

Hull and East Yorkshire Hospitals NHS Trust

Car Parking Application Form

Personal Details

First Name

Surname

Employer

Department

Base Site

Work Contact Number

Contact Email

Are you a new Hull and East Yorkshire Hospitals Employee Yes/No

Do you have resident accommodation on site Yes/No

Permit Details

Two vehicles may be registered on a single permit so the permit can be transferred between the vehicles.

Vehicle 1 Make

Vehicle 1 Model

Vehicle 1 Registration

Vehicle 2 Make

Vehicle 2 Model

Vehicle 2 Registration

Please enter a leaving date if on a fixed term contract with a known end date, enter N/A if you have no leaving date.

Leaving Date

Car Park Access Card Requirements

Argyle Street is a barrier controlled car park and will require the use of an access card for permit holders.

Please note the loss of an access card will require a replacement at a cost of £10

Do you require an Argyle Street Car Park access card Yes/No

Payment Details

Is your salary paid by Hull and East Yorkshire Hospitals NHS Trust? Yes/No

If no please refer to contractor section below.

I understand that by completing and signing this application –

- I authorise for the permit charge to be deducted from my pay
- The Trust reserves the right to vary the deductions in accordance with changes to terms and conditions, salary or hours.
- Deduction will continue until either the permit is surrendered or the employment is terminated.

Employee

Please enter your assignment number(s) below

Your assignment number can be found in the top left corner of your payslip

1
2
3
4

Payment is by salary deduction.

If you would like to make payment via salary sacrifice please read and sign the salary sacrifice agreement found at the end of this application form.

Note: Salary sacrifice can effect your pension. See terms and conditions for further information.

Please indicate if you have chosen to pay via salary sacrifice Yes/No

Employee Day Pass Yes/No

The day permits are for occasional users. You will not have any deduction from your salary. Payment must be made on the day from a ticket machine and the lowest value ticket displayed in conjunction with the permit.

Staff/Students/Contractors

Once your application has been submitted please allow 48 hours for processing before collecting from: OCS Car Parking Office
Supplies Building
Hull Royal Infirmary
Tel: 604368

Please note that students and contractors are required to:

- Inform the office the duration the permit is required
- Make your payment at the General Office: **HRI** – 2nd Floor main tower block
CHH – Entrance 2 – main reception

If your permit is required for CHH, please call the OCS Car Parking Office on **604368** to arrange for it to be despatched.

Old passes must be returned with any subsequent applications or amendments. There will be a service charge of £10.00 to anyone who cannot produce their old permit.

Any queries contact the OCS Parking Office at HRI on 640368

Office Hours: Mon – Fri 07:30 – 16:30

Please sign below to show you have read and agree to the car parking terms and conditions below. Regrettably we cannot issue a permit if you do not agree to the terms and conditions.

Signature

Print Name

Date

HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST

PARKING PERMITS TERMS AND CONDITIONS

It is the motorist's responsibility to park safely and without prejudice to the operational functions of the hospital and, in compliance with these terms and conditions. The provision and effective management of car parking is critical to ensure access to the hospital sites is maintained.

The Trust reserves the right to withdraw, or not issue, parking permits where these terms and conditions are breached. Examples of breaches include, but are not limited to: –

- Causing an obstruction or hazard that is a risk to safety e.g. blocking exits, obstructing other motorists' view, parking on or near a pedestrian crossing, parking on footpaths
- Causing an obstruction or hazard that impedes service delivery e.g. service vehicles unable to access delivery/collection points
- Parking in a patient/visitor area or disabled space (without a blue badge)
- Speeding on site
- Parking without due consideration for other users e.g. across 2 parking bays
- Repeated failure to display a valid permit clearly in the vehicle
- Allowing the use of the permit in a non-designated vehicle
- Use of a non-valid permit e.g. out of date permit.

The issue, use and return of permits -

- One permit per person
- Valid for the designated vehicles only (maximum 2 vehicles) and non-transferrable.
- The valid permit must be displayed clearly in the vehicle
- Only permits issued by the Trust (or authorised contractor) are valid. Permits must not be altered, photocopied or reproduced.
- Other notes/documents displayed by the user are not an acceptable substitute for a valid permit.
- Permits must be surrendered to the Car Parking Office on ceasing employment/working at the Trust or when the permit is no longer required. Parking Charge Notices will be issued where a non-valid permit is displayed). Written applications to cease payment must be made to the Car Parking Department, enclosing the permit, before notification is passed to Payroll.
- Old permits must be returned when applications are made for renewal/replacement permits. A new permit must be obtained when the main vehicle is changed. There will be a service charge where the original permit is not surrendered or for the issue of a replacement.

A permit is not a guarantee of a parking space.

It is the responsibility of the individual to notify the Car Parking Office of changes to contact details.

Applications are made on the understanding that changes to car parking rates will be applied automatically and communicated by the normal channels of newsletter, global email etc. Charges are made for full months only. Charges will be reviewed annually by payroll to ensure staff pay the appropriate charge.

Employee

As at September 2013 charges are:

Salary	Monthly Charge
Up to £21,000	£7
£21,000 - £40,000	£10
£40,000 and above	£15

Charges for part time staff are pro rata.

Non-Employee Charges

£15 Per Month

Full Time Students

£7.00 Per Month

Disabled Parking Bays

Clearly marked bays exist on each site for Blue Badge holders only. Employees using these facilities must display a valid staff permit in conjunction with a Blue Badge.

Driving on Trust Sites and Speed Limits

Drivers must comply with the indicated site speed limits. Motorists should observe the rules of the Highway Code when driving through or manoeuvring on Trust sites.

Yellow Lines/Red Lines/Cross Hatching/Grassed areas and Footpaths

Emergency vehicles attending sites must always be guaranteed unobstructed access. Yellow/Red lines and cross hatching to indicate areas that cannot be used for stopping. Drivers must not stop or park their vehicle in these areas. Parking on grassed areas or footpaths is strictly prohibited.

Fire Exits

Under no circumstances are vehicles allowed to obstruct or block fire exits.

On Call Bays

The use of on call bays is for emergency on call only. The bay must be vacated and the vehicle moved to a normal parking space once the emergency has been dealt with.

Parking Charge Notices

Parking Charge Notices (PCN) will be issued where there has been a breach to the Trust's parking terms and conditions. Any queries or appeals concerning PCNs should be directed to the address given on the notice. Trust staff are not empowered to sanction their withdrawal. Non-payment of PCNs will be pursued and is court enforceable.

Management of Car Parks and Traffic

The management of parking and traffic is contracted out to a third party provider who acts on the Trust's behalf in enforcing parking terms and conditions. Car park users should respect this partnership by following instruction and advice where this is appropriately given, and to treat the contractor's staff with respect. Abusive behaviour will not be tolerated.

Civil Enforcement shall be issued to all vehicles parked in contravention of any parking restrictions and/or payment requirements.

Enforcement

Breach of these Terms and Conditions will be subject to the following enforcement and charges:-

- First Breach - a warning notice will be applied to the vehicle and a record filed on the vehicle database.
- Second Breach - a Parking Charge Notice (PCN) will be issued for payment as stated on the PCN. Details are recorded on the vehicle database.
- Third and Subsequent Breaches - a PCN will be issued. In addition, the Trust reserves the right to withdraw or suspend parking rights from anyone who persistently breaches parking terms and conditions.

Staff may be subject to disciplinary action as appropriate where there have been persistent and/or serious breaches of the terms and conditions, including the fraudulent use of permits.

These Terms and Conditions shall apply without exception to all users of the Trust parking facilities and roadways provided and maintained by the Trust.

These car parking terms and conditions are subject to change. A full, up to date version can be found on the Car Parking intranet site.

SALARY SACRIFICE FORM

AGREEMENT BETWEEN HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST AND

The staff member listed in this application

Terms and Conditions

In participating in this offer you are agreeing to a change to your terms and conditions of employment. In exchange for having a car parking permit, you give up an amount of your salary each pay period (before employee deductions), to cover the costs incurred by HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST in providing it to you.

THE CHANGES TO YOUR EMPLOYMENT TERMS AND CONDITIONS

DEFINITIONS

“Agreement” means this Agreement which incorporates these terms and conditions;
“Period” means the duration of the Benefit period as stated in this Agreement;
“Permit” means the car parking permit listed in this Agreement to be acquired by you;
“We” and “Our” means HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST;
“You” and “Your” means an employee of HULL AND EAST YORKSHIRE HOSPITALS NHS TRUST acquiring the Permits as identified in this Agreement.

1. ORDERING, DELIVERY AND COLLECTION

1.1 ORDERING

The permit will be ordered following the placing of your application and consequent Agreement of you to these terms and conditions.)

1.2 COLLECTION TIME

All collections are Monday to Friday (excluding Public Holidays) and will be published on the Trust Intranet. If you have any queries please email: car.parking@hey.nhs.uk

1.3 PLACE OF DELIVERY & CHANGE OF ADDRESS

The permit will be available for collection from either Car Parking Office on CHH or HRI.

1.4 CONFIRMATION AND COLLECTION

At the time the permit is collected, you will be required to confirm all details displayed on the permit are correct.

1.5 DELAYS IN DELIVERY OR COLLECTION

We will not be liable for any delay in delivering the permit to you or for failing to have the permit available if that delay or failure is due to any event or circumstance beyond our reasonable control. This includes where we cannot get supplies of the permit. If we are unable to obtain the permit, we will let you know, and we or you may cancel this Agreement, without any party having further liability to the other.

2. ADJUSTMENT TO YOUR PAY

2.1 SALARY EXCHANGE

You hereby agree that your gross salary will change and be reduced until such time as you or the Trust choose to cancel this Agreement. This Agreement shall be taken to be a statement of the change to your employment particulars, as required by Section 4 of the Employment Rights Act 1996 and that your employment remuneration will include the provision of the permit to you. By ticking the box to signify your agreement to these terms and conditions you should be aware that you waive your rights to automatically return to your original salary at the end of the Period.

2.2 MATERNITY, ADOPTION, ADDITIONAL PATERNITY LEAVE AND LONG TERM SICK

If you have a period of unpaid leave, for example unpaid maternity or sick leave; payments will continue to be taken until such time as they are cancelled or can no longer be taken.

2.3 OTHER EMPLOYMENT BENEFITS

This Agreement may affect those benefits linked to salary such as pensions, maternity, paternity, sickness pay. Please refer to the FAQ section on the website.

3. TERMINATION OF THIS AGREEMENT

This Agreement is terminated if:

- (a) You leave our employment, for any reason whatsoever, or
- (b) This Agreement has run its full term,
- (c) You no longer wish to pay for the Permit via salary sacrifice,
- (d) You no longer require this Permit.

3.1 CANCELLATION OF THE PERMIT

On cancellation of the permit the permit must be surrendered at a Trust Car Parking Office. Failure to do so may result in an administration charge being levied.

4. YOUR GENERAL OBLIGATIONS

4.1 PERMITTED USE OF THE PERMIT

The permit can only be used when displayed in vehicles registered to the user and listed on the permit.

4.2 CARE OF THE PERMIT

You must take reasonable care and use the permit properly and safely. If the permit is lost a replacement will be provided following the payment of the currently applicable fee.

4.3 PERMITTED ALTERATION OF THE PERMIT

There are no permitted alterations of the permit. Any changes must be requested as a replacement permit.

4.4 THIRD PARTY RIGHTS

A person who is not a party to this Agreement has no right under the Contracts (Right of Third Parties) Act 1999 to enforce any term of this Agreement. However, we reserve the right to appoint any agent(s) to act on our behalf in respect to enforcing this Agreement.

4.5 WAIVER

Any waiver or indulgence by us or failure by us to enforce our rights (whether by oversight or otherwise) shall not affect our right to rely subsequently on any other term(s) of this Agreement.

4.6 LAW

This Agreement is governed by English law and the parties submit to the exclusive jurisdiction of the English Courts

By signing below, I signify my understanding and acceptance of the terms and conditions set out above and I agree to a variation of my terms and conditions of employment.

Signature

Print Name

Date of signature