



McGill

Please complete the form by clicking in the highlighted fields or tabbing to them and typing in your information. Once you've completed the form, you may save it and send it as an email attachment, or you may print it to submit it in person or by fax to (514) 398-2144.

Staff Application Form – Downtown Campus

Contact Information

Last Name*: _____ First Name*: _____

McGill ID*: _____ Home Address: _____

City: _____ Province: _____ Postal Code: _____

Department*: _____ Building*: _____

Room/Suite: _____ Primary Contact Phone*: _____

Secondary Contract Phone: _____ Mobile Phone: _____

E-Mail: _____

Vehicle Information

Make1*: _____ Model1*: _____ Year1*: _____

Colour1*: _____ Plate1*: _____ Province1*: _____

Make2: _____ Model2: _____ Year2: _____

Colour2: _____ Plate2: _____ Province: _____

Preferred Location and Additional Information

Please rank the locations below by preference from 1 to 5, where 1 is your first choice, 2 is your second choice, 3 is your third choice, etc*:

Location	Ranking
Laneway lots between Peel and McTavish	
Lots north of Dr. Penfield and west of McTavish (excluding the Powell Lots)	
McGill Sports Complex/Stadium/Upper Residences	
Powell Lots	
Strathcona Music/Royal Victoria College	

Your confirmation email will indicate the location allocated to you and you may opt to cancel your request at that time.

Please check the following box if you have a government issued permit for parking in spaces designated for persons with disabilities*: _____

If you have a government issued permit for parking in spaces designated for persons with disabilities, please include a scan or photo of the registration card that accompanies the permit when you submit this form.

Please check the following box if you had a McGill downtown campus parking permit when the campus shut down*:

Please select the type of pass you'd like to purchase*:

Day pass

Permit

If you selected day pass, please indicate the number of day passes you would like to purchase for the first time. You may request to purchase additional day passes at a later date. _____

The rate for a day pass is \$10 each and multiples of 5 will be charged at the reduced rate of \$42.50 per 5 passes. Your confirmation email will contain the total amount, the office hours and location as well as other details related to your request.

If you selected permit, please indicate the period you'd like to purchase for your first permit? _____

Examples include: Oct 1-31 2020, October 1 to April 30, 2021, payroll period beginning September 27, etc). If you're unsure of which payroll period applies to you, please refer to the following documents:

If you are paid on Fridays: https://www.mcgill.ca/transport/files/transport/2020_salaried_pay_calendar.pdf

If you are paid on Thursdays: https://www.mcgill.ca/transport/files/transport/2020_hourly_pay_calendar.pdf

You may request to purchase another parking permit once the first one expires. The monthly rate applies to calendar months only, however you may order a combination of months and weeks. Your confirmation email will contain the total amount and how it was calculated.

Please select your preferred payment type and delivery method*:

Preferred payment type and delivery method	Selection
Credit card – mail the permit to my home	
Credit card – I will come to purchase my permit at the office	
Debit card – I will come to purchase my permit at the office	
Cash – I will come to purchase my permit at the office	
Payroll deduction – I will submit the payroll authorization form with this application by email, then you will mail the permit to my home	
Payroll deduction – I will submit the payroll authorization form with this application in person at the office and pick up my permit at the same time	

Your confirmation email will indicate the office hours and location as well as other details related to your request. You may only select payroll deduction if you are a permanent staff member who is eligible for benefits and you are willing to commit to a permit with a duration of at least 4 months.

I, the undersigned, agree to abide by the McGill Parking and Traffic Regulations as stipulated on the website: www.mcgill.ca/transport/parking/downtown/rules/. I understand that McGill University disclaims any liability for damage or theft with respect to my vehicle or its contents. I also understand that I must display my parking permit or day pass at all times while parked at McGill University.

Signature*: _____ **Date:** _____