

IF THIS FORM IS NOT CORRECTLY FILLED IN BY THE WARD IT WILL NOT BE PROCESSED

WEEKLY PARKING PERMITS

The Trust would consider offering a **Weekly Parking Permit** in individual cases where:

(Please tick one)

- The patient has been an inpatient for 14 days or more.
- An inpatient of Critical Care Services has been receiving critical care interventions for more than 3 days and continues to do so.
- The patient is undergoing Palliative Care after 3 days
- The Patient has been an inpatient in Neo natal/Special Care for more than 3 days
- Outpatients with multiple appointments in one week

Date:

Patient Label or GO No:

Please issue a WEEKLY PARKING PERMIT

To Mr/Miss/Mrs

For Vehicle Reg:

From.....To..... at a weekly cost of £14 (Non Refundable)

(To be signed by the Ward Senior Nurse)

Signature of Authorisation.....

Please print name.....

Designation.....

Ext no..... Name of Ward/Dept:.....

(This form must be taken in person to the Vinci Parking Shop)

GLOUCESTERSHIRE HOSPITALS NHS TRUST

CAR PARKING PAYMENT EXEMPTIONS AND REDUCTIONS

The Trust has introduced some exemptions and some reductions in parking charges for certain categories of patient.

Senior ward staff should offer these to the category's of patients listed below or if approached by a patient or visitor enquiring about parking charges.

If a patient falls into one of the categories the senior sister will complete the relevant form (*see other side*) and sign it. The relative will then take the form down to the Parking Shop at GRH and at CGH.

The exemptions and reductions are as follows:

The Trust would consider **Exemption** from parking charges in individual cases where:

- Parents are staying overnight with children in the Children's Wards
- Out patients are having dialysis, radio- or chemotherapy
- Holder of an official Carer's Badge

These exemptions can only issued during normal office hours from the Parking Shops. If a patient's relative arrives outside these hours, they will be required to pay for their parking for the first night. The form can still be issued by the Senior Sister, then the relative can go to the Parking Shop the next day to process their exemption. (*Their will be no retrospective refund of the previous nights parking charge*).

The Trust would consider **Weekly or Fortnightly Parking Permit** in individual cases where:

- The Patient has been an inpatient for 14 days or more.
- An inpatient of Critical Care Services has been receiving critical care interventions for more than 3 days and continues to do so.
- After 3 days if the Patient is diagnosed as terminally ill
- The Patient has been an inpatient in Neo natal/Special Care for more than 3 days
- Outpatients with multiple appointments in one week

This will be at a cost of £14 for the weekly and £28 for the fortnightly which is non refundable.

The decision to purchase a weekly parking permit at a reduced cost is at the discretion of the Patient or Patient's relative and is non refundable, regardless of death, discharge or transfer. The Parking Shop is not able or permitted to give refunds or waive payments for car parking.

The criteria for concessions are set by the Green Transport Group please ensure each applicant falls into one of the relevant categories before being offered.

Auditing: Senior Sisters who sign the forms must enter the patients Hospital number on the form. All issue stubs relating to a form will be filed by the Parking Shop. Regular checks will carried out on audit trails for the purposes of forward planning and budgeting.