



TERMS AND CONDITIONS – STAFF PARKING PERMIT

1. The terms and conditions that govern the eligibility and issue of staff parking permits will be in accordance with the Sandwell & West Birmingham NHS Trust Parking Policy, Travel Plan and any other Trust policies that may be applicable to this scheme and that may be in force from time to time. By completing and submitting the online application you confirm that all the information that you have provided is true and accurate at the time of completion. We reserve the right to change/cancel this permit as and when required

2. Permits are required by any member of staff, staff are defined as persons employed by Sandwell & West Birmingham NHS Trust or other staff based on the Sandwell & West Birmingham NHS Trust sites, including bank, locum, temporary, agency staff, those on honorary contracts, non-executive directors and students/volunteers.

3. An online application will need to be completed to obtain a valid permit to park on the Sandwell General Hospital, Birmingham City Hospital and Rowley Regis Hospital sites. (Staff parking areas only as per the Parking Policy)

Once the permit is offered/processed by Q-Park, your account is managed by yourself by logging on to the website again with your personal log in details

An application can accept up to 3 vehicles on your permit but only **one** vehicle is eligible to park on the site. Failure to do so could lead to enforcement action.

4 A vehicle recognition/number plate system is in operation for all permit holders on this site. It is essential that permit holders update their permit/vehicle immediately there are any changes to your circumstances or vehicle. Failure to maintain up to date vehicle details on the permit system may lead to enforcement action.

5. Any staff vehicle parked on the Trust site must observe the parking 'Terms and Conditions' that apply. Failure to comply with these conditions will render the offending vehicle liable to enforcement procedures.

6. Barrier Cards are for the use of Permit Holder Only and as such, the sharing of a permit or barrier card constitutes mis-use. Any permit holder found to be mis-using their permit may be subject to disciplinary action. Barrier cards **MUST** be used to access a barrier car park. Any permit holder that cannot present their barrier card on the entrance to the car parks must pay for the ticket obtained on entry for parking on the day. Any person found to have used a barrier card to gain access with a vehicle not registered on the permit system may be subject to enforcement. Barrier cards are of value and every effort should be made to ensure they are not lost. If you lose your barrier card a duplicate can be issued at a cost of £10, which is payable at the Car Parking Offices at Sandwell General Hospital and Birmingham City Hospital.



7. If it is found that information given in support of this application, or relevant to their permit is inaccurate or misleading at any time then the permit will be withdrawn immediately and the matter referred to the Trust Management for possible disciplinary action. All personal data provided during a permit application online will be verified with the Trust to ensure that the applicant is entitled to such a permit.

8. The issue of car parking permit does not provide any guarantee that a parking space will be available, although every effort will be made to accommodate appropriate staff parking.

9. Non Compliance with these principles or prevailing enforcement policies will result in enforcement action as detailed within the staff Trust Parking Policy. Permits will be cancelled for non-payment of Penalty Payments.

10. Zero Tolerance: Parking permits will be withdrawn immediately in the event of any violent, aggressive, threatening or abusive behaviour or language towards any car park staff, or any refusal to co-operate with reasonable instructions from car park staff or staff employed by the Trust to deal with car parking issues.

11. Failure to Pay: Permits will be cancelled if permit holders fail to pay their parking tariff when due. When a Direct Debit has not been collected after 2 attempts, any permit will be cancelled with immediate effect. Please see the Parking Policy for full details. Q-Park's site manager is authorised to cancel permits in accordance with the above.

12. Temporary permits are non-refundable and refunds on all permit types will be for full months only, any used within a particular month will incur a full months cost. i.e. If notice is given part way through a month, you will be charged for that month's payment - Refunds are not available for part of any month

13. Surrender of parking permit: In the event you no longer require a staff-parking permit, you must complete a cancellation request via your parking permit account, obtainable from the Q-Park Lodge Office and must surrender your barrier card.

14. Payments: All permits can be paid for in full online, permits can also be paid for by monthly Direct Debit collected, on or near to the first day of each month. A permit application will not be approved until the Direct Debit mandate has been completed and attached to the permit application. All Direct Debits are taken for whole months, part collection or part refunds are not applicable.

15. All vehicles parked on Trust property are parked at the owner's risk. Neither the Trust nor the Car Park Operator will accept any responsibility for any loss or damage to vehicles parked on Trust sites.



16. Special permission permits – window permits are to be displayed for vehicles and persons who require special permission permits. The need for a special permission permit will be determined by your permit application. In order to receive the benefits of special permission permits, it must be on display in your vehicle windscreen.

17. Staff who are members of the Legacy Salary Sacrifice scheme may continue to pay by salary deduction but the scheme is no longer open to new entrants.

18. When taking long term sick leave or maternity leave, permits should be cancelled. At the point of cancellation the permit will no longer be valid, a returning member of staff is welcome to re-apply. Refunds are not applicable for employees in these circumstances, all permits should be cancelled prior to leaving the Trust for a long-term absence.