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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For Office Use Only |  | Colour of Parking Disc *(please tick one)* | [ ]  Yellow | [ ]  Red |
| Disc No.: |  |  | Year Applying For  | 20..      |
| Date: |  |  | UCT Staff Number |   |   |   |   |   |   |   |   |
| Disc Received: |  |  |  |
|  |
| **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: |       |
| Area (if red bay holder): |       |
| Work Address: |       |
|       |
| Postal Code: |       | E-mail Address: |       |
| Contact Numbers: | Office: |       |
| Home: |       |
| Cell: |       |
|  |
| **Payment Method Authorisation** |
| **Note:** Stop orders 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 am on the STAFF MONTHLY PAYROLL for the year 20..[ ]  I, the undersigned, do hereby authorise the Accountant of UCT, to deduct the sum of R  from my salary for parking fee for the year. |
| [ ]  Cash | [ ]  Salary | [ ]  Debit Card | [ ]  Credit Card |
|  |
| **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: |  |

#### 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.

#### 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.