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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, you should contact the 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

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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 (re )l65(p)62(l)c16(o)-21.5( ).11imiedr he25(e)--.c-1.6 Td (e)6.1(ce)-2f cofil.

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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

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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

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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: