

# Memorandum

**Port of Felixstowe**  
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To: **Port Police**

From:

Date:

Subject: **Parking Permit Details (Non-Port of Felixstowe Employees) – 2007/8**

For security reasons, all vehicles parked on Port of Felixstowe premises require a parking permit. All persons wishing to park a vehicle within the Port are required to submit vehicle details to the Port Police, and display a parking permit. It is also necessary to inform the Port Police if any vehicle details change. Please ensure your old permit is returned when notifying change of vehicle.

To apply for a parking permit, please complete all details below:

I am a new employee

I am an existing employee requesting a parking permit

I have changed my details as follows\*

**PLEASE PRINT CLEARLY IN BLOCK CAPITALS**

Employee's Name:.....

Company Name:.....

Company Address (for return of permit):.....  
.....

**PLEASE PRINT CLEARLY IN BLOCK CAPITALS**

**1<sup>st</sup> Vehicle Details:**

**Additional Vehicle Details (if applicable)**

Registration No:..... Registration No: .....

Vehicle Make: ..... Vehicle Make: .....

Vehicle Model: ..... Vehicle Model: .....

\*If you are notifying a change of vehicle details, use '1<sup>st</sup> Vehicle Details' above for the new vehicle, **remember to include your old permit for cancellation with this form.**