

PARKING PERMIT APPLICATION FORM

Valid For Staff Parking Areas Only

Please complete the shaded areas where applicable and return to: - Car Parking Office, Main Entrance Car Park, Blackpool Victoria Hospital, Whinney Heys Road, Blackpool, FY3 8NR. **(Incomplete or obsolete forms will be returned)**

Are you a Current Permit holder

New Applicant

On the Waiting List

1. Personal Details

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Home Address	<input type="text"/>			Postcode	<input type="text"/>
Job Title	<input type="text"/>			Work Tel.	<input type="text"/>
Dept/Ward	<input type="text"/>			Bleep No	<input type="text"/>
Division	<input type="text"/>			Based at:	<input type="text"/>
Payroll No:	<input type="text"/>			Trust/Org	<input type="text"/>
				Pay Band	<input type="text"/>

I agree to the deduction of the permit fee from my salary. (Please indicate as appropriate) Yes N/A

2. Vehicle Details

	First Vehicle	Second Vehicle	Third Vehicle
Make/Model	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Colour	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please ensure you advise the car parking office as soon as possible if you change your vehicle.
A Change of vehicle form can be found on the travel section of the trusts intranet.**

3. Permit Type Applied For

Please Tick :	FT	PT	Car parking charges are reviewed annually. Monthly charges for 2015/16:
(M) Main Entrance Car Park	<input type="checkbox"/>	<input type="checkbox"/>	Pay Band 1-2: £10.00 Pay Band 3-4: £15.00 Pay Band 5-7: £20.00 Pay Band 8: £25.00 Pay Band 9+ £30.00 including consultants etc Staff that work 20 hours or less per week – pay 50% (tick PT) Please state below expiry date if applicable
(MOC) Main Entrance Car Park & Oncall Commitments	<input type="checkbox"/>	<input type="checkbox"/>	
(E) Existing Areas (existing Multi-Storey, Vic Court, Woodlands & Pathology)	<input type="checkbox"/>	<input type="checkbox"/>	
(EOC) Existing & Oncall Commitments	<input type="checkbox"/>	<input type="checkbox"/>	
(OC) Oncall (for staff who require parking only when on call)	<input type="checkbox"/>	<input type="checkbox"/>	
(CH) Clifton Hospital	<input type="checkbox"/>	<input type="checkbox"/>	
(FE / FM) Fridays Only - £5.00 a month	<input type="checkbox"/>	<input type="checkbox"/>	
(H) Health	<input type="checkbox"/>	<input type="checkbox"/>	
(R) Residents	<input type="checkbox"/>	<input type="checkbox"/>	
(C) Contractors	<input type="checkbox"/>	<input type="checkbox"/>	
(V) Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	Criteria for a Multi-Storey Permit <ul style="list-style-type: none"> Scheduled to work a minimum of 2 shifts a week finishing after 7pm
(GP) GPs	<input type="checkbox"/>	<input type="checkbox"/>	
(NW) Nights & Weekends	<input type="checkbox"/>	<input type="checkbox"/>	

4. Work Commitments

Contracted hours per week	<input type="text"/>	No. of days worked per week	<input type="text"/>	Start Times	<input type="text"/>	Finish Times	<input type="text"/>
How many days per week do you usually finish after 7:00pm	0	<input type="checkbox"/>	<input type="checkbox"/>	Do you work late on rotation?	YES	<input type="checkbox"/>	No
	1	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what is the late shift pattern?	<input type="text"/>		
	2 +	<input type="checkbox"/>	<input type="checkbox"/>				
If you provide a Clinical Service visiting patients at home or in the community? How many visits per week?	1 - 2	<input type="checkbox"/>	<input type="checkbox"/>	If you attend meetings or non-clinical visits off site, how many per week?	1 - 3	<input type="checkbox"/>	<input type="checkbox"/>
	3 or more	<input type="checkbox"/>	<input type="checkbox"/>		4 or more	<input type="checkbox"/>	<input type="checkbox"/>

5. Travel (new applications only)			
What is the distance from your home address to your place of work:	More than 2 miles		
	More than 5 miles		
	More than 10 miles		
If you travelled by public transport, would the journey involve:	No change		
	1 change		
	More than 1 change		

6. Other Considerations (new applications only)				
Do you convey children under the age of 11 to School or Nursery? If yes, please provide below the age of children and how often you drive them each week	YES		NO	
Any other considerations:				
Special arrangements can be made, subject to Occupational Health approval, if you have mobility problems. If you are registered disabled, present your Disabled Badge at the car parking office with your application form.				
How do you currently travel to work – bus, car and park in the street etc				
Would you consider car sharing? You may wish to consider car sharing with other people from your area, for further information please visit: www.sharedwheels.co.uk	YES		NO	

7. Signature & Authorisation			
Applicant's Signature		Date:	
<u>DECLARATION OF AUTHORISED SIGNATORY:</u> (Managers Signature) I confirm that, to the best of my knowledge, the above information is correct and that staff meet the criteria requirements of the permit for which they are applying.		Print Name:	
		Signature:	
START DATE:		Date:	
INTERVIEW DATE:			

8. Acceptance of Terms	
By signing this form you will be bound by the Trust's Car Parking Policy – a summary of which follows and includes:-	
<ul style="list-style-type: none"> • Placement into the Trust's Salary Sacrifice Car Parking Scheme. If you wish to Opt Out of the scheme please tick here <input type="checkbox"/> • Any fines outstanding as a result of the issue of Parking Enforcement Notice which are not paid within 30 days, or cancelled at appeal, will be deducted from your pay. 	
-The named permit holder must be present in the car when the permit is used although up to 3 registration numbers may be registered on one permit	
A parking space cannot be guaranteed at all times, however if on arrival you cannot find a space in your permit zone, contact the parking office immediately and ask for help from our patrol officers who will assist you in finding a space.	
It is your responsibility to advise the car parking office if your working hours or pay banding changes, any underpayments that may occur will be recovered through the overpayments/underpayments policy.	
Staff are not permitted to park in Patient & Visitors car parks unless authorised or at specified times – see Staff Car Parking Procedure	
Car Park Security are responsible for managing the car parks, ensuring that people park in the right place and display a valid parking permit. If you are unsure where you are entitled to park please contact the parking office Tel 01253 956970. Vehicles parked in the wrong area or do not display a valid permit will receive a parking infringement notice. Repeat offences will result in a Parking Enforcement Notice and £30 fine. Offences are:	
<ul style="list-style-type: none"> • Parking without displaying a valid parking permit • Parking in fire access or emergency vehicle areas • Parking on yellow lines or hatched areas • Parking outside a designated parking bay/Area • Parking in short stay bays • Parking in a disabled bay without a disabled badge • Parking without displaying valid proof of payment 	
Automatic number plate recognition is in operation in some car parks. The information recorded on this system together with the information provided by employees may be used for the purposes of monitoring adherence to this agreement and any other purpose which is compatible with the Data Protection Act 1998 e.g. Disclosure for the purpose of preventing and detecting crime.	
If you have read and understood the above terms and conditions please tick this box <input type="checkbox"/> I accept the terms and conditions.	

Please inform the Car Parking Office of any change of details. If parking is no longer required, permits must be returned to the Car Parking Office for cancellation and Payroll will be advised that charges should cease. **Car parking charges are not refundable.**

For Office Use Only			
Permit Issued by		Date application form received	
Date sent to Payroll		Date Added onto S&B	
		Date Permit Issued	