Instructions:

Please complete and return this form to the Traffic Office (Properties and Services Administration Building) *if you wish to renew/apply* for a parking disc (use *Tab* orarrow keys to move between fields).

Traffic Office: Hours: Monday to Friday: 08h00 – 15h00. Phone: (021) 650 3312/3. Email: traffic@uct.ac.za

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| --- | --- | --- |
| For Office Use Only |  | Parking Disc Details |
| Disc No.: |  |  | Parking Disc Type | [ ]  Yellow Motor car | [ ]  Red Motor car | [ ]  Motorcycle | [ ]  Disability |
| Date:  |  |  | Year Applying For  | 20..      |
| Disc Received: |  |  | UCT Staff/Third party No. |   |   |   |   |   |   |   |   |
|  |
| **Vehicle Details** |
|  | **Vehicle Licence Plate No.** | **Colour, Make & Model** | **Registered Owner** |
| E.g. | CA 123 456 | White Toyota Tazz | Mr A. Car |
| 1 |       |       |       |
| 2 |       |       |       |
| 3 |       |       |       |
|  |
| **Personal Details** |
| Title: |       | Name & Surname: |       |
| Position Held: |       |
| Department: |       |
| Work Address: |       |
|       |
| Postal Code: |       | E-mail Address: |       |
| Contact Numbers: | Office: |       |
| Home: |       |
| Cell: |       |
|  |
| **Payment Method Authorisation** |
| **Note:** Salary deductions are for **permanent UCT staff** only[ ]  I certify that I am a PERMANENT member of staff at UCT.[ ]  I am on CONTRACT from  to . (Please provide contract)[ ]  I, the undersigned, do hereby authorise UCT to deduct the applicable amount from my salary for parking. |
| [ ]  Salary | [ ]  Debit Card | [ ]  Credit Card |
|  |
| Important Information |
| * All staff may purchase either a yellow or red parking disc for the applicable annual parking fee.
* Disabled bay holders must update Medical certificates every year, by sending them to the Disability Unit with their renewal notice before the 14th November.
* All staff members should make the necessary arrangements to collect their disc from the Traffic Office.
* It is the responsibility of staff to:
	+ notify the Traffic Admin if they do **not** wish to apply for a parking disc, before the end of December each year. If no notifications are received, deductions from their salary will **continue** and no refunds will be issued.
	+ check their payslip to ensure that deductions are coming off their salary.
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| Indemnity |
| * **UCT does not accept or take responsibility for the safe custody of any vehicles or articles herein, nor for any damage to the vehicles or articles, however caused, nor for any injuries to any person. All cars are left in all respects entirely at their owner's risk.**
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|  |
| **Agreement** |
| I, the undersigned applicant, hereby agree to abide by the Traffic rules of UCT and the disciplinary regulations regarding parking on UCT property presently in force, as amended from time to time. I swear that all the given information is complete, true and correct. I understand that this disc is not replaceable. |
| Date: |       | Signature: | A white square with a blue border  Description automatically generated |