

1. Your details			
Title:		First Name:	
		Surname:	
Job title:			Ward/Dept:
Home address:			Postcode:
Contact Telephone Number :			Are you a Blue Badge Holder:
Employee Number:			
<b>YES / NO</b> (delete as applicable)			
2. Vehicle details (two vehicles may be registered but only ONE vehicle can be parked on site at any one time)			
<b>Vehicle 1</b>		<b>Vehicle 2</b>	
Registration Number		Registration Number	
3. Important Points To Note			
<p><b>Your DVC will work at City, Sandwell and Rowley sites. City- You will need to park in the area through Sheldon Block barriers or the MSCP. Sandwell- You will need to park in Hallam Street. Rowley- You will need to park in the main visitor car park.</b></p>			

### Terms and conditions

By signing this application form you agree to be bound by and abide by the terms set out in the Trust's car parking policy, and in particular the terms set out below, which place a positive obligation on employees.

1. Permit costs are as set out on the Trust intranet. Any tariff changes will be notified to staff by general e-mail, prior to commencement of the new charging scheme.
2. DVC's are non-transferable and if you misuse it or allow another person to use it, the privilege may be revoked.
3. **Lost or damaged permits incur a replacement charge of £10, there are no exceptions.**
4. It is your responsibility to inform the Q-Park of any changes to your details, including details of new cars.
5. **Permits must be returned to Q-Park when they expire.**

The Trust car parking policy can be viewed on the Trust intranet. It is your obligation to keep up to date with any changes to this policy and to comply with the policy in place at the time of your parking. Q-Park are based at City and Sandwell.

**I confirm that I have read and understood the terms set out in the Trust's current car parking policy and the specific terms set out above, and acknowledge receipt of the DVC detailed below.**

.....signature.....date permit received

FOR OFFICE USE ONLY

Permit Number		Date New Permit issued	
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