



**UNIVERSITY OF LEEDS**

# **Staff Parking Permit**

**HR Manager Letter to confirm vehicle required for business use**

# Section 1 To be completed by the member of Staff/Applicant

Dear HR Manager

## Confirmation of vehicle required for business use

Having read the University's parking policy, as a University of Leeds member of staff I have decided to submit a parking permit application for the 2017 permit year.

I believe I am eligible to apply for a parking permit on the basis that my vehicle is required for business use. To meet the criteria I am required to obtain written confirmation from my HR Manager confirming that I am required to use my car for work purposes on a regular basis during the working day as an essential part of my duties.

I would therefore be grateful if you could complete and sign Section 2 of this letter and return both sections to me for submission with my parking permit application form.

Yours sincerely

**Signature**

**Date**

**Printed Name**

If this letter has been electronically completed please tick to confirm that the type written signature above is a legal representation of your signature.

## Section 2 To be completed by the HR Manager

**Applicant's Full Name**

**Applicant's Job Title**

**Department**

**School/Faculty**

I can confirm that the above named applicant is required to use their vehicle for work purposes on a regular basis during the working day as an essential part of their duties on [ ] days per week.

I acknowledge that you have the final decision on whether a parking permit is issued and if the applicant is not awarded a permit they will not be able to park in University car parks and will need to identify an alternative way of travelling to work.

**Signature of Applicant's HR Manager**

**Printed Name of Applicant's HR Manager**

**Contact Details of HR Manager**

If this letter has been completed electronically please tick to confirm that the typed signature above is a legal representation of your signature.

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**For Office Use Only:**

**Date Received**

**Received By**

**Signature**