



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 Somerset Foundation 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 and evidence of hours 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 employed by the Somerset Foundation Trust

3. An online application will need to be completed to obtain a valid permit to park on the Musgrove Park Hospital site. (Staff parking areas only, permits are not valid in Visitor Parking)

To do this application you will need to log on to your personal account created at: <https://permits.paysmarti.co.uk/acct/tstnhs/> -TO COMPLETE THE PROCESS OF APPLICATION A COPY OF A CURRENT UTILITY BILL OR PROOF OF ADDRESS MUST BE UPLOADED, DATED WITHIN THE LAST 3 MONTHS / AND IF APPLYING FOR A STAFF BLUE BADGE PERMIT – A COPY OF YOUR CURRENT BLUE BADGE .(without this proof a permit will not be processed.

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 and is checked daily. It is essential that permit holders update their permit/vehicle immediately there are any changes to your circumstances or vehicle. Failure to do so will incur 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**. Any permit holder letting others use their card will be reported to the Trust and are at risk of having their permits revoked. 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. Barrier cards are of value and every effort should be made to ensure they are not lost. If you lose or damage your barrier card a duplicate can be issued at a cost of £10, which is payable at the Car Parking Office.

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.

8. The issue of a valid general staff 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. 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 month's 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. A maximum of 4 months Temporary Permits is permitted in any one year.

(e.g., 1 x 2 months / 2 x 1 month) within a 6-month period or/ 1 x 3 month and 1 x 1 month over 12 months)

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

14. Payments: Are online but facilities to pay by Direct Debit is available by downloading a Direct Debit Mandate on your personal account on the initial application. A signed mandate will need to be returned to the Q-Park Office before the permit can be authorised. You can also pay for permits in the Lodge Office

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. **The Day Value Card** - can only be used 8 visits per month based on a 30-day month, for additional visits staff will be required to take a ticket on entry to the car park and pay the daily rate applicable

17. **Staff Disabled permits** – On proof of a valid blue badge, staff are eligible for free parking. To apply for a disabled (Part-time - 24 hrs or less /week or Standard, full time, working 24.5 or more/week–disabled permits can be applied for at:

<https://permits.paysmarti.co.uk/acct/tstnhs/> if you currently have a staff permit, this permit will need to be cancelled down first with a Cancellation form. Disabled staff must use the **staff disabled car park** (Currently the Tops Car Park) on site and are not able to park in any visitor disabled spaces. Q-Park will cancel the original permit on receipt of the new Disabled Permit.

18. **Night Shift workers** – Night shift only workers, will be eligible for a free permit but must obtain a permit to park. The Trust Criteria must still be met. If you currently have a Standard or Part-time permit and carry out night shifts, you have the facility to claim your night shifts, via the Trusts expenses system. Night permits operate between the hours of 18.30 pm to 08.30 am ONLY

19. **Weekend Permit** – Staff that work weekends only can apply for this permit. The permit can be used between the hours of (Saturday 06.30 am and Sunday 20.00 pm) this permit cannot be used in conjunction with any other permit type.

20. **Abusive behaviour** – Any abuse will not be tolerated – any staff member committing abusive acts will immediately have their permit revoked and will be reported to the Trust