Private Car Registration Form

Please use this form to register a vehicle if you will be using it for Student Activities (sports club, societies & Volunteering). The registration is valid until you cease to be involved in Student Activities, or documents provided become out of date, and must be completed before the vehicle is used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Name:** | |  | |  | |
| |  | | --- | | **Student Number:** | |  | |
| |  | | --- | | **Club / Society:** | | |  | | --- | | **Year Course Ends:** | |  |
| |  | | --- | | **Telephone Number:** | |  | |  | |
| |  | | --- | | **Email Address:** | |  | |
| |  | | --- | | **Vehicle Make & Model:** | |  | |  | |
| |  | | --- | | **Vehicle Registration:** | |  | |  | |

Please print your details clearly, and sign to confirm:

* You have informed your insurance company of your intention to transport students on behalf of the Students’ Union as a volunteer;
* Your vehicle is roadworthy and complies with all current road traffic legislation;
* You will inform the Students’ Union of changes to your details – such as change of address, penalty points or licence; and
* You agree with the Students’ Union holding copies of paperwork relating to your vehicle, and will update them when required.

**Signature: Date:**

**Please return to the Student Activities Reception**

**Union Staff Use**

Tick if copies attached:

□ Driving licence –both sides of plastic licence

□ Insurance certificate (with expiry date)

□ MOT certificate / New car registration form

□ Tax (DVLA Check)