Instructions:

Please complete this form either to have an additional vehicle added to your current disc or if you have a new vehicle and need to change your vehicle details.

Completed forms must be sent to the Traffic Office (Properties and Services Administration Building).

Note: Your original disc must be returned with this application form in order for us to make any changes.

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.: |  |  |  |
| Date: |  |  |  |
| Disc Received: |  |  | UCT Staff Number |   |   |   |   |   |   |   |   |
|  |
| **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: |       |
|  |
| **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 forms.
* All staff members should make the necessary arrangements to collect their disc from the Traffic Office.

#### 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.**