

# PROCTORIAL NOTICE

## MOTOR VEHICLES

### University Motor Licences

Under regulations in *Ordinances*, a member of the University *in statu pupillari* in residence during term or the long vacation period of residence who wishes to keep, use, or cause to be kept, a motor vehicle (other than a moped) within ten miles of Great St Mary's Church must obtain a Motor Licence. These are issued on the recommendation of College Tutors and must be renewed at the beginning of each academical year. This does not apply to:

- (a) students who are members of the Senate or have MA status;
- (b) hiring motor vehicles or receiving driving instruction;
- (c) use of vehicles licensed by the Cambridgeshire Police Authority, or in charge of or driven by tradespersons or their employees.

Licences may be issued to those who have already kept nine terms or are graduates in this or another university, but otherwise only when there are exceptional circumstances. They may be issued when these conditions are not met if the vehicle is to be used for the purposes of a University Department or a University or College club or society. Licences are NOT parking-permits and will only be issued if satisfactory details of parking for the vehicle are provided.

Application must be made within 14 days of the vehicle being brought within the controlled area, or, if already within it, within 14 days of it coming into the possession of the applicant, or within 14 days of the start of Full Michaelmas Term if the application is for a renewal. Licences must be prominently displayed on the vehicle. The regulations can be inspected here:

<http://www.admin.cam.ac.uk/univ/so/pdfs/ordinance02.pdf> page 196

### Obtaining a Motor Licence

Applications should normally be made online at: <https://www.proctors.cam.ac.uk/motor-control>

Copies of the following documents must accompany applications:

- (1) Tutor's recommendation
- (2) Vehicle Registration
- (3) Insurance certificate (unless the vehicle belongs to a Department, Club or Society)
- (4) Driving Licence.

Correspondence should be sent to [Student.Licences@admin.cam.ac.uk](mailto:Student.Licences@admin.cam.ac.uk) unless it concerns possible breaches of the regulations, when it should then be sent to [senior.proctor@admin.cam.ac.uk](mailto:senior.proctor@admin.cam.ac.uk) and copied to [Student.Licences@admin.cam.ac.uk](mailto:Student.Licences@admin.cam.ac.uk)

### Cancellation or Suspension of Licences and Penalties

Once issued, Licences may be cancelled or suspended by the Senior Proctor, who may also impose a fine of up to £175 on persons who come within the motor regulations for non-compliance, including breaches of any special conditions of issue. These fines may be appealed to the Discipline Board.

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*Senior Proctor 2019*

<https://www.admin.cam.ac.uk/univ/so/>