



# Private Car Registration Form

Please use this form to register a vehicle if you will be using it for Student Activities or volunteering. The registration is valid until the end of the academic year and must be completed before the vehicle is used.

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**Name:**

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**Club or society:**

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**Telephone number:**

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**E-mail address:**

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**Vehicle make & model:**

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**Registration:**

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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 department**

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**Official Use – copies supplied of:**

- Driving licence – paper and both sides of plastic licence
- Insurance certificate (with expiry date)
- MOT certificate / New car registration form
- Tax disc (close up photo will suffice)