeal with

- A.
- B.
- C.
- D.
- E.

**Section 4;Declaration**

- I declare the information I have given on the form is correct and complete to the best of my knowledge
- I understand that I may be asked to supply additional information to support my application
- I understand that giving false or partial information may disqualify my application

Signed.....Date.....

Name.....Student Number.....

For official use only: Approved/Not approved/Pending

Notes

The data you supply on this form will be used by the University of Chichester to process your parking appeal and will only be viewed by specific named members of the appeal panel. If you disclose a disability or health issue as part of your appeal we will require your consent for us to process this information as part of your appeal. You can withdraw this consent at any time by emailing [travelplan@chi.ac.uk](mailto:travelplan@chi.ac.uk) but this may affect the outcome of your appeal. Once your appeal has been decided all information supplied will be securely destroyed/deleted other than the appeal outcome within 6 months. The information you supply will not be shared with third party organisations or anyone outside the Appeal Panel. To find out more about your rights as a data subject and how the University complies with data protection legislation please visit: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>.

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