



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.

For Office Use Only:

Date Received

Received By

Signature