

Index No: C80

**POLICY FOR PROVISION, CONTROL
&
MANAGEMENT OF PARKING**

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Name of originator/author, job title and department:	Nicola Briggs Director of Finance
Director Lead (Trust-wide policies) Associate Medical Director (local Policies)	Simon Weldon, Chief Executive
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CONTRIBUTION LIST

Individuals involved in developing the document

Name	Designation
Judy Corlett	Governance / Performance Manager
Estates & Facilities Directorate	
Peter Bunnewell	Head of Financial Services
Derek Shaw	Director of Estates & Facilities
Nicola Briggs	Director of Finance
Susanna Newing	Deputy of Director HR and OD
Chaman Verma	Diversity and Inclusion Manager
Jackie Farrell	Occupational Health Manager
CP Plus	Car Park Provider
Car Park Task and Finish Group	Employee representatives
Richard Cook	Head of Communications

Circulated to the following individuals for consultation

Name	Designation
Members	Terms & Conditions Group
Members	Car Parking Task & Finish Group
Members	Operational Managers Group
Cheryl Mann	Unison
Pat Edkins	RCN
Jim Stringer	BMA
Roland England	LNC chair

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Approval and Authorisation

Completion of the following signature blocks signifies the review and approval of this process.

Name	Job Title	Signature	Date
Simon Weldon	Chief Executive		September 2018

Local Committee approval (where applicable)

Name of Committee	Name of Chairperson	Date of Approval
Terms & Conditions Group	Susanna Newing Deputy Director of HR and OD	
Task & Finish Group	Nicola Briggs Director of Finance	

Change History

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3.	April 2016	Derek Shaw	Full review and formatting
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4.1	October 2016	Derek Shaw	Minor change to B3 wording – page 9
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Impact Assessment

Undertaken by	Date
Chaman Verma	October 2017

A translation service is available for this policy. The Interpretation/Translation Policy, Guidance for Staff (I55) is located on the library Intranet under Trust wide policies.

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1. Introduction

The Car Park Policy has been developed to:

- Manage parking and parking allocation, including car park charges for both patients and staff
- Incorporate into Trust policies the local and national initiatives aimed at reducing the adverse impact of travel and transport on the environment.
- Ensure sufficient disabled and assisted car parking is provided for patients and staff.

2. Aim/Purpose of Policy

The aim of the Car Parking Policy is to ensure that car parking is managed efficiently, effectively and equitably, and to raise awareness of the Trust's car parking arrangements.

The Policy applies to private cars and commercial vehicles that use the car parks at Kettering General Hospital NHS Foundation Trust. Motorcycles and bicycles are not subject to this Policy. The Policy sets out the arrangements for controlling car parking and includes the following:-

- The eligibility criteria for staff parking permits
- Staff and visitor parking allocation
- The regulations applying to staff
- Car parking management and enforcement

3. Responsibilities

The Chief Executive has overall responsibility for all estate related matters, including car parking, and for ensuring that this Policy is implemented.

This responsibility is delegated to the Director of Estates for implementation at an operational level.

The responsibility for the day-to-day management of all car parks at Kettering General Hospital NHS Foundation Trust is that of the external contractor employed by the Trust.

The External Contractor is responsible for:-

- Ensuring that there is a provision for patients and visitors to park in the most convenient parking spaces for their visit to the hospital.
- Eliminate unauthorised parking by staff, patients and visitors on all roads and car parks on the hospital site.
- Stop congestion by vehicles, which lead to the obstruction of emergency vehicles and their access and egress routes.
- Provide adequate and designated parking for peripatetic staff as defined in the Trust's eligibility criteria (Appendix1a) and other staff who use their vehicles for business purposes on most days of the week.

- Provide clearly defined parking areas for staff, visitor and patients disabled badge holders in accordance with the Equality Act 2010.
- Enhance the physical security of everyone who parks on the Trust site, through the enforcement of defined parking areas. The use of defined parking areas will also reduce the chance of theft from, or damage to, vehicles parked on Trust property.
- Enforce the site car park regulations through the provision of a Parking Charge Notice (PCN). Appendix 4 - (PCN) notice system.
- Provide adequate information and signage throughout the car parking areas to comply with the British Parking Association's Approved Operator Scheme.
- Manage and maintain all parking equipment ensuring that machine downtime is minimised and the users have the facility to pay for their parking.

4. Content of the Policy

Kettering General Hospital NHS Foundation Trust currently provides free parking to the following organisations:

- Voluntary Organisations
- Volunteer Drivers
- Retired Workers Association (out of normal hours)

Hospital car parks include off-site car parks in Trafalgar Road and Robinson Way.

4.1 Charging – Staff

All hospital staff may apply for a car park permit but staff will be charged for the facility. Applications for a staff car parking permit must be made on line via on K-Net (see section 4.4 and the Trust website).

Charges are made in accordance with this Policy and fees will be deducted from the employees' salary each month. A charge will be made for all motorised vehicles excluding motorcycles used by employees. Please note motorcycle users are forbidden from using a designated staff car park space.

The provision of a car parking space is not a contractual entitlement for staff. The Trust does not guarantee a car park space for any application due to limited on and off-site parking. Car parking spaces are subject to availability. Car park space charges are detailed in Appendix 1a.

Payment for parking gives the authority to park on site but does **not** guarantee a space in any allocated staff car park.

Payroll deductions will only be made for complete months. Staff applying for a space mid-month will incur a full month charge and similarly an application for a space returned mid-month will not provide for a part month refund.

Staff must update changes which would impact on their car parking permit fee, such as a change in band or rate of pay or new car through completion of a change form – see Appendix 6.

Failure to inform the administrator may lead to an under-deduction of charge and the Trust will recover any underpaid amounts from the employee's next salary payment. Employees also have a responsibility to check their payslip to ensure the correct deduction from salary is being made. Refunds of over-deduction of fees will only be made in respect of the current financial year. Historic claims for a refund where the permit is no longer required will only be made where proof can be provided that the parking has not been utilised from the required date.

The Trust reserves the right to issue and withdraw staff parking access and parking allocations, e.g. where workers do not comply with rules of use of the car parks. An appeal panel may be needed for those employees who wish to challenge a decision against them. The appeal panel will include the Director of Finance/Estates, staff side representative and a member of the Human Resources Department. The panel can seek specialist advice if required to help with decision making.

Staff car parking charges are reviewed at least annually on or around the 1st January and will take into account any changes in banding or rates of pay. Car Parking charges may be increased or decreased by such an amount as the Trust considers appropriate, taking into account demand for spaces, availability of spaces, cost to the Trust of providing those spaces, charges imposed by other similar organizations and any other matters the Trust considers reasonably relevant.

4.2 Location of Car Parks and Number of Spaces

A plan showing the location of the hospital car parks is attached - Appendix 5.

All vehicles entering the hospital's site are subject to the hospital's parking enforcement rules.

All vehicles are required to park within a designated parking bay.

The hospital site car parking areas are divided into the following coded categories:-

- Patient & Visitor Paying Areas
- Staff Parking Areas
- Service Areas

Appendix 3 shows the breakdown of parking spaces by area.

The Trust aims to reserve 5% of parking spaces for disabled drivers in accordance with national guidance.

Arrangements for the parking of official visitors to the Trust can be made via the Car Parking Office to meet the service needs of the Trust.

4.3 Staff Parking Areas

When applying for car parking on-line, staff need to identify what category of staff they are and the type of parking required.

Staff who have registered a 2nd car need to provide documentation which clarifies the vehicle is registered to their home address.

Please note if a staff member is claiming car mileage they are required to produce the relevant documentation on an annual basis i.e. driving licence and proof of insurance.

Staff have a choice of the following type of permit and car park;

Name of Each Car Park and Permit Type

Short Term Assisted Parking (Group A Permit)	Short term assisted Parking – Warren Hill, Rothwell Road, Treatment Centre Road - A temporary permit authorised by Occupational Health from your usual permit (i.e. any other Group Permit)
Top Deck of Car Park B (Group B Permit)	Designated Senior Staff. Top deck of Car Park B (Senior Managers are Consultants, Directors, Divisional Directors, Executive Deputies, Chief of, Non- Executive Directors and Governors)
Car Park C (Group C Permit)	Part Time clinical staff, shift or on an on call rota, who meet the following terms of working part time worker; a member of staff who works less than 37.5 hours a week, start time is after 9:00 am
Off Site Car Parking (Group D Permit)	Robinson Way/Trafalgar Road – Non clinical staff
Long Term assisted Parking (Group Permit F)	Warren Hill, Rothwell Road, Treatment Centre Road. Permanent assisted parking i.e: you hold a disabled badge or have long term health issue authorised by Occupational Health.
Onsite Parking (Group E Permit)	Those that are either; Clinical staff, a shift worker or part of an on-call roster in the following car parks; E, F or any of the spaces around the site not part of a car park or assisted parking, for example the spaces on the road outside Car Park E (Please see map for more details)

*Please note the barrier on Car Park C will not be raised before 9 am

Assisted Parking for staff only is available to staff with blue badges or an agreed reasonable adjustment following advice from Occupational Health, in the following locations; Warren Hill, Rothwell Road, Treatment Centre Road and various spaces marked around the site. For full details of all disabled spaces, please see section 3.

For non-clinical staff, car parking is available off site at; Robinson Way Car Park and Trafalgar Road Car Park. Please note a minibus is operates between the main campus and Robinson Way both mornings and evenings.

All staff, and other parties issued with one of the aforementioned permit types, must park in the parking areas designated for them, and are not permitted to park in any Patient/Visitor Car Park or Parking Area under any circumstances. Any of the aforementioned categories of permit holder found to be parking outside of their designated area will be issued with a Parking Charge Notice (PCN) (site plan shows areas – Appendix 5).

Disclaimer

- The Trust cannot accept responsibility for any vehicles left on Trust premises. All vehicles and contents are left entirely at their owner's own risk and under no circumstances will claims of compensation be considered.
- **Warning: Opportunist criminals strike when they see potentially valuable items in the car. Therefore, patients, visitors and staff are advised not to leave any valuables on show in their cars.**
- Whilst the Trust endeavours to provide adequate car parking within their constraints, no member of staff, patient or visitor can be "guaranteed" that a space will be available.
- The purchase of a permit does not constitute a guarantee of availability at any time. This policy will be regularly monitored to ensure that it meets organisational need and the objectives are being achieved. It will be reviewed, and where necessary amended, in the light of legislative or organisational change.

4.4 Permit Administration

Staff parking entitlement is not managed using physical permits. The entitlement to park will be monitored using a 'virtual' permit that is held on the external contractor's database and handheld computers. Staff parking areas that have barrier controls will no longer require presentation of the swipe card as the barriers will operate using Number Plate Recognition. The staff permit system is intended to provide qualifying members of staff with authority to park their vehicle within a designated staff parking area on the hospital estate and enable entry and exit through the control barriers.

- Each member of staff requiring a car parking 'permit' will complete an online application, submitting the requested information
- The online application contains the key points of the car parking policy. The declaration will be accepted by the applicant, binding them to the Policy.
- The Trust will assess each application and if approved, the applicant will receive confirmation and their vehicles details will be added to the virtual permit system, enabling access to the appropriate car parks.
- There is no a renewal process. Once a car parking permit is allocated and paid for, until you advise the Trust to cease the payment. Then the Trust will remove your registration number is removed from the database and access to the car parks will be withdrawn.
- If you change your vehicle, you will need to amend your registration details on the database so your new car retains entry to the car park. To do this, you will need to complete a change form, please see Appendix 6.

Parking Permit Appeals

An appeal against a decision not to issue any form of permit should be made to the Car Parking Appeals Panel. The employee must lodge an appeal in writing giving full and specific details of the reasons for the appeal with 14 days of the notice being issued.

The Appeal Panel will consult with the employees Head of Department, and other sources as required, for additional information in relation to the appeal, if they feel it is necessary to do so.

The decision of the Appeals Panel is final. There is no further right to appeal.

Staff Assisted Car Parking

Special dispensation may be given to a limited number of staff who are not registered disabled blue badge holders; but have temporary or permanent mobility problems, stamina or exercise intolerance or other medical conditions that require supportive assistance to access their place of work.

- An employee or prospective employee should inform their recruiting manager or line manager if they have identified a need for an adjustment at work
- The line manager will need to complete a management referral form for the individual and send this to Occupational Health
- An appointment will then be arranged for the employee to attend Occupational Health for a health needs assessment. If the individual already has a blue badge then a referral may not be necessary unless additional advice is required concerning other adjustments at work
- On completion of the Occupational Health assessment the member of staff and the manager will be informed in writing of the recommendation and the length of time the assisted car parking permit is required (see Appendix 1b)
- When an assisted parking permit has expired, the member of staff must return to the original permit. A new referral can be made to Occupational Health if deemed necessary by the line manager.

Whether it is reasonably practicable to authorise assisted car parking adjustments is a managerial/employer's decision, taking into consideration all relevant factors. These may include the cost of any adjustment, the impact upon service delivery as well as the impact upon colleagues within the working team.

The car parking system will be number plate recognition so blue badge holders need to display their Blue Badge and park in one of the assisted parking areas, free of charge.

Staff with assisted parking should not park their vehicles in those areas designated for patients and visitors only. Charges apply to those with assisted parking in the same way as other staff permits.

Multiple Vehicle Ownership

Each member of staff will be entitled to nominate a total of 2 vehicles whose registration numbers will be indicated on the online application form. Any of these vehicles will be entitled to access the staff parking areas, but only one vehicle at any one time may access the site.

Staff Resident in Optivo Accommodation

Members of staff living in Optivo Housing accommodation will be issued with separate parking permits applicable to Optivo Housing arrangements only and will not be expected to park anywhere else on the site. The permits are issued from the on-site Optivo Accommodation Office.

Students (e.g. nursing and medical students)/Apprentices

All students / apprentices classed as students) may apply for a car parking permit by contacting the Learning Environment Lead, charges are £2.00 per exit based on a membership top up system.

Temporary Staff (Bank)

Bank staff who want a permit may apply for park in the appropriate car park with confirmation of their bank status at a reduced rate. Bank Partners will advise Bank Staff of the process.

Out of Hours

At evenings and weekends the on-site staff car parks are available to those staff who park elsewhere but vehicles need to move prior to the commencement of day shifts, so 7am.

4.5 Parking Charge Notices

The process in respect of the issue of Parking Charge Notices (PCN) and the appeals procedure is fully explained at Appendix 4.

4.6 On Call

For some areas with long standing arrangements there are some specific on call arrangements;

Cardiology – can use Car Park A (this is an existing arrangement)

Midwives on call – 2 spaces are reserved outside Rockingham plus the 'old' taxi bays

SMoC – on call manager can use Car Park B if necessary

4.7 General Matters**Ambulance and Voluntary Car Service Drivers**

Drivers will be required to drop their passengers off using the allocated "drop off" areas adjacent to main entrances. Drivers must then move their vehicle to the designated parking or waiting area allocated by the Trust.

Conference and Special Events

Organisers of conferences and/or special events at the hospital must advise the car parking provider through the webpage manager.kettering@cp-plus.co.uk. The event organiser should ideally consider making arrangements for attendees to travel by alternative transport means to the hospital venue (e.g. hired coach, public transport) this is to avoid overloading the existing car parks and preventing staff and patients from being able to park.

Contractors, Engineers, Couriers, Delivery Drivers

Contractors including service managers must make arrangement to park in line with the Car Parking Policy when signing in with Estate's Department. They will need to pay a day rate to park. The only exceptions are where the contract specifies provision of space in a designated contractor's compound or where work cannot be carried out unless the vehicle is adjacent to the place of work. Vehicles making deliveries or collecting goods may only stop at the designated delivery areas

Emergency Services

The Emergency Services, (Police, Fire, and Ambulance) are exempt from car parking charges. Ambulances waiting on site must use designated parking bays and could be asked to clear hospital entrances expeditiously when dropping off or collecting patients.

Taxis

Taxis collecting or delivering from site must use the designated taxi area.

Visitors on Official Business

Visitors on official business with the Trust must park in the pay and display areas and pay the appropriate tariff. Individual managers and or departments are not permitted to issue 'tickets' to 'authorise' parking in any area.

4.8 Conclusion

All users of the parking facilities are reminded that a parking space cannot be guaranteed at all times. It is the responsibility of the contractor to manage the car parking facilities on a day to day basis, ensuring that people park in the correct place and have either paid the appropriate tariff on line, or are displaying a valid parking ticket.

The Car Parks and Parking Areas have been sign posted to avoid confusion and, whilst the car park provider is aware of the need for flexibility, if you park in the wrong area, or fail to display the relevant blue badge permit, you may receive a Parking Enforcement Warning Notice.

All users of the car parking facilities at Kettering General Hospital are reminded to park their vehicles in accordance with the Hospital Car Parking Policy and with consideration for other users of the parking facilities.

5. Training

Not applicable to this policy.

6. Monitoring Compliance

Use of Trust car parks will be monitored on a daily basis and audited quarterly by the Contracted Car Parking provider so that existing resources can be managed effectively. Car parks will be regularly patrolled by Officers, who are responsible for assisting, visitors and patients to park appropriately and ensuring that all users conform to the requirements of this policy and procedure.

The car park provider will establish a live database of current valid employees entitled to park on site as the definitive record of all authorised vehicles, and their owners. This will lead to accurate monitoring and effective management of the parking resource.

Besides the Appeal Committee, a Car Park Group meets quarterly to discuss issues relating to car parking, to progress the 'green' agenda, and develop and improve the car parking arrangements within the Trust.

7. Process for Implementation and Dissemination

This Policy is available in a read-only format via the document store on the Trust Intranet Site.

New starters will be made aware of the application process on being offered a post with the Trust.

All staff have a duty to ensure they are aware of the content and adheres to the principles therein. All directorates are required to disseminate this policy to their staff via their divisional arrangements

8. Review

The Director of Estates will be responsible for the development, implementation, review and upkeep of this Policy. To ensure the Policy meets the needs of the Trust a review will be undertaken and discussed at the quarterly Car Parking Committee and where appropriate recommendations and changes made to meet the organisational needs.

9. Equality Impact

The Trust aims to design and implement services, policies and measures that meet with diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

In order to meet these requirements, a single equality impact assessment is used to assess all its policies/guidelines and practices.

The procedures by which the car park policy will operate are set out below in the form of the following appendices.

Appendix 1a

TRUST STAFF CAR PARK ELIGIBILITY CRITERIA & CHARGES

This Policy is designed to manage car parking within the Trust and ensure that there is equitable access for staff to car parking. As well enable certain staff groups quick and convenient access to the site if there is an underlying health condition. The criteria used are based on job requirements and transport needs rather than seniority or position.

Due to the limited parking at Kettering General Hospital NHS Foundation Trust, staff that are able to use alternative modes of transport should do so whenever possible. To this end, staff that live within 2 miles of their main work location (by road) will not be eligible for a space. Please note the address registered on ESR will be used for this purpose.

The following points have been agreed as being the priority criteria for the issue of staff car parking permits for on-site parking at Kettering General Hospital: -

- Shifts – working hours
- On call requirements
- Disability registered Blue Badge Holders only
- Assisted Parking long and short term
- Travel distance to and from work
- The Trust prioritises those staff who work clinically for on-site car parking.

Staff in groups not listed above may apply for an off-site car parking permit subject to availability.

Staff charges per month (effective 1st January 2018)

On-site parking – please note all staff pay for parking regardless of the shift pattern

Salary Bands

- Onsite Parking

Staff Band	Staff working over 24 hours per week	Staff working less than 24 hours per week
Staff Band 1 and 2	£13	£8
Staff Band 3 and 4	£16	£10
Staff Band 5-7	£22	£13
Staff Band 8A and above	£50	£34

- Off-Site Parking (Robinson Way & Trafalgar Road)

Off-Site Parking Trafalgar Road		
	Staff Working over 24hrs per week	Staff Working less than 24hrs per week
All Grades	£15	£9

Off-Site Parking Robinson Way		
	Staff Working over 24hrs per week	Staff Working less than 24hrs per week
All Grades	£15	£9

Students / Apprentices		£2 per day
Temporary Staff (Bank) under £50K per annum and over £50K per annum		rates will be advised by Bank Partners

Charges are from net salary and not salary sacrifice.

Robinson Way and Trafalgar Road permit holders can park in Car Park E after 4.45pm Monday to Friday and at weekends and Bank Holidays

Appendix 1b**Occupational Health Guidance re 'Close Parking Arrangement'**

Name: «Forenames» «Surname» Date of birth: «DOB»

Department: «AreaOfWork»

This guidance is provided to you as the line manager of this employee of KGH NHS Trust and can be referred to in any dialogue between you and your employee regarding 'reasonable adjustments' at work.

Employees with disabilities can often be enabled to attend their work with regularity and efficiency by 'reasonable adjustments' in the workplace. Since the definition of disability is so wide and complex it is both best practice and legally less risky for employers to consider reasonable adjustments for any employee who is having problems at work without trying to work out whether or not they meet the legal definition of disability (based upon advice from the Appeal Court in Gallop vs. Newport City Council 2013).

There is useful guidance for employers/managers within the NHS regarding adjustments for disability published by the NHS Staff Council in January 2014. This highlights good practice advice for the management of disabled staff in relation to issues including sickness absence, carers leave and redeployment to help organisations meet with their duties under the Equality Act 2010:

www.nhsemployers.org/Guidancerelatingtodisability.pdf

One potential adjustment which may help employees with conditions affecting mobility, stamina levels and/or exercise tolerance or other relevant medical conditions is a 'close parking arrangement' outside of the normal Trust Parking policy which applies to other staff.

I can confirm that from an Occupational Health perspective, due to a medical condition or disability this employee would benefit from a close parking arrangement as a supportive adjustment, if considered reasonably practicable by the manager.

It is likely that this employee would benefit from such an arrangement as a permanent arrangement or for a period of:

NB. Whether it is reasonably practicable or not is a managerial/employer's decision, taking into consideration all relevant factors. These may include the cost of any adjustment, the impact upon service delivery as well as the impact upon colleagues within the working team.

Name:

Signed:

Date:

Job title:

Appendix 2

CAR PARK CHARGES – PATIENTS AND VISITORS

Patients, visitors and members of the public will be required to pay the appropriate tariff in the public Car Parks. There is a combination of pay on foot and pay & display parking systems throughout the car parks. The new decked car park (Car Park B) can be accessed via a ticketless barrier pay on foot system. Users will not be required to obtain a ticket as the barriers operate by capturing the Vehicle Registration Mark (VRM) and using this as a virtual ticket. The entry time is captured and, prior to leaving the car park, users will be required to pay for their parking by entering their VRM at one of the payment terminals. The VRM is entered and the stay time is calculated and the correct tariff applied. Upon payment, the exit barrier will recognise the VRM on approach and will automatically open.

Car Park A also has the same system, however this car park will be used predominantly for Blue Badge parking, Pick up and Set Down along with short term parking with maximum stays of 2 hours.

The parking terminals accept various payment methods including cash (coins and notes with full change giving facilities) Chip & Pin, Contactless, Apple & Android Pay. In addition, parking in car parks A&B can be paid for using the 'Glide' App on a smartphone.

All remaining car parking areas for the public will be operated with traditional Pay & Display (P&D) controls with users required to purchase and display a ticket from the terminals for the duration of their stay on arrival. The P&D car parks are located at the Rockingham Wing, Treatment Centre and Cave Block. There is also a Blue Badge only P&D car park located at the Diabetes Centre.

The new Pay & Display machines will accept all card and coin payments but will not give change.

Public parking charges in Car Park A have been designed to improve traffic flows and to encourage shorter stays and pick up set down movements. For longer term parking and stays over 2 hours, public are advised to park in the other public car parks.

Patient/Visitor charges (effective 1st January 2018)

Monday to Sunday inclusive: -

Car Park A (short stay only)	Drop off spaces Less than 15 minutes - free 2 hours - £3.00
Car Park B (deck car park) and other car parks	1 hour – £1.50 2-3 hours - £3.00 3 to 6 hours - £5.00 6 to 8 hours - £7.00 8 to 24 hours - £ 15.00

People visiting in-patients may apply to the external contractor for a weekly parking permit where they are making daily visits to the hospital.

Disabled badge holders/blue badge holders are able to park for free for the first 3 hours and £1 for greater than 3 hours up to a maximum of 24 hours.

Car parking charges are reviewed at least annually on or around the 1st January and will take into account any changes in banding or pay rates. Car Parking charges may be increased or decreased by such an amount as the Trust considers appropriate, taking into account demand for spaces, availability of spaces, cost to the Trust of providing those spaces, charges imposed by other similar organizations and any other matters the Trust considers reasonably relevant. In accordance with the contract document, tariffs will rise by the greater of 5% or the increase in the retail price index over the preceding year (rounded up to the nearest £0.01)

The following groups will be required to pay in the **visitor's** car parks:-

- Healthcare provider workers visiting from other healthcare organisations
- Visiting Managers and Representatives
- Residents visitors/overnight guests
- Staff attending training from other NHS Trusts or organisations
- Company Representatives
- All Kettering NHS staff that utilise patient/visitor parking areas.

LOCATION AND ALLOCATION OF CAR PARKING SPACES

Visitor Spaces

Car Park A – 71 spaces, with 33 disabled spaces and 6 parent and child
Car Park B – 468, 5 disabled spaces on the ground floor
Diabetic Pay and Display (disabled spaces) – 10
Cave Block Road – 16 spaces, 2 are drop off and pick up, 5 disabled spaces
Car Park D – 50 spaces, 2 disabled spaces
Rockingham Wing – 2 disabled spaces, 2 on call for staff spaces

Staff Spaces

Car Park C - (Diabetes Centre) – 111 spaces
Car Park E – 380 spaces
Car Park F – 60 spaces
Cave Block Road – 25 spaces
Ramp Road – 15 spaces
Estates – 25 spaces
Treatment Centre Hill – Assisted Parking 12 spaces
Optivo Road - Volunteer drivers 6 spaces
Glebe House - Assisted Parking 6 spaces
Social Club Garages – Assisted Parking 8
Space between Catering and Treatment Centre - Assisted Parking 6 spaces
Rothwell Road – Assisted Parking 28 spaces
On call hill – Estates contractors 8 spaces
Warren Hill - Assisted Parking 14 spaces
Taxi bays - Midwife On call 4 spaces
Back of Stores/Pathology – Assisted Parking 5 spaces
Trafalgar Road – 295 spaces (includes 2 disabled spaces)
Robinson Way – 180 spaces

Staff Blue Badge holders can park for free anywhere on site except in Car Park A

Robinson Way and Trafalgar permit holders can park in Car Park E after 4.45 pm Monday to Friday and at weekends/Bank Holidays.

Appendix 4**PARKING CHARGE NOTICES (PCN)**

The process in respect of the issue of a PCN and the appeals procedure is explained below.

The Trust Board has authorised the use of PCN and the enforcement is aimed at ensuring that traffic management on the hospital site is maintained to an efficient level with regard to Health and Safety, security, access for emergency vehicles and maintenance of the hospitals pedestrian routes. The Issuance of PCN's will be undertaken in full compliance of the British Parking Associations Approved Operator Scheme. Details of the scheme are freely available from the BPA's website.

The parking conditions are as followed:

- Permit holders may only park in designated parking areas for which they are authorised
- Non-permit holders must comply with payment and parking instructions as displayed on the tariff boards, including disabled drivers
- No vehicle may be parked in such a way as to cause an obstruction to other users
- No vehicle may be parked out of a marked bay in a designated parking area
- For non-permit holders, the parking charges are as displayed on the tariff boards
- Blue Badge Holders must present their valid Blue Badge during their stay at the Parking Control Kiosk located in Car Park A to benefit from their discounted parking.
- No parking on yellow line or in hatched areas

For breach of any of the above conditions, the user is liable to receive a PCN.

The site will be regularly patrolled by a team of uniformed patrol officers who will be monitoring parked vehicles within the hospital site to ensure that each vehicle complies with the Car Park Policy. Failure to comply with the Car Park Policy is a conduct matter for the Trust.

Office Offence Codes for the Trust are as follows:

- | | |
|----|--|
| 01 | Exceeded free maximum stay time |
| 02 | Overstayed time paid for |
| 03 | Not displaying a valid pay & display ticket permit or voucher |
| 04 | Displaying transferred ticket |
| 05 | Not parked in a designated parking space |
| 06 | Parked in a disabled bay and not displaying a valid disabled badge |
| 07 | Parked in a restricted area |
| 08 | Causing an obstruction to other users |
| 09 | Parked in a free parking bay or drop off area for longer than the maximum period |
| 10 | Undertaking a commercial activity |
| 11 | Parking in a coach bay |
| 12 | Not paid for parking online or by phone |

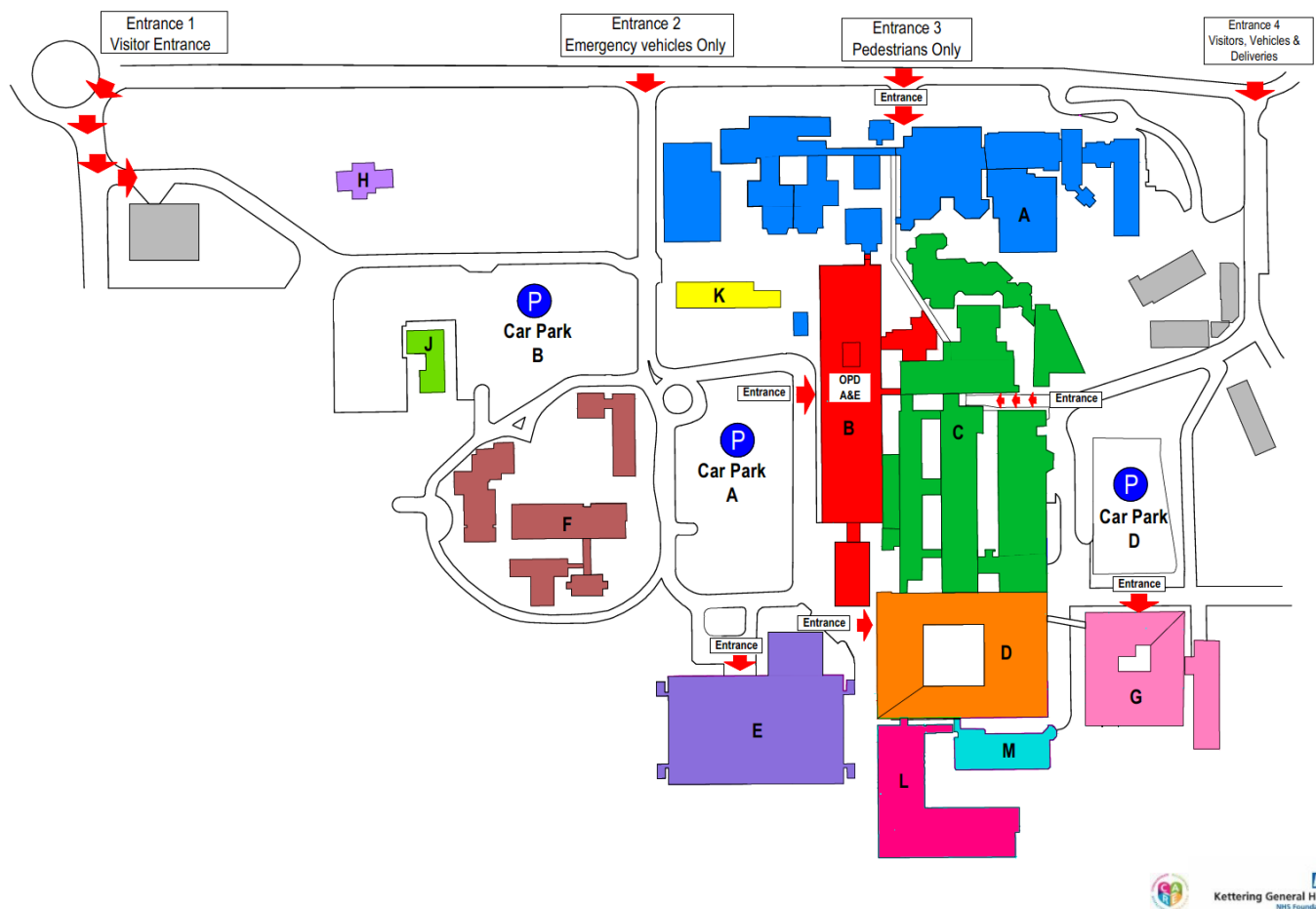
Where a vehicle is improperly parked the patrol officer will take the following action:-

- Details of the vehicles registration, make, colour, position, date and time will be recorded.

- The PCN is completed, issued against the vehicle and clearly displayed on the vehicle.
- A copy of the PCN is retained by the Parking Office, all details are recorded.

There is an appeals procedure, the details of which are set out on the reverse of all PCNS, in the event that an individual feels aggrieved at receiving the notice.

Site Map



Appendix 6

Change of Details Request for Car Parking

Please complete this form if you have a change in circumstances in terms of personal details such as a reduction in hours or change your car; please be advised this may affect your car park payment rate.

Please indicate the type of change you are notifying us about:

- Change of vehicle
- Change in hours or band
- Change in home address – please note you change your address through ESR self service

Please provide your existing details, change and the effective date of change:

All staff employed by Kettering General Hospital NHS Trust will be required to pay a monthly fee to use the hospital car parks (on and off site). For non-KGH Staff, unless your employer has agreed to fund the permit cost you will be required to pay in advance for the permit.

Please complete all sections of this form (incomplete forms cannot be processed and will be returned to sender)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Home postcode		
Payroll number				Department			
Employer		KGH <input type="checkbox"/>	Other (name):				
Surname				Hospital Base			
First Name				Work Telephone No			
Job Title				Hours of Work	Shift <input type="checkbox"/>	Office <input type="checkbox"/>	

Old vehicle details

Registration No.	
Make / Model	
Colour	
Engine Size (cc)	
Car or Motor Cycle	

New vehicle details

Registration No.	
Make / Model	
Colour	
Engine Size (cc)	
Car or Motor Cycle	

Name:	
Job Title:	Signed:
Department:	Dated:

