

# STAFF EXEMPTION CERTIFICATES

REMEMBER - you can only park in designated staff areas.

You will be issued a penalty charge notice if:

- You use your Exemption to park in areas not available for staff parking
- You do not park correctly within the marked lines of a bay. Temporary car parking may not have marked bays, however you should still park on the hard standing within the boundary of the given parking area.

Any block paved areas around car park ticket machines etc. are safety refuges for access to ticket machines.

- Your Exemption is not clearly visible from outside the vehicle

If you change your vehicle you must apply for a new Exemption Certificate and **RETURN YOUR OLD ONE TO PARKING SERVICES**

## Please Note

If your employment with NLC ends or you re-locate to a different building, your Exemption Certificate must be returned to Parking Services before you leave.