# **National Assembly for Wales**

# **Parking Request Form**

We have a limited number of visitor car parking spaces. These need to be booked in advance, and we cannot guarantee there will be availability for a particular date/time.

We have some additional parking spaces available for Blue Badge holders at Tŷ Hywel and the Senedd, for people attending events or meetings at the National Assembly for Wales.

Due to the location of these spaces, and to ensure that the Blue Badge is not being misused, we undertake additional security checks for all Blue Badge holders.

By requesting a parking space the applicant is agreeing to the following conditions:

* The details provided will be shared with the police.
* They may receive a call confirming their details prior to their visit.
* The National Assembly for Wales reserves the right to carry out random searches on any vehicle entering the Assembly’s restricted areas.
* Blue badge holders must produce the badge containing the details shown below. Entry will not be permitted without the appropriate blue badge.
* Blue badges must be displayed at all times whilst in the restricted area.

|  |
| --- |
| **National Assembly for Wales Car Parking Request Form** |
| Today’s date |       |
| Your name (if different to driver) |       |
| Contact Number  |       |
| E-mail address |       |
| **Driver and Vehicle Details** |
| Day and date of proposed visit |       |
| Driver’s name |       |
| Names of passengers |       |
| Mobile telephone number (for contact whilst on site) |       |
| Vehicle registration number |       |
| Make / model / colour of vehicle |       |
| **Purpose of Visit and Timings** |
| Purpose of visit |       |
| Name of internal contact |       |
| Estimated time of arrival |       |
| Estimated time of departure |       |
| **Accessible Parking Request****(complete this section only if requesting an accessible parking space)** |
| Blue badge holders name and address (if different to driver) |       |
| Blue badge number |       |
| Issuing local authority |       |
| Expiry date of blue badge |       |
| Meeting / Event location (to assist parking requirements) |  |
| **For Office Use Only:** |
| Parking authorised by |       |