*Please complete and return to edward.wigzell@admin.ox.ac.uk*

|  |  |
| --- | --- |
| **Department:** |  |

## PART A: Results of Departmental application assessment

*Shaded boxes are for use by the Transport Planning Working Group only.*

|  |  |  |
| --- | --- | --- |
| How many **applications** for peak-time permits did the department **receive**? |  | **Allocation** |
| Has the department exhausted its permit allocation? | **Yes/No** |  |
| If no, please state reason and number of permits retained: | | |

*Please see below the relative priorities (where 1 is the highest priority) of the criteria set out on the application form*

|  |  |
| --- | --- |
| **Criteria** | **Priority** |
| Disability (other) | 1 |
| Family commitments | 2 |
| Other criteria (please provide details below) | 3 |

*If any other criteria were used by the department, please provide details below:*

|  |
| --- |
|  |

*Please complete the table below to indicate the grounds on which permits have been issued*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Number of applications** | |
|  |  | **Granted** | **Refused** |
| 1a | Disability – Blue badge holder |  |  |
| 1b | Disability – Other **plus** family commitments |  |  |
| 1c | Disability – Other **only** |  |  |
| 2 | Family commitments **only** |  |  |
| 3 | Other criteria |  |  |
|  | **TOTALS** |  |  |

|  |  |
| --- | --- |
| **Department:** |  |

## Part B: DEMONSTRATION OF NEED FOR reserve pool permits

*The Transport Planning Working Group is authorised to allocated up to a total of 50 permits from the reserve pool*

|  |  |
| --- | --- |
| How many reserve pool permits are requested? |  |

*Please provide details below of the criteria on which* ***each*** *permit is requested. The requests should be placed in priority order*

|  |
| --- |
| **Permit 1.** |
| **Permit 2.** |
| **Permit 3.** |
| **Permit 4.** |
| **Permit 5.** |

*Departments may photocopy this page if they wish to request more than five permits, although it is unlikely that more than five permits could be allocated to any one department*

## Part C: Record of Working Group decision

|  |  |
| --- | --- |
| Date of meeting |  |
| Number of reserve pool permits allocated |  |
| Notes | |