

## Clamping Appeals Form

### Parking Rules

Parking in GMIT is provided for staff, students, visitors and invited guests. Staff and students are required to apply for permits. Visitors and invited guests are required to park in the Visitors Carpark or in the Pay & Display Area. To park in universally accessible bays (reserved for disabled drivers), the EU 'Blue Badge' must be clearly displayed. Only recognised users of campus facilities are permitted to park in GMIT car park spaces. Parking should take place within properly marked spaces only. Infringement of the above rules may result in vehicles being clamped. A clamping appeals process in accordance with the Clamping Act 2015 is in place.

### Appeals

An appeals board adjudicates on clamping appeals.

Valid reasons for appeal include:

- Inappropriate clamping (where the vehicle was parked in accordance with the above rules)
- Unfair treatment
- Extraordinary circumstances
- Any other reason the appellants feel is appropriate and wishes to submit

The appeals board cannot consider the following reasons for appeal:

- Full car park, including being late for work/lecture and no spaces available
- Lack of knowledge of the rules (as this implies not reading signage)
- Disagreement with the principles of the system

The appellant is requested to review details of the clamp using their Ticket Number on <https://pay/apcoa.ie/public/info/home> Details from this review can be noted on appeal. The appeals board meets approximately every month. Should the appellant not be satisfied with the outcome of the appeal, they can bring an appeal to an Independent Appeals Officer. In order to access information, appeals should be made within one month of grievance.

To lodge an appeal, please complete this form ONLY and return to either (a) or (b) as appropriate:

- (a) **Mayo Campus:** Parking Management Appeals Group, GMIT Mayo Campus, Westport Road, Castlebar
- (b) **Galway Campus:** Parking Management Appeals Group, GMIT Galway Campus, Dublin Road, Galway

Please attach the clamping payment receipt.

Appeals will only be considered when submitted on this form and completed in full. Thank you.

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Are you:      Staff                          Student                          Visitor   

Did you park fully within an officially marked parking space?    Yes                          No   

Name: \_\_\_\_\_                      Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_                      Immobilisation No: \_\_\_\_\_

Vehicle Registration No: \_\_\_\_\_                      Vehicle Make & Model: \_\_\_\_\_

