1. Introduction

1.1 The Trust recognises its responsibilities of the need to provide car parking spaces on which there is high demand from staff, patients and visitors often above what can be provided and therefore requires controlled management to operate efficiently.

1.2 There is however also a requirement for the Trust to support sustainable transport and alternative travel measures. The Trust are required to demonstrate provision of ‘sustainable, active and low-carbon travel measures’ to comply with local and national statutory requirements designed to reduce congestion on local highways, reduce carbon emissions produced from vehicles commuting to our sites and reduce the impact on air quality from our vehicle usage.

1.3 The Trust is also committed to supporting and working toward meeting recommended requirements of the following:

- Department of Health: NHS patient, visitor and staff car parking principles.
- Department of Health: Health Technical Memorandum 07-03 NHS Car parking management: environment and sustainability

In addition, there are statutory requirements to be met from Patient Led Assessments of the Care Environment (PLACE), Premises Assurance Model (PAM) returns and Estates Return Information Collection (ERIC) returns, with recommended guidance for hospital parking provided by the British Parking Association, Sustainable Development Unit and Carbon Trust which the Trust should aim to achieve and influences how parking may be managed.

1.4 The Trust must ensure adequate space is provided for our patients and visitors as attendance by car is the most common form of access and their ability to be able to park when attending our services contributes to the overall patient and visitor experience. We also recognise that provision is also necessary for some employees who may need to use their car (or motorcycle) for travel to and from work as alternative means are not viable because their job role requires the use of a car or require the car to perform the job role especially in community healthcare settings.
1.5 Effective space management and utilisation is required using robust processes to ensure those who need to park at work can with consideration also made for other users such as contractors, trainees and students who may also need to use their car (or motorcycle) for travel to/from Trust premises.

1.6 This policy sets out the strategy for addressing car parking issues and dealing with future developments of the Trust’s premises and any affiliated car parks. In view of the above, the Trust will take reasonably practicable measures to:

- Provide appropriate parking facilities for employees and other users of designated staff or service car parks, including disabled staff, patients and visitors wherever possible.
- Provide adequate parking facilities for our patients and visitors which are protected for their use.
- Administer the allocation of parking permits following application, for employees (and other users) on a fair and equitable basis.
- Implement an agreed system of standardised car parking charges on acute hospital sites – see Appendix 1 Car Park Charges and Concessions for full breakdown of charges.
- Implement measures to minimise on-site car parking problems; e.g. park and ride schemes (see Appendix 6 – Park and Ride Schemes), shuttle buses, hoppers and car sharing.
- Provide discounted public transport tickets to employees through the Trust Travelscheme.
- Provide a wide range of facilities and parking for employees supporting cycling to work and review capacity regularly.
- Promote the health and environmental benefits of walking, running and cycling to work internally and utilise support from selected partners to implement measures which promote Health at Work.
- Minimise the impact of employees parking in streets adjacent to the hospitals to reduce conflict with our neighbours and meet local authority planning requirements and work collaboratively with neighbours to reduce local highway impacts.
- Maintain a regular review of space usage, space turnover and car park capacity levels to balance the requirements of provision for staff, patients, visitors, contractors and other vehicles such as deliveries and ambulances.
- Maintain a regular review of staff permit holder activity and usage to ensure correct allocation of space, correct level of usage declared in applications and any supporting documentation and ensure correct payments are applied based on usage.
2. Policy Scope

2.1 The policy covers the car parking facilities and arrangements at the following locations:
   - Freeman Hospital.
   - Royal Victoria Infirmary (inclusive of Newcastle United Football Club).
   - Dental Hospital.
   - Campus for Ageing and Vitality (formerly Newcastle General Hospital).
   - International Centre for Life (four spaces).
   - Regent Point.
   - Community Clinics – where spaces are owned or managed by the Trust.
   - Trust Buildings – any other Trust owned buildings in any location.

2.2 The policy applies to the following users:
   - All employees including Medical and Dental Staff.
   - All visitors (including employees of other employers, who may or may not work on Trust premises).
   - All students and trainees.
   - All contractors.
   - All volunteers.

3. Policy Aim

3.1 The aim of the policy is to:
   - Formalise and raise awareness of the Trusts car parking arrangements.
   - Raise awareness of the alternatives to using a car (or motorcycle) for work and the support available to employees from the Trust.
   - Ensure all employees are aware of their responsibilities in respect of this policy.
   - Ensure employees are aware that action will be taken in consequence of a failure to act in accordance with the policy.
   - Ensure other users such as contractors and volunteers are aware of provision and their responsibilities in respect of this policy.

4. Duties – Roles and Responsibilities

4.1 The Executive Team is accountable to the Trust Board for ensuring Trust wide compliance with this Policy.

4.2 Directorate Managers and Heads of Service are responsible to the Executive Team for policy implementation.
4.3 Line Managers are responsible for ensuring employees comply with this policy and must ensure that they give full and proper consideration to the details within car parking applications before countersigning and submitting staff parking applications for consideration.

Line Managers should ensure that any health conditions listed within an application form as a requirement for parking should be supported by an Occupational Health Service assessment to establish if workplace adjustments are also required and should as part of any referral to the Occupational Health Service where a specific issue has been raised for parking request a personalised journey plan to submit with the referral and which should be considered as part of the review.

Line Managers should contact the Transport Department if they have any specific queries relating to alternative transport options or personalised journey plan and should encourage staff to review alternative options wherever possible.

4.4 All employees must ensure that they act in accordance with this policy. In particular permit holders must adhere to the terms and conditions of their permits (see Appendix 13 – Parking Terms and Conditions) and access to car parks at all times. Failure to do so may lead to the issue of a Parking Charge Notice, withdrawal of the parking permit, financial charges by the Trust for lost income and/or disciplinary action in line with the Trust’s Disciplinary Policy/Procedure.

4.5 The Trust Travel Group (Appendix 2) meet bi-monthly to coordinate, improve and streamline transport services to be inclusive of both internal and external services throughout the Trust whilst ensuring equality of access and a consistent approach in line with Trust Vision, Objectives and Policies.

4.6 The Transport and Travel Advisor is responsible for the respective hospital site car parks, is responsible for the day-to-day operational management and control of car parking including the guidance for issuing of Parking Charge Notices (PCN’s) and matters arising from this such as considering appeals referred by the Trust’s Contractor.

4.7 The Portering and Security Manager (and designated staff) assist the Transport and Travel Advisor in the policing of the policy, supporting operational activity within car parks which includes the use of closed circuit television cameras (CCTV) providing surveillance of the sites and car parks.
4.8 The Transport Department is responsible for the administration of car parking permits and dealing with all queries relating to parking and other transport matters in the first instance.

4.9 The Transport Department is responsible for the technical management and maintenance of the car park access system with the support of the Estates Directorate.

4.10 The Transport Department is responsible for the management of the car park hardware, surfaces and infrastructure with the support of the Estates Directorate.

4.11 Day-to-day issues or queries with regard to car parking should be made to the Transport Department on 0191 2231353 (Extension 31353) or by email to enquiries.carparking@nuth.nhs.uk

5. Definitions

5.1 The Trust owns and manages all car parks on acute hospitals sites and surface car park spaces in immediate proximity to Regent Point. Site maps and parking designations are available in Appendix 3 - Site Maps.

5.2 The Trust manages leased spaces at Regent Centre within the multi-storey car park (levels 7 – 10) and at Newcastle United Football Club (part level 2 and all levels 3 – 5 and all appropriately signposted) under contractual agreement with the landowners. Spaces within leased car parks will clearly identify Trust spaces. The Trust’s Car Parking Policy is applied to all leased spaces.

5.3 Signage within car parks should be considered and adhered to by all users.

5.4 The Trust utilises Car Park Management operators (Approved Members of the British Parking Association) where necessary who operate within contractual terms set by the Trust to support effective space management and provide parking enforcement services to enforce misuse of our car parks, assist in effective management of spaces and ensure all users adhere to requirements and rules.

5.5 All individual car parks are managed in various methods according to their location, usage and ownership status, i.e. the rights of the Trust to implement change to ensure the spaces are managed effectively within Policy guidelines.

5.6 A full breakdown of the number of spaces available to staff, patients and visitors along with the designated use and the infrastructure in place to manage
the car parks is available in Appendix 4 – Car Parking Space Designation and Management.

5.7 Car parks are managed by allocating staff to designated car parks, some with specific use spaces and subject to availability and usage, i.e. space turnover which enables a maximum number of permits per space.

5.8 Patient and Visitor car parks are wherever possible retained solely for the use of patients and visitors and may not be used by staff unless they are attending as a patient or visitor or have prior authorisation.

5.9 Monitoring of usage and space designation is ongoing by the Transport Department to maintain a balanced use of space to avoid over-allocation. Any users parking in areas not designated by their permit or without prior authorisation may be issued a Parking Charge Notice and / or Notification from the Transport Department.

5.10 An outline description for the designation of car parks can be found in Table 1: Designation of Parking.

<table>
<thead>
<tr>
<th>Parking Designation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Parking Only</td>
<td>Trust Parking Permit Holders only or pre-authorised access and use.</td>
</tr>
<tr>
<td>Patient and Visitor Parking Only</td>
<td>No staff parking at any time (paid or unpaid).</td>
</tr>
<tr>
<td>Mixed Use Parking</td>
<td>Combination of patient, visitor and staff parking with staff space quotas Staff may only park with a permit or pre-authorisation.</td>
</tr>
<tr>
<td>Reserved Bays</td>
<td>Staff and authorised visitor use of pre-booked bays. No use of these bays should occur without authorisation</td>
</tr>
<tr>
<td>Contractor Parking Only</td>
<td>No staff use and dedicated spaces for contractors requiring a vehicle on site.</td>
</tr>
<tr>
<td>Ambulance Holding Area</td>
<td>Provided for Ambulance and Ambulance Cars for use when patient is not ready or waiting. No staff use</td>
</tr>
<tr>
<td>Other Designated Bays</td>
<td>Drop off and collection bays, Emergency on-call parking, maternity bays, Renal bays, community staff bays, taxi bays.</td>
</tr>
<tr>
<td>Disabled Parking Bays</td>
<td>Provided for Blue Badge Holders only. Disabled spaces in patient parking areas may not be used by staff whilst on duty. Designated staff only disabled bays will be available for staff use.</td>
</tr>
</tbody>
</table>

*Table 1: Designation of Parking*
5.11 All users are required to park correctly, avoiding using multiple spaces, should consider the space of others to enter and egress their vehicles.

5.12 The Trust provides designated ‘Reserved Parking’ at some locations and these spaces are provided to support staff who are:

- Allocated parking away from the main site but require their vehicle on-site on occasion in order to use the car for operational purposes (e.g. delivery of a clinical service at another location which is not served by the Hopper of Shuttle).
- Required to use their vehicle for cross-site commitments and have tight time constraints and where the base site is elsewhere.
- Required to attend the site using their vehicle but have a parking permit only valid for use elsewhere.

The reserved parking will not be allocated for all day parking as these spaces will have high turnover and are provided to support operational and clinical activity.

5.13 Users must not queue for spaces in car parks which may cause obstruction to the entrance and waiting for spaces in ‘prime’ locations when alternatives are available as this may also prevent access to designated bays e.g. disabled bays or reserved bays within the car park. Any user found to be regularly causing obstructions to car parks whilst waiting for free spaces may have their access to the car park withdrawn or be relocated elsewhere.

5.14 Vehicle collisions with other vehicles, pedestrians or infrastructure must be reported in all instances to the Transport Department and a DATIX Form should be submitted. CCTV is in operation and any vehicle identified leaving the scene of any accident without report may face further action and the matter may be referred to the Police.

5.15 Speed limits must be adhered to at all times. Users must consider that other vehicles and pedestrians may be patients and visitors unfamiliar with the sites. Any permit holder found to be driving inappropriately, at excessive speed or driving against road markings in order to pass slow moving vehicles will be contacted and should refer to Point 4.4 of the Policy.

5.16 Where parking is allocated to staff away from the main site, the Trust have provided supportive mechanisms to access parking within a reasonable travel time or walking distance.

- Newcastle United Football Club: Please refer to Appendix 5 – NUFC Information.
- Regent Point: Please refer to Appendix 6 – Park and Ride Services.
5.17 Whilst incidents directly affecting all car park users are extremely rare, when utilising all parking provision both on-site and off-site, individuals should remain vigilant at all times. Personal attack alarms can be purchased by staff through the Trust Portering and Security Department.

5.18 Action may be taken, individually or collectively by the Trust in the event of any breach of car park requirements or items outlined within the Policy. Information relating to actions which may be taken for breach of car parking requirements, terms or policy can be found in Appendix 7 – Parking Misuse Actions.

6. Staff Parking Permits

6.1 All employees who wish to park at work must have a valid staff parking permit or prior agreement to park at work.

6.2 Staff parking will be provided only if an application is successful and only if sufficient space is available. Staff parking may be provided in car parks off-site if on-site capacity is limited and priority is given to essential car users.

6.3 Staff permits will be valid on an ongoing basis once issued however the Trust reserves the right to reassess allocation at any time to meet service change or need and to reconsider eligibility based on information within an application that may mean allocation is time bound, e.g. child care issues which will abate over time, job roles which may change, residential address changes.

6.4 Allocation of a parking permit does not provide guarantee of a space.

6.5 Staff must ensure permits are not accessed by anyone else. This is considered serious misuse and a security issue to the Trust.

6.6 Lost parking passes should be reported immediately and one replacement pass will be issued at no charge. Any further replacements will be subject to a £20 charge.

6.7 Only one car parking permit will be issued per individual. Duplicate permits for additional vehicles cannot be provided.
6.8 Applying for Staff Parking

6.8.1 Staff may apply for a parking permit using the application forms within Appendix 8 – Car Park Applications. The range of permits available to staff via application can be found in Appendix 9 - Staff Parking Permit Definitions.

6.8.2 Staff due to commence employment with the Trust or Medical staff on rotation (and may be employed by others) should ensure that applications are submitted at least one week prior to commencement of employment. The Assignment Number must also be provided before commencement and this can be obtained from Human Resources.

6.8.3 Applications should be submitted to the Transport Department via post in person to the Transport Department, Freeman Hospital or electronically to enquiries.carparking@nuth.nhs.uk. Electronic submissions must be sent directly from the applicants email. This ensures the integrity of signed payment instructions for deduction from payroll and is a requirement for the acceptance of electronic signatures.

6.8.4 All sections of the application must be completed and accurate journey to and from work alternatives should be reviewed by the applicant. Staff should broadly consider alternatives, which should include park and ride (see Appendix 6 – Park and Ride Schemes) options by using journey planner tools widely available e.g. google maps, walk-it.com, Nexus Journey Planner.

6.8.5 Staff should consider the type of pass most suitable to their requirements and needs and Table 2 – Staff Parking Permits provides a summary of staff permits available to staff.

<table>
<thead>
<tr>
<th>Parking Application</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustwide Permit</td>
<td>These are limited to Director level Trust Management for access to any Trust car park at any time</td>
</tr>
<tr>
<td>Full Permit (i.e. access at all times to designated car parks)</td>
<td>NUTH staff requiring access to parking for some or all shifts. Specific day or number of days can also be considered.</td>
</tr>
<tr>
<td>Community Permit</td>
<td>Staff in a community role requiring access to Trust sites.</td>
</tr>
<tr>
<td>Nights and Weekends Permit</td>
<td>Staff requiring access to parking only for nights (between 4.30pm and 9am) and weekends (all times) and includes public holidays.</td>
</tr>
<tr>
<td>On-Call Permit</td>
<td>For staff requiring parking only when working an on-call as part of a shift or an on-call where called in from home.</td>
</tr>
<tr>
<td>Emergency On-Call Permit</td>
<td>For Consultants and Senior Management to access parking only when called in to deal with emergencies or serious issues.</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Car Share Permit</td>
<td>Two joint individual applications jointly for car parking. Only one vehicle any given time on site but both individuals eligible to bring both cars on site if required up to 10 times per year.</td>
</tr>
<tr>
<td>Regent Point Permit</td>
<td>Parking only at the multi-storey Regent Point only at a reduced rate. Any requirement to park on other sites will require a full permit or incur additional cost of £1 per visit. Access to be requested in advance.</td>
</tr>
<tr>
<td>NTW Parking Permit</td>
<td>NTW (Northumberland Tyne and Wear NHS Foundation Trust) employees only.</td>
</tr>
<tr>
<td>Ad-hoc Parking Permit</td>
<td>For staff requiring parking only on an infrequent occasion to provide support when there is occasional need for the car (e.g. to attend appointments, use the car for rare work requirements, etc.)</td>
</tr>
<tr>
<td>Volunteer Permit</td>
<td>For volunteers only.</td>
</tr>
<tr>
<td>Non-Executive Director / Governor Permit</td>
<td>For Trust Non-Executive Directors and Trust Governors and used only when attending the Trust whilst in these capacities.</td>
</tr>
<tr>
<td>External Organisation</td>
<td>Applications from companies / agencies with accommodation on Trust sites and purchasing a limited number of spaces or permits.</td>
</tr>
</tbody>
</table>

Table 2: Staff Parking Permits

6.9 Application Assessment

6.9.1 Applications will be processed within 48 hours by the Transport Department following receipt and will only be processed if all sections are fully completed and countersigned where necessary. The payment form and the Consent Form must also be completed. Incomplete applications will be returned to the applicants department in the internal post stating reason for return.

6.9.2 When an application for a full staff parking permit is assessed, the Transport Department will utilise various mechanisms to validate public transport access information, shift patterns, and may liaise with the applicant or line manager to verify or clarify information particularly in respect of carer commitments and any on-call requirements.

6.9.3 Staff may register all vehicles which may be used when parking. It is important that vehicle registrations are accurately stated within the application form as incorrect registrations will result in a Parking Charge Notice or difficulty accessing some barrier controlled car parks.
6.9.4 The application for a full staff parking permit (i.e. parking at all times and in designated car parks) will broadly consider the following items in determining an employee’s need for a parking permit:

a) The distance from the base hospital and access to public transport for earliest shift start time and latest shift finish time.
b) Whether the job role requires use of the car as an essential car user, i.e. deliver work in the community and to require access to a vehicle as part of the job description.
c) Carer support requirements, i.e. adults and children. Animals will not be considered as an essential carer requirement.
d) Any health issues which may restrict ability to use public transport. There is an expectation that any health issues likely to impact on access to work are known to the Line Manager and Occupational Health Service.
e) If the employee is disabled and holds a Blue Badge
f) If the application is for a car share and if all car sharing parties have completed their application and it is jointly submitted.
g) Any additional information provided which may be relevant and will be considered.
h) If there is a job role requirement for access to all sites using the car and if this is an occasional or frequent cross-site working commitment.

6.9.5 Applications for Nights and Weekends, On-Call, Emergency On-Call, Volunteers and Non-Executive Director / Governor parking will not be subject to full assessment although verifications of some points may be validated.

6.9.6 Staff with a valid Blue Badge and require parking whilst at work must apply for a Trust parking permit.

6.10 Application Decision

6.10.1 The Transport Department will notify if an application qualifies for parking in writing to the member of staff and issued to the department provided in application. Successful notification will include a parking permit and permit holder(s), information detailing the allocation of parking, maps detailing car park locations and parking terms and conditions.

6.10.2 The Transport Department will notify if application does not qualify for parking in writing to the member of staff by email. The communication will outline rational for refusal of permit, a personalised journey plan advising of alternative options to consider and information detailing right of appeal. The communication will also be cc’d to the named Line Manager.
6.10.3 Disabled staff with a Blue Badge will be allocated a parking permit and the Trust will make every effort to ensure suitable blue badge spaces are available within staff car parks. Staff may not use patient and visitor disabled parking.

6.10.4 The Trust will make every effort to support applications for parking where reasonable need is established. If an application is unsuccessful, i.e. does not qualify outright from points but capacity is available in car parks, staff may be offered a parking permit and will be advised that they ‘Do not qualify’ but are being issued with a permit. The offer a permit in these circumstances is subject to acceptance that the Trust reserves the right to reassess the application if capacity becomes constrained – see 6.10.6.

6.10.5 The Trust’s designation of car park for use with a permit may not be formally appealed as provision for parking has been made wherever capacity is available and considered use. Requests may be made in writing outlining reasons for alternative car park designation which will be considered and agreement may be made on a case by case basis where there is a requirement to support operational activity.

6.10.6 Notice of a minimum of one month will be provided to staff in the event the Trust need to remove a permit issued to an employee as a ‘Does not qualify’. This will occur only if reconsideration is needed due to capacity levels altering or a need to accommodate qualifying staff when car parks are at full capacity. The employee will at this stage have right to appeal as detailed in 6.11

6.11 Employee Appeal Process

6.11.1 An employee wishing to appeal must do so in writing to the Transport Department within fourteen days of receiving notification of the outcome of the application. Please refer to the guidance (see Appendix 12 – Parking Appeal Template) to ensure relevant information required for any appeal is provided.

Any appeal must also be supported by the appropriate line manager.

6.11.2 The Transport and Travel Advisor will refer all appeals to the Trusts Travel Group for consideration and the employee will be advised of the date of appeal.

6.11.3 Employees appealing due to an underlying health condition will be subject to review by the Trust’s Occupational Health Service who may advise on any
clinical aspects of the appeal. The Occupational Health Service will always maintain that the decision making in relation to adjustments is that of the manager and if this involves parking permit applications this should be made through the parking applications process. The Occupational Health Service will not make direct recommendation to provide parking but will direct the employee to Access to Work who may be able to assist with transport to and from work for those with underlying medical conditions.

6.11.4 The Transport and Travel Advisor will notify the employee within ten working days following appeal review of the decision being made.

6.11.5 The decision of the Travel Group is final and only one appeal per application is allowed.

6.12 **Staff Parking Charges**

6.12.1 There is a requirement for all staff to pay for the use of parking. Details of parking charges including standardised rates, community rates, on-call rates and concessions are available in Appendix 1 - Car Parking Charges and Concessions.

6.12.2 Staff parking charges will be aligned to the cheapest possible monthly cost of a public transport pass available on the Trust Travelscheme. Charges for staff parking will be reviewed annually. The Trust will provide one month’s notice to permit holders in the event of any increase in wholesale staff parking charges.

6.12.3 Payment for parking will be taken directly from salary wherever possible.

6.12.4 Following the decision of Her Majesties Revenue and Customs (HMRC) to cease salary sacrifice for parking all new staff deductions will be taken from NET salary. Salary sacrifice arrangements previously provided under ‘SMART Parking’ will remain for those enrolled until 31st March 2018 only provided there are no amendments to deductions and staff will then revert to NET deductions.

6.12.5 Staff should ensure that payments are correctly deducted and should advise the Transport Department immediately of any irregularities or any changes in usage or circumstances in writing at the earliest opportunity which may affect payments.

6.12.6 All staff working within the Trust and employed by another organisation will be required to make payment by Direct Debit, payment in advance by credit...
or debit card or prior agreement from the host organisation that an invoice may be issued to the employer.

6.12.7 In the event that the Trust is unable to collect any payments, all access rights to parking will be suspended immediately and re-established only upon satisfactory payment arrangements resuming and arrears cleared. Note that any use of Trust parking facilities in the interim will result in a Parking Charge Notice.

6.12.8 The Trust will deduct an additional £25 charge for any missed direct debit payment in line with the information provided on the Trust Direct Debit mandates.

6.12.9 In the event that invoices from host organisations are not paid within 28 days parking will be suspended and all access rights removed. Staff permit holders will be advised when parking is suspended and in all instances and should cease use immediately.

6.12.10 Volunteers, Non-Exec Directors and Governors who are not employed directly by the Trust are exempt from parking charges. Any changes to the Trust’s policy on charging will be communicated and updated within one calendar month. Usage of Trust car parks may be monitored to ensure permits are used only when attending the Trust in the capacity for which the entitlement to a permit is provided.

6.12.11 Staff parking charges will apply in full to disabled staff with a blue badge who will automatically qualify for a staff parking permit.

6.12.12 Staff may request a refund of parking permit charges if they have had a change of circumstances. This is subject to written request only to the Transport Department and must outline the following:

- Period of refund required.
- Reason for refund request
- Rationale for not providing notification in line with policy requirements.

6.12.13 The Transport Department will normally backdate and refund payments for a maximum period of three months from the date of notification only and confirm:

- Employee has been absent from work and / or.
- Trust car parks have not been accessed at any time within the refund request period.
6.12.14 The Transport Department may reclaim any underpayment of parking charges from staff where usage is identified to be higher than the current rate until point of change in circumstances.

6.12.15 Employees with an On-call permit are required to utilise space only when working an on-call shift. Charges will be applied for on-call parking at £2 per shift where the on-call is provided as part of a standard rostered shift and the Trust will deduct an additional £25 per occasion for any proven usage of car parks when not on-call and where a Parking Charge Notice has not been issued.

6.12.16 There will be no charges for on-call parking where the holder is called into the hospital from home and this includes circumstances where following an on-call attendance from home the employee remains at work to complete a normal rostered shift.

6.12.17 In the event the Trust are required to intervene following the issue of a Parking Charge Notice, should the receipt of the Parking Charge Notice be as a direct result of the employee not following the requirements of this Policy the Trust will deduct additional charges outlined within Table 3: Trust PCN Intervention Costs to ensure costs applied to the Trust can be met. The Trust will not intervene without agreement these costs will be met.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following an unsuccessful appeal to Parking Eye</td>
<td>£10</td>
</tr>
<tr>
<td>Following an unsuccessful appeal to POPLA</td>
<td>£40</td>
</tr>
<tr>
<td>Following receipt of intended court action</td>
<td>£50</td>
</tr>
<tr>
<td>Following receipt of court papers</td>
<td>£80</td>
</tr>
</tbody>
</table>

Table 3: Trust PCN Intervention Costs

6.12.18 The Trust will advise employees in writing of any additional charges which are to be applied for parking.

6.13 Changes in Circumstances

6.13.1 Staff should notify the Transport Department of any charges in circumstances in writing which may affect parking allocation, charges for parking or vehicle details which in not updated will result in a Parking Charge Notice. Changes in circumstances should be notified using Appendix 10 – Car Parking Changes in Circumstances Form

6.13.2 Staff must ensure that any changes to vehicle registrations, including the use of courtesy cars, hire cars or any other vehicle which are not registered are communicated prior to use or on the day of use by email to
6.13.3 Parking permits may be suspended (including payment) if leave is expected to be one full calendar month or more. This request should be made in writing. The employees Line Manager may make representation for suspension on behalf of the employee where necessary.

6.13.4 Following a request to suspend a parking permit the Transport Department will take the following action:
- Notify Payroll Services to cease deductions until further notice
- Remove access rights to any barrier car parks and remove vehicle registration from any ANPR systems.

6.13.5 Following any period of absence the Transport Department should be contacted in writing prior to return to work advising of the proposed date of returning to work. The Transport Department will upon receipt of notice to return:
- Notify Payroll Services to recommence deductions.
- Reinstate access rights to any barrier systems and add vehicle registrations to any ANPR systems.

6.13.6 During any period of suspension any attendance, other than as a patient or visitor to the Trust will require contact with the Transport Department for authorisation to park.

6.13.7 Any failure to adhere to the policy in these instances may result in the issue of a Parking Charge Notice and / or referral to Line Manager / Human Resources for consideration.

6.13.8 If staff are leaving the Trust or wish to cancel a car parking permit charges for parking will continue to be deducted from salary until the final working day.

6.14 Monitoring and Enforcement

6.14.1 The Trust utilise external agencies under contract to provide enforcement services and assist with car park management. The core principle of enforcement is “fairness”. There will be no exclusions, irrespective of grade, status or influence. All vehicles entering the sites are subject to parking restrictions as indicated signage through Trust sites and any vehicle not compliant with parking terms may receive a Parking Charge Notice either
through the use of Automatic Number Plate Recognition (ANPR) or manually issued Parking Charge Notices.


6.14.3 Inappropriate usage of car parks, failure to pay the appropriate tariff, parking without a permit, unauthorised parking in designated bays or on double yellow lines may result in a Parking Charge Notice being issued in accordance with terms shown on signs in the car parks. Please note permits must be displayed at Newcastle United Football Ground (NUFC) and Regent Point MSCP as these car parks have enforcement by third party and parking terms state NHS staff will display permits.

6.14.4 Repeated misuse of car parks will result in referral to Line Manager and Human Resources who may consider further action – see Point 4.4

6.14.5 Electronic Automatic Number Plate Recognition Cameras (ANPR) operates throughout the Trust to monitor and regulate parking and traffic movements. Further details of ANPR are in Appendix 11: About ANPR

6.14.6 The Transport Department record and retain all vehicle registration information received for successful and unsuccessful applications. Vehicle registration details are held securely on a Trust database and are used to assess usage, identify vehicle owners in the event of any incident (i.e. damage to a vehicle or Parking Charge Notice being issued), monitor space usage and establish correct charges are being applied.

6.14.7 Staff identified using patient and visitor car parks whilst on duty or identified parking in areas other than those designated by their parking permit may receive a Parking Charge Notice and may receive written notification advising of any actions to be taken in line with Appendix 7 – Parking Misuse Actions.

6.14.8 Any staff requesting a permit for multi-site access will be required to confirm they hold business insurance on their vehicle and that if they use their own vehicles on Trust business (including travel between Trust sites) they must be aware of and comply with the contents of the Trusts policy “Employees using their own vehicles on Trust business”. A copy of this is available from the Trusts Intranet. Line Managers will be required to confirm relevant vehicle document checks are complete. Employees Using Their Own Vehicles On Trust Business
6.14.9 In the event the Trust intervene and support the cancellation of a Parking Charge Notice, the Transport Department will make an additional deduction from salary as shown in 6.12.16 and advise staff of requirements in future. The Trust will not support cancellation of any further Parking Charge Notices received where it is evident process and policy is not being adhered to fully.

6.14.10 Staff must not be dropped off and collected in Main Entrance areas which are to be kept clear for patient collection, ambulance and patient transport activity. Staff should ensure that any person dropping off and collecting from the workplace is aware of enforcement on site.

6.14.11 All car parks do provide a 20 minute free parking grace period which may be utilised for collection however any stay beyond 20 minutes may result in a Parking Charge Notice or charges to exit the car parks at advertised tariffs.

6.15 Special Considerations

6.15.1 The Trust recognises there are occasions when temporary parking may be required to assist with some circumstances (e.g. late stages of pregnancy, requirement to use car for a short-term work project, etc.) The Trust will endeavour to support such circumstances in liaison with Line Managers and following completion of all relevant applications.

6.15.2 Staff returning to work following a period of absence or requiring temporary assistance to remain at work may request temporary parking and this should also be considered as part of the referral to Occupational Health Service. The Line Manager should request a personalised journey plan for the employee and share this with the Occupational Health Service to consider as part of their recommendations. Staff should also consider Access to Work which provides support for those with underlying medical conditions.

6.15.3 Staff reported to be at risk, i.e. domestic abuse, threats from the public will be allocated parking if a request is made from the Line Manager and all relevant departments and authorities are aware of the risk. In these incidents the Transport and Travel Advisor (or Line Manager) is to be contacted.

6.15.4 The Trust will support ad-hoc parking requirements from none permit holders at a charge to support occasional need for the car at work e.g. attending appointments, short-term use but this will be monitored to ensure it is utilised appropriately. Space will be provided in staff parking areas at staff daily rate.

6.15.5 The Trust will support business need activity from staff holding a parking permit in a designated area but need access elsewhere in order to complete
essential work. In all instances, the Transport Department should be contacted to provide the vehicle registration and location of parking needed.

7. Equality and Diversity

The Trust is committed to ensuring that, as far as is reasonably practicable possible, the way we provide services to the public and the way we treat our employees reflects their individual needs and does not discriminate against individuals or groups on any grounds. This policy has been appropriately assessed.

8. Monitoring and compliance

<table>
<thead>
<tr>
<th>Process</th>
<th>Method</th>
<th>By</th>
<th>Committee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensuring compliance</td>
<td>Audit/ cross checking of automatic number plate recognition data and physical monitoring of parking.</td>
<td>Transport and Travel Advisor</td>
<td>Travel Group</td>
<td>Annually</td>
</tr>
<tr>
<td>Reporting Activity</td>
<td>A report detailing car park activity and events</td>
<td>Transport and Travel Advisor</td>
<td>Travel Group</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

9. Consultation and review

This policy has been reviewed by the Trust Travel Group and Employment Policies and Practices Consultative Group (EPPCG). It will be reviewed every three years or when significant changes make an earlier review necessary. Comments, queries and suggestions should be forwarded to the Transport and Travel Advisor.

10. Implementation (including raising awareness)

Clinical Directors, Directorate Managers, Matrons and clinical leads should ensure that their employees are aware of this policy. This policy is available for employees to access via the Newcastle Hospitals Trust Intranet.

11. Disclaimer

The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and their contents are left at entirely their owners own risk and under no circumstances will claims for compensation be considered.

12. Links to supporting policies

- Maternity Leave and Pay
- Employee Wellbeing Policy
- Secondment Policy
- Flexible Working Arrangements Policy
- Staff Leaving the Trust Procedure
- Retirement Policy, Procedure and Guidance
- Employees using their own Vehicles on Trust Business
- Expenses and Travel Policy
Appendix 1 – Car Park Charges and Concessions

### Patient and Visitor Parking Charges

<table>
<thead>
<tr>
<th>Duration of Stay</th>
<th>Tariff</th>
<th>Tariff (Disabled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 20 minutes</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Up to 1 hour</td>
<td>£1.20</td>
<td>Free</td>
</tr>
<tr>
<td>1 – 2 hours</td>
<td>£2.40</td>
<td>Free</td>
</tr>
<tr>
<td>2 – 3 hours</td>
<td>£3.60</td>
<td>Free</td>
</tr>
<tr>
<td>3 – 4 hours</td>
<td>£4.80</td>
<td>Free</td>
</tr>
<tr>
<td>4 – 5 hours</td>
<td>£6.00</td>
<td>Free</td>
</tr>
<tr>
<td>5 – 6 hours</td>
<td>£7.20</td>
<td>Free</td>
</tr>
<tr>
<td>6 – 24 hours (Monday to Friday)</td>
<td>£7.20</td>
<td>Free</td>
</tr>
<tr>
<td>3 – 24 hours (Weekends and Bank Holidays)</td>
<td>£3.60</td>
<td>Free</td>
</tr>
</tbody>
</table>

### Patient Concessions

<table>
<thead>
<tr>
<th>Frequency of Attendance</th>
<th>Average Length of Stay</th>
<th>Concession Validity</th>
<th>Tariff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>1 – 2 hours</td>
<td>Up to 12 weeks</td>
<td>£10</td>
</tr>
<tr>
<td>Once per week</td>
<td>3 – 24 hours</td>
<td>Over 6 weeks attendance / day</td>
<td>£3</td>
</tr>
<tr>
<td>Once per month</td>
<td>3 – 24 hours</td>
<td>Over 3 months attendance / day</td>
<td>£3</td>
</tr>
<tr>
<td>Three days per week</td>
<td>3 – 24 hours</td>
<td>Duration of treatment</td>
<td>£15</td>
</tr>
<tr>
<td>Unexpected Admission</td>
<td>3 – 24 hours</td>
<td>Per day</td>
<td>£3</td>
</tr>
<tr>
<td>Emergency Admission</td>
<td>3 – 24 hours</td>
<td>First Day only</td>
<td>£3</td>
</tr>
<tr>
<td>Maternity</td>
<td>4 – 48 hours</td>
<td>Only for unplanned delivery</td>
<td>Free</td>
</tr>
</tbody>
</table>

### Visitor Concessions

<table>
<thead>
<tr>
<th>Frequency of Attendance</th>
<th>Average Length of Stay</th>
<th>Concession Validity</th>
<th>Tariff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>All day</td>
<td>7 days</td>
<td>£21</td>
</tr>
<tr>
<td>Monthly</td>
<td>All day</td>
<td>One full calendar month</td>
<td>£40</td>
</tr>
<tr>
<td>Residential</td>
<td>All day</td>
<td>Until discharge</td>
<td>£15</td>
</tr>
<tr>
<td>End of Life</td>
<td>All day</td>
<td>Until passing of patient per day</td>
<td>£2</td>
</tr>
</tbody>
</table>

### Staff Parking Charges

(Full permit, Nights and Weekends, Car Share*, NTW)

<table>
<thead>
<tr>
<th>No. of Days per Week</th>
<th>Tariff per month</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>£8</td>
<td></td>
</tr>
<tr>
<td>2 days</td>
<td>£16</td>
<td></td>
</tr>
<tr>
<td>3 days</td>
<td>£24</td>
<td></td>
</tr>
<tr>
<td>4 days</td>
<td>£32</td>
<td></td>
</tr>
<tr>
<td>5 – 7 days</td>
<td>£40</td>
<td>This represents a daily charge of £2 and a concession of £5.20 per day on standard parking tariffs</td>
</tr>
</tbody>
</table>

*Car Share costs can be split between employees sharing the permit
### Staff Parking Charges (Regent Point Only)

<table>
<thead>
<tr>
<th>No. of Days per Week</th>
<th>Tariff per month</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>£4</td>
<td>This represents a daily charge of £1 per day. Any required use of parking on hospital sites will incur an additional charge of £1 per use.</td>
</tr>
<tr>
<td>2 days</td>
<td>£8</td>
<td></td>
</tr>
<tr>
<td>3 days</td>
<td>£12</td>
<td></td>
</tr>
<tr>
<td>4 days</td>
<td>£16</td>
<td></td>
</tr>
<tr>
<td>5 – 7 days</td>
<td>£20</td>
<td></td>
</tr>
</tbody>
</table>

*Car Share costs can be split between employees sharing the permit*

### Staff Parking Charges (Community)

<table>
<thead>
<tr>
<th>Percentage of time spent parked on site</th>
<th>5 – 7 days per week</th>
<th>4 days per week</th>
<th>3 days per week</th>
<th>2 days per week</th>
<th>1 day per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes per day</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>0 – 20%</td>
<td>£8</td>
<td>£7</td>
<td>£5</td>
<td>£3</td>
<td>£2</td>
</tr>
<tr>
<td>21 – 40%</td>
<td>£16</td>
<td>£13</td>
<td>£10</td>
<td>£6</td>
<td>£3</td>
</tr>
<tr>
<td>41 – 60%</td>
<td>£24</td>
<td>£19</td>
<td>£14</td>
<td>£10</td>
<td>£5</td>
</tr>
<tr>
<td>61 – 80%</td>
<td>£32</td>
<td>£25</td>
<td>£19</td>
<td>£13</td>
<td>£6</td>
</tr>
<tr>
<td>81 – 100%</td>
<td>£40</td>
<td>£32</td>
<td>£24</td>
<td>£16</td>
<td>£8</td>
</tr>
</tbody>
</table>

### Staff Parking Charges (On-Call)

<table>
<thead>
<tr>
<th>Description</th>
<th>Tariff</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Call as part of a normal rostered shift</td>
<td>£2</td>
<td>There is a requirement to advise the frequency of on-call shifts, i.e. 1:6 and a calculation will be made of estimated usage. Monitoring will be undertaken of usage and checks against on-call rota and attendance to determine if charges are to be applied. Any misuse of on-call permits will result in additional charges and further action may be taken</td>
</tr>
<tr>
<td>On-Call where the employee is called into work from home</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Use of a parking space when not on-call</td>
<td>£25</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2 – Trust Travel Group

TRUST TRAVEL GROUP

Terms of Reference

Membership

Head of Environmental Management – (Chair)
Travel and Transport Advisor – (Deputy Chair)
Deputy Director of Nursing and Patient Services
Facilities Manager
Directorate Manager
Senior Human Resources Manager
Staff Representative (Unions)
Corporate Finance Manager
Patient Experience and Involvement Officer
Matron, Patient Services Coordinators
Health & Safety Lead/Officer
Health Improvement Practitioner

Deputies should be identified for attendance in the absence of members listed.

The Group may require the attendance of any director, or member of staff, and the production of any document it considers relevant to the aims and objectives of the Group. Other Trust employees and appropriate external Consultants/Contractors may be co-opted for specific projects or sub-groups.

Quorum

A quorum will consist of not less than four members of the Group including the Chair or deputy. It is expected that members of the group attend at least 75% of meetings per year. If members are not able to attend they should nominate a deputy to attend.

Frequency

Meetings will be held on a bi-monthly basis. Extraordinary meetings of the Group may be called by the Chair, or working parties comprising of Group or co-opted members may be formed. Any such working parties formed will be required to operate within the terms of reference of the TTG.

By Invitation:

Individuals or groups as and when required to enable informed decision making.

Accountable to:

Trust Health and Safety Committee, via regular update report.

Liaison with:

Overall Purpose: A multidisciplinary group to coordinate, improve and streamline travel and transport services throughout the Trust to ensure these services are safe, equitable in access and sustainable in line with the Trust vision, objectives and policies.

Terms of Reference

The Group’s responsibilities shall include:

1. Support, and provide assurance to, the board of directors for the safe, efficient and sustainable provision of travel and transport services across the Trust.

2. Ensure all travel and transport related risks are monitored and managed.

3. Ensure staff are appropriately informed of policies and services available to them through:
   - Trust induction;
   - Engagement events/roadshows;
   - Other Trust communication methods, staff forums, intranet/internet, emails etc.

4. Ensure clear guidance is available on all services i.e. hopper, staff transfer, courier, bike-to-work etc.

5. Determine the best use of available resources to achieve the aims of the group.

6. Maintain networks with external transport and travel service providers i.e. Transport North East Committee (previously Tyne & Wear ITA), local authorities and NPAG.

7. Develop and promote sustainable travel methods that directly benefit patients, visitors and staff, whilst meeting service requirements.

8. Develop, review and approve all Trust travel and transport policies.

9. Review, and approve, any proposed developments that will impact on the provision of travel and transport services throughout the Trust.

10. Undertake an annual review of compliance with the terms of reference to support the board of directors in their responsibility to ensure safe, efficient and sustainable travel and transport services are delivered.

11. Accept ownership of, and to be accountable for, travel and transport management in accordance with all current legislation and guidance documentation, including (but not limited to):
   - Health and Safety at Work etc. Act 1974
   - HTM 07-03 Car Parking Management: Environment and Sustainability
- Department of Health (2014). NHS patient, visitor and staff car parking principles.

Re-draft for consultation (October 2017)

Ratified by Health & Safety Committee (TBC)

Review date (TBC)
# Regent Point Parking

![Regent Point Parking Diagram](image)

<table>
<thead>
<tr>
<th>Driving route to MSCP</th>
<th>Walking route from car park</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No parking at any time Monday – Friday 8.00am – 6.00pm</strong></td>
<td><strong>No parking without prior authorisation – for visitors</strong></td>
</tr>
<tr>
<td>Service number 553 to Freeman Hospital every 30 minutes from Regent Centre Service number 46 to RVI and CAV every 30 minutes from Regent Centre</td>
<td>Direct Metro services to Airport, City Centre, Central Station, Sunderland and South Hylton. Park and Ride is available from many stations along the Green Route.</td>
</tr>
</tbody>
</table>

## Cross-site Working

Wherever possible, please use the shuttle services when commuting to RVI and Freeman and reduce demand for spaces on hospital sites.

Staff should only park where the parking permit designates and staff with Regent Point only parking permits may not use hospital car parks without prior authorisation.
The Newcastle upon Tyne Hospitals

NHS Foundation Trust

Appendix 3

FREEMAN HOSPITAL
CAR PARKS

KEY

- Institute of Transplantation
- Blue Car Park / Reserved Bays
- Red Car Park / Contractors
- Multi-storey Car Park
- Orange Car Park
- Yellow Car Park
- Car Park 1
- DSC and Green Car Parks
- NCCC and Renal Car Parks
- Podium Yard and Deliveries
## Appendix 4 – Car Park Space Designation and Management

<table>
<thead>
<tr>
<th>Car Park</th>
<th>Total Spaces</th>
<th>Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Name</td>
<td>Staff</td>
</tr>
<tr>
<td>Freeman</td>
<td>Multi Storey Car Park (MSCP)</td>
<td>652</td>
</tr>
<tr>
<td></td>
<td>Blue</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Education Centre</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>DSC and Green</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Orange</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>IOT</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Purple and Daft as a Brush</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>Cardio</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Car Park One</td>
<td>326</td>
</tr>
<tr>
<td></td>
<td>NCC / Renal</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Main Entrance</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Podium Yard</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>NCC Main Entrance</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Beechwood House</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Nursery</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>960</td>
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</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Staff</th>
<th>Patient</th>
<th>Disabled</th>
<th>Community</th>
<th>*Other</th>
<th>TOTAL</th>
<th>Barrier</th>
<th>ANPR</th>
<th>Pay on Exit</th>
<th>Pay and Display</th>
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<tbody>
<tr>
<td>CAV</td>
<td>Green Zone</td>
<td>466</td>
<td>9</td>
<td></td>
<td>22</td>
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<td>466</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Yellow Zone</td>
<td>9/4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9/4</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Blue Zone</td>
<td>74</td>
<td>12</td>
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<td></td>
<td>TOTAL</td>
<td>571</td>
<td>74</td>
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<td>28</td>
<td>645</td>
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<td>Community</td>
<td>*Other</td>
<td>TOTAL</td>
<td>Barrier</td>
<td>ANPR</td>
<td>Pay on Exit</td>
<td>Pay and Display</td>
</tr>
<tr>
<td>------</td>
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<td>------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>RP</td>
<td>Regent Point</td>
<td>286</td>
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<td></td>
<td>17</td>
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<td>303</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>286</td>
<td>2</td>
<td></td>
<td>17</td>
<td></td>
<td>303</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Staff</th>
<th>Patient</th>
<th>Disabled</th>
<th>Community</th>
<th>*Other</th>
<th>TOTAL</th>
<th>Barrier</th>
<th>ANPR</th>
<th>Pay on Exit</th>
<th>Pay and Display</th>
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</thead>
<tbody>
<tr>
<td>RVI</td>
<td>Peacock Hall</td>
<td>74</td>
<td>3</td>
<td>1</td>
<td>74</td>
<td></td>
<td>74</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Victoria Wing (Main)</td>
<td>132</td>
<td>38</td>
<td>34</td>
<td>34</td>
<td></td>
<td>166</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Victoria Wing (East)</td>
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<td></td>
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<td>16</td>
<td></td>
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</tr>
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<td></td>
<td>Atrium (Emergency Department)</td>
<td>41</td>
<td></td>
<td>11</td>
<td>11</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Leazes Wing</td>
<td>2</td>
<td>14</td>
<td>4</td>
<td>4</td>
<td>16</td>
<td>40</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dental Hospital</td>
<td>45</td>
<td>11</td>
<td>5</td>
<td>5</td>
<td>56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dental Hospital Staff</td>
<td>36</td>
<td>11</td>
<td></td>
<td>36</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Dental Hospital Contractors</td>
<td>11</td>
<td>11</td>
<td>√</td>
<td>11</td>
<td>√</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Multi Storey Car Park (MSCP)</td>
<td>180</td>
<td>395</td>
<td>15</td>
<td>15</td>
<td></td>
<td>575</td>
<td>√</td>
<td></td>
<td></td>
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<td></td>
<td>TOTAL</td>
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<td>71</td>
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<td>1026</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>Name</th>
<th>Staff</th>
<th>Patient</th>
<th>Disabled</th>
<th>Community</th>
<th>*Other</th>
<th>TOTAL</th>
<th>Barrier</th>
<th>ANPR</th>
<th>Pay on Exit</th>
<th>Pay and Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>RVI Off Site</td>
<td>NUFC (Leased spaces)</td>
<td>335</td>
<td></td>
<td></td>
<td>335</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Framlington Place</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Claremont House</td>
<td>6</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>345</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bays designated as other include designated Ambulance Bays, Drop-off Bays, Taxi Bays, Courier / Hopper Bays
Appendix 5 – Newcastle United Football Club (NUFC) Information

The attached information is provided for staff allocated a parking permit at NUFC. Staff issued with a parking permit for NUFC are able to park at the RVI MSCP at nights and weekends.

As part of our contractual terms with Newcastle United, staff are required to depart NUFC by 17.15 if a midweek match is played. Security staff will place notices on vehicles and in the stairwells of the Football Stadium the day prior to a match.

Staff are required to park at the Campus for Ageing and Vitality on match days if they are unable to exit the car park by 17.15 or move vehicles to the RVI MSCP from 16.30 onwards unless prior agreements are in place with the Trust.
NUFC Parking

Newcastle United Football Club (NUFC) Car Park Location

Entry to NUFC Car Park is via Barrack Road.

Walking route to RVI via Castle Leazes (see yellow arrow) has a walking time of 8 minutes.

Parking on Level 2 (designated bays), and all over Levels 3, 4 and 5
Walk-it.com confirms that this is a 4 min walk - fast, 6 min walk - medium and 8 minute walk - slow
Appendix 6 – Park and Ride Services

Campus of Ageing and Vitality
The Trust operates a Park and Ride from the Campus of Ageing and Vitality for staff working at the RVI, Freeman or Regent Point and this service is also available to patients, visitors and the general public. Arriva Bus Service 46 operates Monday to Friday every 30 minutes and 15 minutes at peak morning time and the Hopper may also be utilised by staff. Staff may apply for and will be issued a permit or pay £2 per day only in the Green Zone and making payment at machines in the Green Zone.

Regent Point
The Trust operates a bus service from Regent Centre to Freeman Hospital and also own spaces within the Regent Centre Office complex. Parking is also available at Regent Centre Metro at a cost of £1 per day. Arriva Bus Service 553 operates Monday to Friday every 30 minutes

Four Lane Ends
Parking is available at Four Lane Ends Interchange for £1 per day and Arriva Bus Service No 52 operates 7 days per week every 30 minutes

Newcastle Great Park
There is a free park and ride available next to the Sage and this car park is served by a bus services every 30 minutes directly into Newcastle City Centre via Regent Centre

Northumberland Park
There is a large monitored car park at Northumberland Park for £1 per day and access Freeman via Longbenton Metro (8 minute journey) and RVI via Haymarket Metro (16 minute journey)

There are other Park and Ride services located at Callerton Parkway, Bankfoot, Kingston Park, Heworth, Fellgate, East Boldon and the Stadium of Light

![Metro Map](nexus.org.uk/metro 0191 20 20 747)
Parking can be arranged via a permit at the Campus for Ageing and Vitality or Regent Centre which then also ensures Nights and Weekend access is available on the hospital sites. The Campus for Ageing and Vitality (Green Zone) also has an option for payment at a machine for £2 per day. The ticket taken from the machine is then accepted on Arriva services 46 (between CAV and Regent Point) and 52 (between Haymarket and Freeman).

There are major transport interchanges for buses and Metro from Regent Centre, Four Lane Ends and Haymarket.

**Free use of Arriva Services Information – NUTH ID Badge Required**

Staff may travel free on any Arriva service between Haymarket and Regent Centre if boarding at Haymarket, St Mary’s Place (outside University) or Regent Centre.

Staff may travel free on Service 46 between the Campus for Ageing and Vitality and Regent Centre if boarding at the Campus, RVI, Haymarket or Regent Centre.

Staff may travel free on Service 52 between Haymarket and Freeman Hospital if boarding at Haymarket or Freeman Hospital.

Staff may travel free on Service 553 between Freeman Hospital and Regent Centre if boarding at Regent Centre or Freeman Hospital.

**NOTE:** Attempts to board services at any other locations or travel outside of specified areas may result in a Penalty Notice being issued for failure to be in possession of a valid travel ticket and may also impact on the continued free provision made to staff travelling on these services.
Appendix 7 – Parking Misuse Actions

Misuse of car parking facilities directly impacts others e.g. parking in a patient and visitor car park makes parking for patients attending our hospitals more difficult and prevents income from these spaces, parking in a reserved bay without prior arrangement impacts the individual who has the space booked and often means the Transport Department need to reallocate spaces accordingly and contact all individuals reallocated and parking in a car park not designated for use potentially prevents designated permit holders accessing the spaces within the car park.

The table below is not an exhaustive list and acts as a guide to the type of actions which may be taken by the Trust against individuals who are found to be misusing car parking facilities unwittingly or wilfully.

<table>
<thead>
<tr>
<th>Action</th>
<th>Parking without a permit</th>
<th>Parking in the wrong car park</th>
<th>Parking with a vehicle not registered</th>
<th>Sharing parking pass with colleagues or family</th>
<th>Parking in patient and visitor parking areas with payment</th>
<th>Parking in patient and visitor areas without payment</th>
<th>Misuse of a Blue Badge or parking in a disabled bay</th>
<th>Speeding on the site of parking over two spaces</th>
<th>Providing incorrect information in respect of permit application</th>
<th>Repeated (3 occasions) parking charges or misdemeanours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication from Transport Department to advise of error and remind of requirements</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Parking Charge Notice</td>
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<tr>
<td>Additional charges at full patient and visitor rates</td>
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<td>✓</td>
</tr>
<tr>
<td>Human Resources Notified</td>
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<td></td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Permit Suspension</td>
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<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Permit Removal</td>
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<td></td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>NHS Counter Fraud notified</td>
<td></td>
<td></td>
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<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Appendix 8 – Car Parking Application Forms

The Newcastle upon Tyne Hospitals
NHS Foundation Trust

Staff Car Parking Permit Application Form

Failure to follow the instructions below will result in a delay to making a decision on the application form. The Transport Department will process correctly completed applications within 48 hours from date of receipt.

- Please complete the form in BLOCK CAPITALS.
- Please note that incomplete forms will not be processed and will delay your application.
- Agency staff are not eligible to apply for a permit.
- Students and Bank Staff may apply for permits but must complete a direct debit form.
- Ensure you clearly understand the permit types and select which type of permit you are applying for in the appropriate box below.
- Please ensure the sections relevant to the pass type are completed in full.
- Section 10 (Line Manager) and Section 11 (Parking Data Consent) must always be completed.
- Please then complete the relevant sections required for the type of permit for which you are applying.
- Where supporting evidence is required to support your application please ensure this is provided.

Please state which permit you are applying for (tick one of the boxes) and note sections that require completion.

1. **Trustwide Permit**
   (Sections 1,2,3,8,9 and 11)
   These are limited to Director level Trust Management for access to any Trust car park at any time

2. **Full Permit**
   (All Sections)
   Access to parking for some or all shifts at all times (in designated car parks with access from 1 to 7 days per week)

3. **Nights and Weekends Permit**
   (Sections 1,2,3,4,8,9 and 11)
   Access to parking only for nights (between 4.30pm and 9am) and weekends (all times) and includes public holidays.

4. **Car Share Permit**
   (All Sections)
   Two (or more) car owners taking turns to bring a car into work. Only one vehicle any time on site. All must complete an application and submit all application forms jointly.

5. **Emergency On-Call Permit**
   (Sections 1,2,3,4,8,9 and 11)
   Consultants and Senior Management only and provides access for parking only when called in to deal with emergencies or serious issues.

6. **On-Call Permit**
   (Sections 1,2,3,4,8,9 and 11)
   Access to parking only when working a rostered on-call shift either in a residential or non-residential capacity.

7. **Community / Ad-hoc Permit**
   (Sections 1,2,3,4,8,9 and 11)
   Community Staff requiring access to hospitals or hospital based staff with community role or access to parking on an infrequent basis for occasional car use (e.g. attending appointments).

8. **Volunteer, Non Exec Director or Trust Governor**
   (Sections 1,2,3,4 and 11)
   For volunteers, Trust Non-Executive Directors and Trust Governors and to be used only when attending the Trust whilst in these capacities.

---

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Score</th>
<th>DNQ Issued</th>
<th>Permit Issued</th>
<th>Permit No.</th>
<th>Start Date</th>
<th>Amount</th>
<th>Documents Checked (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WinPak</td>
<td>Database</td>
<td>Parking Eye</td>
<td>WPS</td>
<td>Payroll</td>
<td>Fob</td>
<td>Date Permit Issued / Collected</td>
</tr>
</tbody>
</table>
1. PERSONAL DETAILS

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<th>Salutation</th>
<th>Surname</th>
<th>First Name</th>
<th>Other Name</th>
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<table>
<thead>
<tr>
<th>Home Address</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Home / Mobile Phone No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred email address for any correspondence</th>
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2. EMPLOYMENT DETAILS (Please ensure you notify enquiries.carparking@nuth.nhs.uk of any changes)

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<tr>
<th>Job Title</th>
<th>Assignment No.</th>
<th>Start Date</th>
<th>Directorate</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Department / Ward</th>
<th>Location (e.g. New Victoria Wing)</th>
<th>Level</th>
<th>Site</th>
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</table>

<table>
<thead>
<tr>
<th>Contact No. at Work</th>
<th>Number of Shifts per week at work</th>
<th>Earliest Shift Start Time</th>
<th>Latest Shift Finish Time</th>
</tr>
</thead>
</table>

Please indicate below your employer:

- NUTH (Newcastle Hospitals)
- NTW (Mental Health Trust)
- SpR’s (Lead Employer Trust)
- Staff Bank
- University
- Student
- Other (Name of employer: )

3. VEHICLE DETAILS and VEHICLE USE (Accuracy is essential and any changes must be notified immediately)

<table>
<thead>
<tr>
<th>Registration</th>
<th>Registration</th>
<th>Registration</th>
<th>Registration</th>
<th>Registration</th>
<th>Registration</th>
<th>Registration</th>
</tr>
</thead>
</table>

Please select any items below which apply to you in your role:

- Your car is essential for you to carry out Trust business e.g. Community Visits, attending off-site clinics and meetings
- You use your car to carry items on behalf of the Trust e.g. specimens, medical records, equipment
- You require your car to attend meetings across a range of Trust sites and will require multi-site parking
- You need your car for On-Call purposes.

4. PARKING INFORMATION (Please complete only the section relevant to your application)

- If you are applying for an On-call or Emergency On-Call Permit only:
  - On-Call Shifts are: Residential  Non-Residential  How many days per week are you on-call?

- If you are applying for a Community / Ad-hoc Permit (Ad-hoc permits max 40 occasions per annum) only:
  - No. of working hours per week  Please estimate how many occasions per month you’ll park on site

- If you are applying for a Nights and Weekends Permit only:
  - Please estimate how many occasions on average you will need to park per month, i.e. nights and weekends only

- If you are applying for a Car Share Permit only:
  - Name of the person(s) you will car share with:  Note: All named individuals must jointly submit their application.

- If you are applying for a permit as a Volunteer, Non-Exec Director or Trust Governor only:
  - Please state the number of days per month you will attend on average
5. JOURNEY TO WORK (Only complete if applying for a Full Permit or Car Share Permit)

When completing this section we would recommend you review your journey to and from work using Google Maps ([https://www.google.co.uk/maps/dir///@52.8382004,-2.3276149,6z](https://www.google.co.uk/maps/dir///@52.8382004,-2.3276149,6z)). On this planner you can review your driving distance to work and public transport journey to work. You should also review Park and Ride options and if carer issues are a factor consider if your journey to work could include using your car for part of the journey to work.

What is the direct distance between your home and base hospital only (do not include any via routes for carer requirements)?

- 0 – 5 miles | 6 – 10 miles | 11 – 15 miles | 16 – 20 miles | More than 20 miles
- Points | 0 | 2 | 4 | 6 | 8

What is the journey time using public transport (including walking) directly from your home address to your base hospital only for your earliest start time (do not include any via routes for carer requirements)?

- 0 – 14 mins | 15 – 29 mins | 30 – 44 mins | 45 – 59 mins | Over one hour
- Points | 1 | 2 | 3 | 4 | 6

What is the journey time using public transport (including walking) directly from your base hospital only to your home following your latest finish time (do not include any via routes for carer requirements)?

- 0 – 14 mins | 15 – 29 mins | 30 – 44 mins | 45 – 59 mins | Over one hour
- Points | 0 | 2 | 4 | 6 | 8

If you were to cycle to work what would the journey time be?

- 0 – 14 mins | 15 – 29 mins | 30 – 44 mins | 45 – 59 mins | Over one hour

6. OTHER ISSUES OF CONSIDERATION (Only complete if applying for a Full Permit or Car Share Permit)

Do you have any carer responsibilities?  
- Yes  
- No

If yes, are the responsibilities
- Sole  
- Join

Please provide a brief summary of your carer issues and include details of where you need to go to / from your journey to work, the names of any school / childcare provider where you drop off / collect and any time limitations e.g. earliest drop off and latest collection times.

Are you registered disabled and hold a valid Blue Badge?  
- Yes  
- No

If YES please provide Blue Badge Number below

Do you have any health conditions you would like to be taken into consideration?  
- Yes  
- No

If yes, have Occupational Health Service made any recommendations for work place adjustments?  
- Yes  
- No

Please provide any information about your health which you are comfortable declaring in support of your application and which would prevent use of public transport, cycling or walking.

If you attend any outreach clinics or frequent off-site meetings as part of your duties use your car to undertake these visits please complete the box below to explain and also advise of any notes, equipment which you may take on these visits.
7. PAYING FOR PARKING (All must complete this section except Volunteers, Non-Exec Directors and Governors)

Employees are required to pay for parking if issued with a parking permit and deductions will wherever possible be taken from salary. If you are employed by the University, Staff Bank, Other Employers or are a Student you must complete a Trust Direct Debit Form and submit it with the application. **Payments are deducted one month in arrears.**

We require signed authorisation from you to and it is important that staff check payslips / bank statements to ensure the correct amount is being deducted and notify the Transport Department if there are any problems or if working hours or car parking usage increases or decreases.

8. SALARY DEDUCTION AUTHORITY

<table>
<thead>
<tr>
<th>Employee Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Assignment No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

This is your staff no. found on your payslip and can be provided by your HR Dept. or Payroll Services

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

9. ACKNOWLEDGEMENT AND DECLARATION

I declare that the information I have provided on this form is correct and complete and I apply for access to Trust Car Parks in line with the Trust's Car Parking Policy, which I have read and understood. I understand the information may be verified using other Trust systems and that I may be required to provide additional information to support my application.

I understand that if I knowingly provide false information this may result in loss of parking and disciplinary action. I consent to the disclosure of information from this form to and by the Trust and NHS Protect for the purpose of verification of this application and the investigation, prevention, detection and prosecution of fraud.

I confirm that where an application has been made for multi-site access that I have the relevant business use insurance in place to use my vehicle for the purpose of delivering Trust business and am aware of my legal obligations to keep my vehicle serviced and maintained and frequently ensure I conduct basic vehicle checks, i.e. water, tyres and oil levels.

Signed: ___________________________  Print Name: ___________________________  Date: ___________________________

10. LINE MANAGER SECTION

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Work Contact Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please can you confirm if your member of staff is required to complete any of the following:

- The employee is an essential car user and needs their car for delivery of their job role
- The employee uses their car to carry ‘goods’, i.e. specimens, records, equipment
- The employee will need parking on more than their base hospital site to support their role
- The employee is rostered to undertake on-call duties

If YES has been selected to any of the above please can you confirm that:

- Checks on driving licence, insurance (business), vehicle MOT and servicing is complete

Please advise if any workplace adjustments are in place to support declared health conditions or if flexible working arrangements are in place to support the employee with any carer requirements

I declare that the applicant is a member of my staff and to the best of my knowledge, the information provided by them is true and accurate. I understand that I may be required to provide additional supporting information or confirmation of details provided.

Signature: ___________________________  Date: ___________________________
By providing your name and vehicle registration details you are consenting to the use of this information for the administration of the permit holders list at the Newcastle upon Tyne Hospitals NHS Foundation Trust Car Parks.

The Newcastle upon Tyne NHS Foundation Trust will register your permit by using these details and will use it in conjunction with the automated number plate recognition (ANPR) system data to monitor the proper use of the car parking facilities.

We will share your personal data with Parking Eye Limited who will record and process the personal data supplied in relation to car parking (vehicle details) on the Newcastle upon Tyne Hospitals NHS Foundation Trust Car Parks.

By providing this data, you do so giving your full consent for the data i.e., your vehicle information to be recorded and processed by the Newcastle upon Tyne Hospitals NHS Foundation Trust for the purpose of ensuring compliance with the parking restrictions communicated and data gained by the processing of such data may be used in connection with checking the validity of permit applications.

This notice applies in addition to any notices previously supplied via on-site signage and employee handbooks and any disputes under this notice shall be subject to English Law and shall be the exclusive jurisdiction of the English Courts.

In addition, if you are providing sensitive personal data within this statement e.g., eligibility for accessible staff parking, please sign and return this statement.

I give full written consent for sensitive personal data to be recorded and processed by the Newcastle upon Tyne Hospitals NHS Foundation Trust and Parking Eye Limited for the monitoring and compliance with the Newcastle upon Tyne Hospitals NHS Foundation Trust Car Parking Restrictions.

Signature: 

Name: 

Date:
## Appendix 9 – Permit Definitions

<table>
<thead>
<tr>
<th>Parking Permit</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustwide Permit</td>
<td>These are limited to Director level Trust Management for access to any Trust car park at any time in any car park</td>
</tr>
<tr>
<td>Full Permit (i.e. access at all times to designated car parks)</td>
<td>This is a permit valid for all shifts 24 hours per day, seven days per week and access granted to designated car parks either on one or multiple sites.</td>
</tr>
<tr>
<td>Community Permit</td>
<td>Staff based in the community but require access to hospital sites as part of their role and staff based within hospitals but have a frequent need to attend patients in a community role.</td>
</tr>
<tr>
<td>Nights and Weekends Permit</td>
<td>Staff requiring access to parking only for nights (between 4.30pm and 9am) and weekends (all times) and includes public holidays. In exceptional circumstances, times can be adjusted to suit slightly early entry and later exit.</td>
</tr>
<tr>
<td>On-Call Permit</td>
<td>Parking provided in designated car parks on one or multiple sites to support residential and non-residential on-call requirements.</td>
</tr>
<tr>
<td>Emergency On-Call Permit</td>
<td>For Consultants and Senior Management to access parking only when called in to deal with emergencies or serious issues and park any area when responding to emergencies.</td>
</tr>
<tr>
<td>Car Share Permit</td>
<td>Two or more joint individual car owners travelling to work in one vehicle. Each ‘sharer’ is able to access the site in their own car as up to 10 visitor days per annum are provided to support access when both drivers need the car.</td>
</tr>
<tr>
<td>Regent Point Permit</td>
<td>Parking only at the multi-storey Regent Point only at a reduced rate. Any requirement to park on other sites will require a full permit or incur additional cost of £1 per visit. Access to be requested in advance.</td>
</tr>
<tr>
<td>NTW Parking Permit</td>
<td>NTW (Northumberland Tyne and Wear NHS Foundation Trust) employees only</td>
</tr>
<tr>
<td>Ad-hoc Parking Permit</td>
<td>For staff requiring parking only on an infrequent occasion to provide support when there is occasional need for the car (e.g. to attend appointments, use the car for rare work requirements, etc.)</td>
</tr>
<tr>
<td>Volunteer Permit</td>
<td>For volunteers only.</td>
</tr>
<tr>
<td>Non-Executive Director / Governor Permit</td>
<td>For Trust Non-Executive Directors and Trust Governors and used only when attending the Trust whilst in these capacities.</td>
</tr>
<tr>
<td>External Organisation</td>
<td>Applications from companies / agencies with accommodation on Trust sites and purchasing a limited number of spaces or permits.</td>
</tr>
</tbody>
</table>
# Appendix 10 – Change of Circumstances

**The Newcastle upon Tyne Hospitals NHS Foundation Trust**

## CAR PARKING PERMIT

**CHANGE OF CIRCUMSTANCES FORM**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Assignment Number:</th>
<th>Vehicle Registration:</th>
<th>Parking Permit No:</th>
<th>Department:</th>
<th>Directorate:</th>
</tr>
</thead>
</table>

### Change of circumstances (Mark all the apply with X)

<table>
<thead>
<tr>
<th>Change of Address</th>
<th>Please also notify HR, Payroll and Staff Benefits or Car Lease Scheme if applicable. Your eligibility for a permit will be re-assessed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Job Role</td>
<td>State if this involves change of base, change of essential car user status (if applicable), name of new Department, Directorate and Line Manager to be provided.</td>
</tr>
<tr>
<td>Flexible Retirement</td>
<td>Advise of last day at work, and new start date. Provide new ESR (Assignment Number) on receipt.</td>
</tr>
<tr>
<td>Reduced Working Hours</td>
<td>Advise of new hours and number of days hours are worked over. Provide evidence of change of hours from HR or Line Manager.</td>
</tr>
<tr>
<td>Reduced Working Days</td>
<td>Advise of number of days worked. Provide evidence of change of hours from HR or Line Manager.</td>
</tr>
<tr>
<td>Long-term Sickness</td>
<td>(Suspend Permit Only) Return permit and advise Car Parking in advance of return to work date. Permit must have been request prior to return. New application only if permit expires.</td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>(Suspend Permit Only) Return permit and advise Car Parking in advance of return date. Permit must have been request prior to return. New application only if permit expires.</td>
</tr>
<tr>
<td>Leaving the Trust</td>
<td>Return permit. Please also notify HR, Payroll and Staff Benefits or Car Lease Scheme if applicable.</td>
</tr>
</tbody>
</table>

Please provide all information required in line with Policy and guidance above in the box below, sign and then email to [enquiries.carparking@nuth.nhs.uk](mailto:enquiries.carparking@nuth.nhs.uk)

---

Signed: .................................................. Date: ........................................

---
Appendix 11 – About Automatic Number Plate Recognition (ANPR)

On arrival, an ANPR camera take a photograph of the vehicle registration and stores the registration and time of entry.

On departure, an ANPR camera take a photograph of the vehicle registration and stores the registration and time of exit.

The system will then look for one of the following:

**Pay and Display**
That payment has been made against the vehicle registration for the duration of stay.

**Staff Permit Holder**
That the vehicle is registered to park as a current permit holder. (Important to notify Parking Team of registration changes)

**Disabled & Contractor Parking**
That the registration has been provided by the blue badge holder / contractor on the day they have parked or duration of likely stay.

Failure of the system to detect any of the above will result in a parking charge notice.
Appendix 12 – Parking Appeal Template

Staff Car Parking Permit Appeal Form

Failure to follow the instructions below will result in a delay to making a decision on the appeal form. The Transport Department will acknowledge receipt of your appeal and notify you of the date your appeal will be heard.

- Please complete the form in **BLOCK CAPITALS**.
- Please note that incomplete forms will not be accepted.
- Please complete the sections relevant to your appeal.
- Where evidence is required to support your appeal please ensure this is provided.

**Please state the grounds of your appeal against the decision to refuse your parking permit application:**

<table>
<thead>
<tr>
<th>Grounds</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Transport Issues</strong></td>
<td>You are unable to use other transport or wish to demonstrate that other transport (including Park and Ride) is unsuitable.</td>
</tr>
<tr>
<td>2. <strong>Carer Commitments</strong></td>
<td>You wish for carer commitments (child/adult) to be taken into account</td>
</tr>
<tr>
<td>3. <strong>Job/Shift Requirements</strong></td>
<td>The shifts that you work mean that you need parking and/or there are elements to your job role which require need for the car</td>
</tr>
<tr>
<td>4. <strong>Health Grounds</strong></td>
<td>You have a health condition which means you need to use your car for work and prevents consideration of alternative transport</td>
</tr>
<tr>
<td>5. <strong>Other</strong></td>
<td>Use this section to provide any other reasons which you would like considered in respect of your parking appeal</td>
</tr>
</tbody>
</table>

**Information about your appeal which you should consider:**

- Your appeal should outline the grounds upon which the appeal is based and provide detailed supporting information outlining any mitigating factors.
- Please include providing any relevant locations you may need to go to on your way to or from work to include post codes, opening and closing times of child care facilities etc., advise whether breakfast or after school clubs are in place for children at school, any fixed visiting times of care homes etc.
- You may appeal by selecting multiple reasons e.g. public transport issues, carer commitments and health grounds but please ensure each section is completed with as much factual information you feel is relevant.
- It is worth noting that if circumstances apply only on some days you can request parking only on some working days e.g. if you have a particular issue only on two days of a full working week, please make this clear so full consideration can be made on your appeal.

**FOR OFFICE USE ONLY**
1. **PUBLIC TRANSPORT ISSUES**
   Referring to your 'Personalised Journey Plan' please outline the reasons none of the proposed alternative transport options provided for you to access work and return home following your shift is suitable. Please ensure you provide details of any other locations you need to attend, times and postcodes on route to or from work.

2. **CARER COMMITMENTS**
   Please ensure you provide clear information about carer requirements, e.g. school times, provision of any before and after school clubs, childminder operating hours, any family support you may have to assist with care.

3. **JOB/SHIFT REQUIREMENTS**
   Please outline why alternative arrangements from your Personalised Journey Plan are not suitable access to and from work and detail any specific requirements of your job role which necessitate use of your car.

4. **HEALTH GROUNDS**
   Please ensure that if health grounds are a factor in requiring a parking permit that the Newcastle Occupational Health Service and your Line Manager are fully aware of any issues which may also impact on your job role. Please refer to Policy Point 6.11.3 and advise if you have reviewed Access to Work.

5. **OTHER**
   Please provide any other information here which you may feel is relevant and you’d like considered.
6. LINE MANAGER SUPPORT

Please add any comments to support the appeal and sign to confirm all points made within the appeal are noted and to the best of your knowledge correct.

Signature:

Name:
Appendix 13 – Parking Terms and Conditions

1. A fee will be charged for the permit, payable from the date of issue until the expiry date or cancellation of the permit or departure from the Trust.

2. If car parking and the permit has not been used refunds will only be considered on written request. Please refer to section 6.12.12 and 6.12.13 of the Car Parking Policy.

3. Applications from staff with outstanding Parking Charge Notices may be held and not processed until Charges are cleared.

4. Staff who have been issued with a permit and subsequently receive Parking Charge Notices may incur additional costs if the Trust are required to intervene in cancellation of charges and may have their parking permit suspended or removed for repeated offences.

5. If a parking permit is lost, one free replacement will be issued. Additional replacements permits will be liable to a £20 charge which will be deducted with the next parking deduction.

6. Parking permits are non-transferrable between individuals but may be transferred to other registered cars. Any person found to provide a permit to a third party will be liable to pay the full parking charges of the third party, will have parking revoked and may face further action. Action may also be taken against the third party.

7. The completion of this form does not entitle the applicant to a permit nor does it entitle them to park until a valid permit is issued.

8. Paper notices displayed on the windscreen of cars will not be accepted and staff must ensure registrations are always up to date with the Transport Department.

9. The issue of a permit allows parking on the Hospital site but does not guarantee a parking space.

10. Parking will only be permitted in designated parking areas and in a car park appropriate to their permit type. Parking in a non-designated may result is a Parking Charge Notice being issued and additional cost.

11. All permit holders must adhere to the Trust’s Parking Policy, ensure they read signage within car parks (fixed and temporary) be aware of their responsibilities to keep the Transport Department aware of any changes in circumstances which may affect qualification for a permit or vehicle access. Any employee not following the parking Regulations may be issued with a Parking Charge Notice.

12. The Trust has no liability for vehicles or their contents when parked in their car parks or Hospital grounds except where the Trust is negligent.

13. Permits do not need to be displayed in vehicles except at Newcastle United Football Ground (NUFC) and Regent Point. Failure to display a permit in these locations may result in a Parking Charge Notice issued by third parties. The Trust for not displaying a valid permit.

14. The issue of a permit does not guarantee any subsequent re-issue after your permit has expired.

15. Anyone wishing to cancel their parking permit must notify Transport Department in writing.

16. It is the responsibility of the permit holder to ensure all personal details are kept up to date and in particular to ensure any changes to vehicle registrations, including the use of courtesy cars and hire cars is notified to the Transport Department on 0191 22 31353 or by email to enquiries.carparking@nuth.nhs.uk
ON-CALL PARKING TERMS AND CONDITIONS

1) An on-call permit is only to be used for parking when working an on-call shift.

2) Access will be provided to staff car parking via ID badge, Smart Card or Automatic Number Plate Recognition (ANPR) controlled car park for a fixed number of on-call shifts (over 6 months or 12 months) based on the information provided, and subsequently verified with line manager and Medical Staffing to establish access requirements.

3) Parking when on-call and where on-call is part of a normal rostered shift requirement is subject to charge and will be charged at the standard staff rate of £2 per shift. Parking where on-call is from home is not subject to any charge.

4) Charges will be deducted from salary on a monthly basis and where salary payment is unavailable charges will be deducted via debit or credit card in advance.

5) On-call permits will be provided for access to designated staff car parks which may be multi-site. Accessing other non-designated car parks will result in the issue of a Parking Charge Notice and the Trust will not support cancellation of Parking Charge Notices via appeal where parking in non-designated car parks occurs.

6) Parking permits are non-transferrable. Any person found to provide a permit to a third party will be liable to pay the full parking charges of the third party, will have parking revoked and may face further action.

7) It is the responsibility of the permit holder to ensure all personal details are kept up to date and in particular to ensure any changes to vehicle registrations, including the use of courtesy cars and hire cars is notified to the Transport Department on 0191 22 31353 or by email to enquiries.carparking@nuth.nhs.uk. Failure to provide updated or changes to registrations may prevent access to the car parks and may result in a Parking Charge Notice.

8) If access to car parks is no longer required it is the responsibility of the permit holder to notify the Transport Department and return permit and any access cards appropriately. Charges will continue to be deducted from salary unless notification is provided in writing and permit returned and the Trust will not consider refund requests in excess of 3 months from the point of notification.

9) On-Call usage will be closely monitored and where usage of an on-call permit seems to exceed expected usage based on on-call frequency verification will be conducted on all parking to establish if parking has occurred during periods when not on-call and a charge of £25 will be applied for each occasion when parking has occurred whilst not on-call.

10) In the event that misuse of parking is proven, notification will be sent to the permit holder, Line Manager and Medical Staffing to notify of breach of policy and misuse of permit, advise of the value to be deducted from next available salary and the permit may be withdrawn as a result of any misuse.
This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

**PART 1**

1. **Assessment Date:**

2. **Name of policy / guidance / strategy / service development / Investment plan / Board Paper:**
   - Car Parking Policy

3. **Name and designation of author:**
   - David Malone, Transport and Travel Adviser

4. **Names & Designations of those involved in the impact analysis screening process:**
   - Lucy Hall, Equality and Diversity Lead

5. **Is this a:**
   - Policy √  Strategy  Service  Board Paper

   **Is this:**
   - New  Revised √

   **Who is affected:**
   - Employees √  Service Users  Wider Community

6. **What are the main aims, objectives of the document you are reviewing and what are the intended outcomes? (These can be cut and pasted from your policy)**

   The aim of the policy is to:
   - Formalise and raise awareness of the Trust’s car parking arrangements.
   - Raise awareness of the alternatives to using a car (or motorcycle) for work and the support available to employees from the Trust.
   - Ensure all employees are aware of their responsibilities in respect of this policy.
   - Ensure employees are aware that action will be taken in consequence of a failure to act in accordance with the policy.
   - Ensure other users such as contractors and volunteers are aware of provision and their responsibilities in respect of this policy.
7. Does this policy, strategy, or service have any equality implications? Yes √ No □

If No, state reasons and the information used to make this decision, please refer to paragraph 2.3 of the Equality Analysis Guidance before providing reasons:

8. Summary of evidence related to protected characteristics

<table>
<thead>
<tr>
<th>Protected Characteristic</th>
<th>Evidence</th>
<th>Does evidence/engagement highlight areas of direct or indirect discrimination?</th>
<th>Are there any opportunities to advance equality of opportunity or foster good relations? If yes what steps will be taken? (by whom, completion date and review date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race / Ethnic origin (including gypsies and travellers)</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sex (male/ female)</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Religion and Belief</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sexual orientation including lesbian, gay and bisexual people</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Age</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Disability – learning difficulties, physical disability, sensory impairment and mental health. Consider the needs of carers in this section</td>
<td>The policy states that; Disabled staff with a Blue Badge will be allocated a parking permit and the Trust will make every effort to ensure suitable blue badge spaces are available within staff car parks.</td>
<td>Disabled people may have reasonable adjustments to parking because of their disability. This is addressed in the policy.</td>
<td>When new Hopper / Shuttle contract goes out to tender there will be a requirement for low floor vehicles. David Malone Contract due mid 2018</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Portering Services will provide wheelchairs if required.</td>
<td>Portering Services will provide wheelchairs if required.</td>
<td></td>
</tr>
<tr>
<td>Gender Re-assignment</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Marriage and Civil Partnership</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Maternity / Pregnancy</td>
<td>Mandatory EDHR Training</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

9. Are there any gaps in the evidence outlined above. If ‘yes’ how will these be rectified?

No

10. Engagement has taken place with people who have protected characteristics and will continue through the Equality Delivery System and the Equality Diversity and Human Rights Group. Please note you may require further engagement in respect of any significant changes to policies, new developments and or changes to service delivery. In such circumstances please contact the Equality and Diversity Lead or the Involvement and Equalities Officer.
11. **Could the policy, strategy or service have a negative impact on human rights? (E.g. the right to respect for private and family life, the right to a fair hearing and the right to education?)**

   No

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**PART 2**

**Signature of Author**

David Malone

**Print name**

David Malone

**Date of completion**

27/10/2017

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified, please refer to the Policy Author identified above, together with any suggestions for action required to avoid/reduce the impact.)