Employee to complete the health permit application which can be found on OneHR or the travel section of the intranet or Car Parking office

Once completed, the application needs to be submitted to the line manager along with the supporting documentation from GP/Consultant or OH, blue badge evidence or DLA/PIP

Manager to liaise with Workforce BP to review questionnaire with specific criteria

Does the employee meet the criteria for a health car parking permit?

Line Manager and WFBP to arrange review meetings with individuals if applicable and update Facilities Manager

Line Manager to write to individual to inform them of the decision, attaching a copy of the completed application form for their records. (a copy will be kept on the personal file)

Car Parking Department to issue permit to individual and inform payroll.

Facilities Manager to forward completed application form back to line manager including review date for permit if required.

Line Manager to forward completed application to Facilities Manager who will assign appropriate car parking space and car park.

Line Manager to complete their section of the application form and write to employee and inform them of decision, including a copy of their application

Line Manager/WFBP to complete their section of the application form and if applicable agree the expiry date if temporary permit has been agreed.

Employee to resubmit application with further information to the line manager

Line manager to request further information from the employee

Requires further information

No

Yes