

Learner Car Parking Terms & Conditions

BASINGSTOKE
COLLEGE of
TECHNOLOGY

BCoT

Please do not:

1. Park on the South Site before 5pm
2. Park in a disability bay without displaying your blue disabled badge
3. Park in bays marked for staff or visitors
4. Park at the front of North or South Site at any time (unless using a disability bay)

Please do:

1. Display your permit visibly in your windscreen
2. Adhere to the rules on the permit and in the Terms and Conditions
3. Purchase a parking ticket and display visibly in your car
4. Park within the lines of your bay
5. Contact Student Services in writing if you wish to appeal against being refused a parking permit. Permits can be issued outside of the criteria listed overleaf under extenuating circumstances
6. Drive safely and within the signed speed limits when on site

Learner ID Cards

BCoT is a community facility and we are proud of our open access policy. However, we have a duty of care to our learners, staff and visitors and we place great importance on ensuring their safety and security.

When you enrol on your course at BCoT you will be issued with a Learner ID card together with a lanyard and plastic holder for your ID card. This will enable easy visual identification of individuals and will make it easy to identify any person who is not authorised on the campus. **It will also allow you access to the college and your classrooms.**

Please note: Your learner ID card will last you for the duration of your time at BCoT. Therefore you must keep it until you are no longer a learner at our college. For example if you were a learner in 2015/16, you will need the same ID card for 2016/17.

If you lose or forget your Learner ID card, the following charges will apply.

Type	Charge
24 hour temporary card	£2 (£2 will be re-paid on the return of the temporary card on the same day)
Replacement card	£5
Replacement lanyard	£1.00
Replacement plastic holder	£1.00
Extendable badge clip	£1.00

NB: If you do not have your ID card with you or you lose it you will not be able to access the premises unless you purchase a temporary day badge at a cost of £2 or replacement card at a cost of £5. ID badges are also required for all exams.

Learner Car Parking Permits 2016/17

Learners under the age of 19 who live beyond a four mile radius (6.44km) of the college are eligible to apply for a car parking permit. Full-time learners under the age of 19 who live within a four mile radius (6.44km) of the college will not be eligible to apply for a car parking permit unless there are specific extenuating circumstances. If this is the case you will need to put your appeal in writing to the Student Services Team Leader for consideration.



Car park permits will only be eligible for the days learners are timetabled to attend college. If your timetable changes you may need to have your permit changed to accommodate changes to the days of the week you are able to park at BCoT. Full-time learners please bring a copy of your timetable with you when applying for a permit. Part-time learners should have a copy of their course confirmation with them.

Car Park Charges

In addition to having a car parking permit, you will need to purchase a pay and display ticket:

Up to 3 hours per day	£0.50	£90 for 10 months (see Student Services)
More than 3 hours per day	£1.00	£45 for 6 months (Jan to June – see Student Services)
Monthly ticket	£10.00	

These charges will apply between 8.30am and 4.30pm. Disabled drivers will not be charged. Pay and Display machines are located in the car park and take cash only. If your course is normally in the evening but you have to come in during the day (e.g. for an exam) you must pay for your parking.

Where to Park

Learners can park at the rear of the North Site during the day or South Site after 5pm unless prior permission is awarded by Student Services or you are a blue badge holder and require a disability bay. There is no parking out the front of South or North Site at any time.

Arranging a Permit

If you are eligible for a parking permit you need to complete the form below and take it to Student Services, BCoT (South Site), Worting Road, Basingstoke RG21 8TN.

Learner Request for a Parking Permit - 2016/17

Full-time learners please bring a copy of your timetable with you when applying for a permit.

Part-time learners should have a copy of their course confirmation with them.

Surname		First Name	
Learner Ref		Department	
Course Title			
Car Registration		Postcode	
Colour of Car		Make of Car	
Timetabled days you are in college (please tick all that apply)	Mon	Tue	Wed
	Thur	Fri	
Course start date		Course end date	

Please tick the relevant boxes

I am a full time learner aged 19 or over		I am a full time learner aged under 19	
I am a part time (day) learner		I am a part time (evening) learner	
I am a blue badge holder			

I have read and accepted the colleges parking regulations and understand that if I park illegally I may be fined, this includes not displaying my permit and / or not purchasing a parking ticket, parking on South Site during the day or in a disability bay without a blue disabled badge. X _____

OFFICE USE ONLY			
Permit No:		Photo ID Seen:	
		DOB Verified:	
		Staff Initials	