

Departmental Parking Permit Application

Summary of Evidence



Please use this form please to summarise the evidence in support of your departmental parking permit application. Once complete, you should upload this form to the permit management website alongside your supporting documents.

Administrator
name

Department

Email

You must provide a minimum of six weeks' supporting evidence. This must show clearly how your application meets the frequency usage requirement as described below.

Frequent usage requirement:

Applicants must be able to demonstrate that at least 70 percent of the period covered by the supporting evidence shows that a vehicle is used on average for a minimum of three days per week. For example, over a three-week period a departmental vehicle is used once during week one, three times during week two and six times in week three. In total, the vehicle is used ten times over a three-week period, with usage varying each week. The minimum usage required to qualify in this example is calculated by multiplying the number of monitoring weeks by three ($3 \times 3 = 9$) and multiplying that by 70 percent ($9 \times 0.7 = 6.3$). In this example, one parking space would be approved because the number of instances of use exceeds the minimum requirement.

Type of evidence submitted:

Evidence	Please tick
Mileage log book	<input type="checkbox"/>
Mileage claims	<input type="checkbox"/>
Parking space booking sheet	<input type="checkbox"/>

Monitoring period:

Start date

End date

Number of weeks

Frequency of use

Use the table below to show the number of times that the vehicle(s) was used each week during the monitoring period. If you have more than one parking space, please combine the number of times that all vehicles were used each week.

If your department does not hold a departmental parking space, please use mileage claim data to summarise the number of times a private vehicle has been used on departmental business. If more than one private vehicle has been used in this way, combine the total number of times that each vehicle was used on departmental business each week during the monitoring period.

Please ensure the summary below matches the supporting evidence uploaded to your online application.

Evidence week number		Week Commencing	1a. Total number of times vehicle, or vehicles, has been used on departmental business
		Department	
1	Example	w/c 2nd May 2018	3
2	Example	w/c 9th May 2018	5
1			
2			
3			
4			
5			
6			
7			
8			

}

Minimum supporting evidence required