

**HYWEL DDA UNIVERSITY HEALTH BOARD
STAFF PARKING PERMIT
TERMS AND CONDITIONS**

The following terms and conditions apply to all staff parking permits. Staff should read and agree to these terms and conditions prior to a parking permit being issued. These terms and conditions apply for the duration of the period within which the permit is valid. Staff who do not agree to the terms and conditions will not be issued with a parking permit.

GENERAL TERMS

1. Parking Provision

While giving staff the right to park on site, the provision of a parking permit does not guarantee a parking space. Should no suitable parking space be available staff are required to make alternative parking arrangements.

2. Display of Parking Permits

If issued with a physical parking permit, these permits must be displayed at all times when parking on Health Board premises. Parking in those areas requiring a physical permit to be displayed without displaying a permit will result in enforcement action being taken.

3. Appropriate Parking

Staff agree to park appropriately on site on all occasions. Staff in receipt of a permit must adhere to all parking regulations applied by the car park operator. This includes:

- Parking only in areas designated as appropriate by the type of permit issued;
- Adhering to all parking restrictions applied by either the car park operator or the Health Board;
- Obeying the rules set out by all lineage and signage installed on Health Board sites;
- Not parking in spaces or areas designated for the use of an individual, vehicle, or service for which the type of permit issued does not apply;
- Only parking on Health Board premises for the purposes of work, or when required to access Health Board services;
- Not parking in designate patient or visitor areas when on duty.

4. Parking Sanctions

A failure to adhere to the car parking rules as set out on site will result in the issuing of a parking charge notice. The process for car park enforcement is set out in the Health Board's 'Parking Charge Notice Procedure'.

5. Vehicle Documentation

It is a requirement that all vehicles parked on Health Board premises hold a valid MOT and are taxed as required under law. Any vehicle parked on site which is identified as not roadworthy will be reported to the authorities.

6. Abandoned vehicles

Any vehicles identified as abandoned on site will be investigated. If possible, the owner will be contacted to arrange removal. If the owner cannot be identified CP Plus reserves the right to contact the authorities to arrange removal.

7. Staff Parking in Public Parking Spaces

If you have been approved for a permit application and hold a valid permit, you must only park in the appropriate designated car park(s) identified by the type of permit issued. The vehicle or vehicles registered to the permit issued (by way of the vehicle registration mark or marks) are only permitted to park in the appropriate designated car park(s) as identified by the type of permit issued. They are not permitted to park in public car park, no matter who is driving the vehicle. A Parking Charge notice will be issued to the staff permit holder of any vehicle that is registered to a staff permit that parks within a public car park and they could also face internal disciplinary action. Staff permit holders should advise family members, partners or anyone who may be using a vehicle that is registered to a staff permit that they must park in the car park(s) that the permit entitles them to park in - not in the public car parks.

Staff who are attending the site in the capacity as a patient or visitor should inform the Health Board's Central Transport Unit that this is the case to allow whitelisting for the duration of their stay. The Central Transport Unit will be required to validate all instances where a staff member claims they are not on duty at the time of their visit.

8. Length of Stay on Site

All staff permit holders are entitled to park on site for a maximum of 16 hours. Staff parking on site for longer than 16 hours will be issued with a parking charge notice. This rule does not apply to those staff who have been issued with a residents permit for that specific site or those staff who are working an on call shift requiring temporary residence. On call staff must validate at a temporary residence unit on those nights that they are residing on site.

PARKING PERMIT MANAGEMENT

1. Resignation / Termination of Employment

Staff are required to inform CP Plus if they are to be permanently leaving Health Board employment to allow the cancellation of their parking permit.

2. Lost / Stolen Parking Permits

In the event of a parking permit being lost or stolen, the staff member must inform CP Plus at the earliest opportunity. A temporary permit will be issued should a physical permit be required until a replacement can be issued.

3. Time Limited

All permits are time limited and will need to be renewed prior to the date they become invalid. Staff are required to submit an application for a new permit prior to the end of this period.

4. Permanent / Temporary Changes of Vehicle

Should a staff member change their vehicle, either temporarily or permanently they are required to inform a member of the Central Transport Unit to update these details. The Central Transport Unit can be contacted by any of the following means:

Email - parking.hdd@wales.nhs.uk.

WHTN number: 0-1827-8020

Telephone: 01267 229620