

**NHS GREATER GLASGOW AND CLYDE**

**CAR PARKING OPERATIONAL POLICY AND PROCEDURES**

**FROM AUGUST 2011**



**Operational Procedures:**

- **Version 1 June 2007**
- **Version 2 December 2008**
- **Version 3 September 2009**
- **Version 4 February 2011**
- **Version 5 August 2011**
- **Version 6 November 2011**

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## **1. Introduction And Key Objectives**

- 1.1 Following extensive consultation NHS Greater Glasgow and Clyde (NHSGGC) Car Parking Policy was approved in 2005. Reasons for the introduction of the policy, apart from it being a key component of the Green Transport Strategy, included:
- demands from Local Authorities to better manage traffic flow on our sites and encourage a reduction in commuting by car;
  - increasing difficulties for patients and visitors in securing parking spaces at a number of sites;
  - increasing numbers of staff chasing limited numbers of spaces
  - reducing the adverse impact of travel on the environment;
  - concerns about the quality of car parking, particularly security, and the resources required to address this issue;
  - inequities in access, charging and other policies between different Glasgow sites. This was perceived as lacking clarity and fairness.
- 1.2 Staff side and patient representatives were involved the production of the policy and systems.
- 1.3 This document updates previous versions of Operational Policy and Procedures in accordance with the terms of relevant Scottish NHS Circulars as set out at section 25 below, including abolition of car parking charges in Scottish hospitals (other than in Private Finance Initiative Car Parks) from 31<sup>st</sup> December 2008. It also incorporates comments and advice received during an Equality and Diversity Impact Assessment of NHS Greater Glasgow and Clyde's Car Parking Policy in November 2010. The original policy is available on the NHSGGC intranet and the Board's home web page.
- 1.4 This operational policy and procedures adhere to the principles of the existing policy commitments to control and manage hospital car parks, provide primacy of access to service users and staff who use their cars frequently as part of their duties, and to control traffic flows in, around, and out of the sites. A zoned area with a limited number of spaces for staff members without a parking permit is also available on each site. Access will be on a first come first served basis. The effect of these spaces on the future management and operation of car parks will be assessed in context of future best allocation of spaces, including permit criteria.
- 1.5 NHSGGC employees must not park in the designated patient and visitor areas. Anyone who is not a genuine patient or visitor who parks in patient and visitor areas at any time between 7.30 am and 4.30pm is liable to be issued with an Unauthorised Parking Notice (UPN). In order to provide access required by service users, there is a time limit of 4 hours in patient and visitor areas. Parking for longer than this period when not attending or accompanying a patient or visiting a patient will result in the issue of an UPN. Personal information on the registrations of cars issued UPNs will be passed from the Parking Contractor to NHSGGC for further action.

## **2. Sites where the Policy Applies**

The operational policy and procedures will apply at the following sites:

- Gartnavel General Hospital;
- Gartnavel Royal Hospital;
- Southern General Hospital;

- Stobhill Hospital;
- Victoria Infirmary;
- Western Infirmary;
- Yorkhill Hospitals;
- Royal Alexandra Hospital.

### **3. Operating Hours and Principles**

Car Parking management will operate on all of the hospital sites covered by the policy between 7.30am to 4.30pm, Monday to Friday.

### **4. User Groups**

Designated parking areas are provided for the following user groups:

- patients and visitors;
- disabled patients and visitors;
- staff - permit areas;
- staff - non permit areas;
- disabled staff;
- volunteer drivers;
- motorcyclists;
- cyclists.

### **5. Patients and Visitors**

Patients and visitors will park free of charge in designated areas. The areas will be clearly zoned and identified.

### **6. Disabled Patient and Visitor Parking**

The policy will provide for a minimum of 5% of spaces on all sites being designated disabled bays, to comply with disability discrimination legislation and good practice. Disabled patient and visitor parking areas will be clearly posted and located in close proximity to hospital department entrances. Blue badges must be displayed. Any vehicle parked in a designated disabled space at any time without displaying a valid disabled blue badge will be subject to a UPN. NHSGGC reserves the right to request proof of disabled registration from individuals using designated disabled spaces.

### **7. Staff**

Staff parking areas, some with controlled access, are available on each site. Only staff with a valid parking permit are eligible to park in the designated staff permit areas of car parks. Permit holders can park in permit controlled areas in permit holding areas in other NHSGGC sites.

Staff who do not have permits can access a non permit staff zone which will be identified in each hospital. Staff who park in these zones when bays are full, outwith a clearly identified parking space, or in a way deemed to be inappropriate, will receive an UPN. Personal information on the registrations of cars issued UPNs will be passed from the Parking

Contractor to NHSGGC for further action. Where these relate to staff breaching this policy action may be taken under the Disciplinary Policy and Procedure.

#### 7.1 Permit Application and Allocation Procedure

All staff are entitled to apply for a permit at their base site using the NHSGGC permit application form (Appendix 1).

Applications for permits will be considered in a fair and transparent manner at each site. There will be a local permit allocation panel, consisting of staff partners and senior management to consider applications. Membership of these panels will be agreed locally at each acute hospital site.

There are two possible outcomes of each application:

- permit application is successful and a permit is allocated; or
- permit application is unsuccessful.

Parking permits are valid for a period of one year subject to the permit holder's circumstances remaining unchanged.

The permit allocation panel will inform unsuccessful applicants in writing giving reasons for the decision and advising of appeals process. Appeals should be submitted in writing within 14 days of receipt of the panel's letter. Any new information must be signed off by General Managers or equivalent authorised officer or Departmental Chief.

#### 7.2 Criteria for Permit Allocation

Permit allocation is decided primarily by the frequency of travel a member of staff is required to undertake in day to day duties.

Staff who travel from their base to any other sites covered by the policy will be able to access staff parking areas in these sites using their base permit. If no spaces are available in the staff car park area, visiting permit holding staff may park in patient and visitor areas without being subject to maximum stay constrictions.

#### 7.3 NHS Business Users

Staff who are required to move between sites on a frequent (minimum 4 days/week, twice a day) and unpredictable basis for business purposes are eligible for a parking permit (subject to availability).

Staff who require their vehicle for business purposes, but do not meet the criteria outlined above, may still be eligible for a permit (subject to availability).

#### 7.4 Disabled Staff

Members of staff who are registered disabled will be allocated a permit on receipt of application. Proof of disabled registration (blue badge) will be required.

Staff permit holders displaying their blue badge and permit are permitted to park within the designated disabled bays in the staff parking areas.

#### 7.5 Staff Not Employed Directly by NHSGGC

Staff working on NHSGGC premises, who are not on NHS payroll, eg., University staff, can submit an application for consideration by the permit allocation panel.

#### 7.6 Resident Staff

Staff whose primary residence is on the hospital site will be eligible for a permit. This does not include on-call accommodation.

#### 7.7 Peripatetic Permits

A strictly limited number of permits are available for staff who need to access acute hospital sites on a frequent basis to undertake their duties. These permits are designed primarily for clinical community based staff not staff based on sites covered by the policy. They are not to be used as a second option for unsuccessful staff permit applicants and will not be issued as such.

#### 7.8 New Members of Staff - Waiting list

New members of staff are entitled to apply for a permit at their base site.

When a member of staff leaves post their permit will not become available for the person filling the vacancy. The new staff member will require to apply for a permit on appointment.

In the event of an application being submitted which meets the criteria for a permit and there being no permits available at the base site, the application will be held on a waiting list. New permits will be issued when an existing permit is cancelled or returned

Applications on the waiting list will be subject to the weighting criteria and will be prioritised on that basis.

#### 7.9 Responsibilities of the Permit Holder

It is the responsibility of the permit holder to ensure:

- the valid permit is collected and displayed;
- all details recorded on the permit, including any vehicle registration numbers, are correct;
- the permit is clearly displayed on the windscreen or dashboard of the vehicle at all times;
- the permit must only be used by the person to whom it was issued. Permits are not transferable.

Cars failing to display a valid permit in the above manner may subject to a UPN.

#### 7.10 Lost or Stolen Permits

It is the responsibility of the permit holder to ensure that permits are kept safe. Should a permit be lost or stolen an administration fee will be made for the issue of a replacement.

#### 7.11 Multiple Vehicles

Staff who have access to more than one vehicle can apply for a 'multiple vehicle' permit. This will contain registration details of each vehicle to which the individual has access. Details of additional vehicles should be given on the permit application form.

#### 7.12 Change of Vehicle

Should a member of staff change their vehicle, or the registration number of their vehicle, a Change of Circumstances Form (Appendix 2) must be completed and returned to the permit office. A replacement permit confirming the new details will be issued on return of the old permit.

#### 7.13 Change in Circumstances

Staff who leave or transfer to another post or have a change in circumstances must complete a Change in Circumstances form (Appendix 2).

It is the responsibility of the permit holder to return the permit and any swipe card/fob to the issuing office on cancellation of permit.

#### 7.14 Permit Sharing

Permit sharing will be considered for members of staff who job share or work part-time where both applications meet the permit allocation criteria. Applications for shared permits may be submitted jointly.

Staff who wish to be considered for permit sharing are responsible for sourcing a suitable partner and this may be found using the local intranet.

Shared permits are issued with the days indicated when the holder is allowed to park on site, eg, Monday, Wednesday, Friday.

#### 7.15 Long Term Sickness or Maternity Leave

Staff who are on long-term sick or maternity leave should surrender their permit. On return to work a permit will be reissued if the member of staff has returned to the same post/hours that the permit was initially allocated to. Those who choose to return to work on a 'phased in' basis will be reissued with a permit.

### **8. Volunteer Drivers**

Volunteer driver passes will be made available to organisations providing such services where they register with the hospital concerned. Authorised identification will be displayed. Volunteer drivers must wear a formal photographic identification card (provided by the voluntary organisation) at all times.

### **9. Voluntary Workers**

Voluntary workers are encouraged to use public transport to hospital sites.

### **10. Building and Service Contractors**

Other than vehicles parked within the agreed allocated site compound, all other vehicles will be issued with Unauthorised Car Parking Notices where the parking time limit is breached. Drop-off areas are provided for the transportation of equipment, tools, etc.

Contractors should be briefed in relation to site car parking restrictions and parking



arrangements by the engaging NHS service prior to commencement of contract or work.

Where contractors require to park vehicles on site longer than the maximum time limit in order to fulfil their obligations they should liaise in advance with Site Facility and Estates Managers for a permit to be issued.

#### **11. Delivery Vehicles, Couriers and Taxis**

Delivery vehicles, couriers and taxis making pick-ups and drop-offs should use designated short stay areas for parking up to a maximum of 30 minutes.

Short stay areas are closely monitored and UPNs will be given to any vehicle exceeding the 30 minute time restriction.

#### **12. Motorcycles**

Motorcycles should be parked in designated motorcycle parking spaces identified on each hospital site. .

Motorcycles that are parked inappropriately or in such a way that causes a hazard or obstruction will be issued with a UPN.

#### **13. Bicycles**

As part of its Green Transport Strategy, NHSGGC actively encourages staff, patients and visitors to use bicycles to travel to healthcare sites.

Bicycle storage is provided at each site for staff, patients and visitors.

Where secure bicycle storage is available staff are provided with a key on payment of a refundable deposit.

Bicycle racks are provided for patient and visitor bicycles. Patients and visitors are required to use their own bicycle lock and use this facility at their own risk.

Cyclists should be considerate of other site users by storing their bicycles in the facilities provided. Cyclists who park their bicycles inappropriately or in such a way that causes a hazard or obstruction will be issued with an UPN.

#### **14. Off -Site Parking**

NHSGGC is keen to achieve and maintain excellent relationships with local residents, community groups, City Council, Police and other road users. Staff are actively discouraged from parking in local residential roads and to demonstrate consideration and courtesy for residents, pedestrians and other road users. NHSGGC does not condone inconsiderate, illegal or dangerous parking by members of staff.

Any intimidation or damage directed towards staff or their vehicle whilst parked off-site should be reported to the police.

## 15. Failure to Comply with NHSGGC Car Parking Policy and Car Parking Operational Procedures

To control parking on-site effectively all possible measures will be taken to prevent and discourage illegal and unauthorised parking and this will include the issue of a UPN.

Illegal and unauthorised parking may be defined as a vehicle parked in one of the following ways or on one of the following areas:

- cross hatched area;
- ambulance bay;
- yellow lines;
- grass verges;
- pavements;
- roadways or access points;
- delivery bays;
- car park entrance and exits;
- drop zones;
- parking in a disabled bay without a permit;
- parking other than in a designated parking bay;
- failure to display a valid parking permit in staff zones;
- staff permit holders parking in patient and visitor parking areas;
- parking longer than the maximum time allowed;
- non bona fide users, including staff, who park in patient and visitor areas;
- breaching the maximum wait in patient and visitor areas;.
- a full list of breaches which warrant a UPN can be found at Appendix 3.

Personal information on the registrations of cars issued UPN's will be passed from the Parking Contractor to NHSGGC for further action. Where these relate to staff breaching this policy action may be taken under the Disciplinary Policy and Procedure.

### 15.1 Staff with Permits

Staff with parking permits who park carelessly, eg, by using more than one designated space or park in non-designated or hatched areas:

- will receive a warning sticker applied to the vehicle indicating the reason for issue;
- on the second offence within a 12 month period, a second warning sticker will be applied; again indicating the reason for issue, and warning that a third offence may result in termination of car park access;
- thereafter the permit holder may be referred to car parking permit allocation panel for consideration of termination of permit.

### 15.2 Staff in Non Permit Areas

Staff who park in non-permit holding staff areas must park in a clearly identified marked parking bay and comply with the terms of the car parking policy. Inappropriate parking will result in a UPN being issued.

### 15.3 Contractors

Arrangements for contractors and for breaches are detailed as section 10 above.

### 15.4 Delivery Vehicle, Couriers and Taxis

Delivery vehicles, couriers and taxis must utilise appropriate pick up and drop off or limited waiting areas as designated on site. Non-compliance will be dealt with per local site management which may include a UPN.

#### 15.5 Ambulances and Patient Transport

Hatched areas for emergency and patient transport vehicle access are for the delivery and collection of patients only. Associated vehicles should not park on any restricted areas on site during periods of driver down time. Local communication links should be in place to ensure ambulance service personnel are aware of restrictions, however if circumstances dictate a UPN may be issued.

#### 15.6 Other

All other vehicles parked in unauthorised areas will receive a UPN.

Any vehicle deemed to have been abandoned on site will be reported to the police. If the vehicle is not registered as stolen the DVLA will be contacted to ascertain details of the registered keeper (there is an associated cost for accessing DVLA data and this will be passed to the registered keeper of the vehicle). The registered keeper will be sent a UPN and 7 days notice from the date of letter to remove the vehicle from site.

#### 15.7 Drop Off and Pick Up, Limited Waiting and Emergency Vehicle Space

Any vehicle contravening the terms of use of these areas will be liable to an UPN.

### 16. **General Conditions**

Verbal or physical abuse of any member of staff associated with NHSGGC Car Parking Management will not be tolerated. Staff are liable to disciplinary procedures should they be found to have acted inappropriately towards car parking related staff.

Any incidences of physical violence used by staff or members of the public will result in immediate police presence. CCTV images will be used in conjunction with any investigation.

### 17. **Statutory Limitations**

The hospital site is private in relation to the entry and movement of vehicles and NHSGGC reserves the right to deny any vehicles access to the site. All drivers must conform to the designated traffic regulations and signs to ensure an orderly flow of traffic and safety for all concerned.

All drivers are expected to comply with the law regarding taxation, licensing, insurance, and roadworthiness and reporting of incidents to the police.

All road traffic signs within the site conform to the standards adopted by the Local Authority

NHSGGC is not responsible for any loss or damage to vehicles whilst on their property. Drivers bring their vehicles onto site at their own risk.

### 18. **Payment of Unauthorised Parking Notices**

A parking charge of £40.00 will be levied for each breach of the policy. This will be reduced to £20.00 if paid within two weeks (14 days). Should payment not be received within 28 days of issue of the notice, legal proceedings may commence for recovery of the £40.00 charge together with expenses in so doing so and in any other costs associated with the unauthorised parking.

These charges do not apply to staff personal information on the registrations of cars issued UPNs will be passed from the Parking Contractor to NHSGGC for further action. Where these relate to staff breaching this policy action may be taken under the Disciplinary Policy and Procedure.

## **19. Appeal Process Against the Issue of an Unauthorised Parking Notice**

Staff, patients and visitors who have received an UPN have the right to appeal against the UPN. It must be received by NHSGGC in writing within 14 days of the issue date. NHSGGC will consider the following factors prior to making a decision:

- any previous communication with regard to the UPN;
- any extenuating circumstances regarding the alleged breach;
- any previous history of unauthorised parking;
- where, in view of the above, it is decided to overturn the UPN the appellant will be informed in writing and any monies paid in respect of the same will be returned;
- where a UPN is held to have been correctly issued and there are no circumstances warranting cancellation the appellant will be informed of the reason as quickly as possible.

## **20. Exceptional Circumstances**

Exceptional circumstances are defined as situations where an individual parks on-site and, for good and proper reasons, cannot park in a way which complies with standard policy procedures, eg, an emergency or traumatic situation where it is deemed inappropriate to insist on charging.

Situations involving exceptional circumstances are managed locally on an individual basis via an agreed authorising process and are monitored to ensure consistency and appropriate application.

The expectation is that staff who park on site without a valid permit for exceptional reasons should proactively inform their line manager of their situation and failure to do so will be factor in considering how any resulting UPN is dealt with.

## **21. Bookable Spaces**

On-site car parking space may be pre-booked by contacting local sites.

Requests must relate to 'one-off' special events with space being reserved in respect of visitors not directly employed by NHSGGC. A maximum of one space will be reserved for any accompanying NHSGGC staff should the visitor(s) arrive separately.

Variation to the above to be managed locally on an individual basis.

## **22. Visitor and Staff Short Term Drop Off and Pick Up**

Protected space will be situated nearby main entrance(s) allowing vehicles to stop for a maximum of 30 minutes to collect or drop off and collect patients, visitors or staff. This facility will not be used by commercial or trade vehicles delivering or picking up goods.

The above pick up or drop off should be separate from business trader pick up or drop off.

## **23. Encouraging Alternatives**

NHSGGC is committed to encouraging staff to find alternative means of transport to and from the workplace and for inter-site transport.

Each site will consider the following options.

- Intersite Transport.
- Co-ordinated analysis and proposals to improve internal inter site transport, e.g. shuttle buses:
  - expansion of pooled cars if required following review.
- Cycling related measures:
  - improved cycling facilities (shelters, showers, etc);
  - bicycle users group;
  - assisted bicycle purchase.
- Motorbike and moped related measures:
  - improved facilities.
  - users group.
- Pedestrian related measures:
  - liaison with local councils regarding off-site maintenance issues, lighting, etc.
- Public transport related measures:
  - negotiations with the public transport providers for new or extended services;
  - investigation of links to hospital sites from key public transport hubs at appropriate times for staff coming on and off duty;
  - public transport information on-site: paper based or electronic.
- Private vehicle measures:
  - car share schemes, compatibility and matching initiatives including online access and queries.
- Marketing and administration related measures:

- travel plan information packs
  - special promotions and draws for alternative mode users;
  - promotion of travel plan events to coincide with national events.
- Other measures:
- information on sustainable transport options given at staff induction;
  - information on existing shuttle bus services currently in operation

## **24. Management Services Structure**

The structure and contacts for the Management Services Organisation will be available locally.

## **25. Review and Audit of Car Parking Policy and Procedures**

The procedures laid out in this document are subject to change in accordance with national and local policy, guidance and legislation. Scottish NHS Circulars are:

- HDL 2004 19 - Guidance on Hospital Car park Charging within The NHS in Scotland;
- HDL 2007 14 - Guidance on Hospital Car park Charging within The NHS in Scotland;
- CEL 1 (2008) - Revised Guidance on Hospital Car Park Charging;
- CEL 38 (2008) - Revised Guidance on Hospital Car park Charging at NHS Scotland Hospital Sites.

## NHS Greater Glasgow and Clyde Application for Car Parking Permit

Please note that your application **must** be signed by your Director or General Manager.

### Employee Details:

Applicant Name	<input type="text"/>	Designation	<input type="text"/>
Department	<input type="text"/>	Base	<input type="text"/>
Shift Pattern	<input type="text"/>	Contact Tel No	<input type="text"/>
On Call (Y/N)	<input type="text"/>	Hours if Part-time	<input type="text"/>
		Employed by NHSGGC (Y/N)	<input type="text"/>
		Permit Share (Y/N)	<input type="text"/>

### Email address:

### Car Details:

Car 1:	Make:	<input type="text"/>	Colour	<input type="text"/>	Registration No	<input type="text"/>
Car 2:	Make:	<input type="text"/>	Colour	<input type="text"/>	Registration No	<input type="text"/>

**Please Note: The following information will be used by the local permit allocation panel to determine your eligibility for a car-parking permit. Falsification of the information given may result in withdrawal of your permit application.**

1. Are you registered Disabled? Yes  No   
If 'Yes', please provide a copy of your disability badge

2. Are you required to move between sites? Yes  No   
If 'Yes', how frequently? (NB: a round trip from your base site counts as one visit)  
Fill in both as required.

Daily: Once per day  More than once

Weekly: 1-3  4-7  8-10  11-14  15+

Reason for travel:

Direct Patient Care  Meetings  Both

Transport of Equipment  Other (please Specify)

Signature of Employee:  Signature of General Manager/Director

Date

### Print Names:

Employee:  General Manager/Director

**Notes to Applicants**

1. Falsification of information provided may lead to application being rejected.
2. All applications must be verified by the respective General Manager.
3. All NHSGGC Car Parking Policies and Procedures are subject to review.
4. A £10 administration fee will be applied for the replacement of lost or stolen cards.
5. The permit allocation panel will inform unsuccessful applicants in writing giving reasons for their decision and advising of appeals process. An appeal should be submitted in writing within 10 working days of receipt of panel's letter. Letter must include grounds for appeal. Any new information must be signed off by General Manager
6. Members of staff who are blue badge holders should include a photocopy of their disabled badge with their application form
7. The procedures laid out in this document are subject to change in accordance with national and local policy and guidance.
8. Parking permits are valid for a period of one year subject to the permit holder's circumstances remaining unchanged.
9. Data protection: by applying for a car-parking permit you are consenting to us collecting and storing certain personal data about you. This data will be used to provide the service applied for and may be stored by NHSGGC to keep you informed of amendments to car parking policies and procedures which may be of interest to you. This data will not be used other than in the normal course of car parking business and may be provided to a third party in relation to car parking management.



**NHS Greater Glasgow and Clyde  
Car Parking Permit****Change of Circumstances**

Should your circumstances change or if you wish to advise of a vehicle registration change, please fill in the undernoted as appropriate.

**Employee Details:**

Applicant Name	<input type="text"/>	Designation	<input type="text"/>
Department	<input type="text"/>	Base	<input type="text"/>
Contact Tel No	<input type="text"/>		
Cancellation or change date	<input type="text"/>		
Reason for cancelling permit	<input type="text"/>		

**Old Vehicle Details:**

Make:	<input type="text"/>	Colour	<input type="text"/>	Registration No	<input type="text"/>
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**New Vehicle Details:**

Make:	<input type="text"/>	Colour	<input type="text"/>	Registration No	<input type="text"/>
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Signature of Employee:	<input type="text"/>	Date:	<input type="text"/>
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**NHS Greater Glasgow and Clyde**  
**Failure to Comply with NHSGGC Car Parking Policy and Car Parking Operational Procedures**

An Unauthorised Parking Notice (UPN) will be issued for the following breaches of contract.

<b>Failing to Display</b>	
<b>Offence</b>	<b>Action</b>
Failure to display a valid parking permit	Notice to be issued
Falsifying or defacing permit	Notice to be issued
Displaying out of date permit	Notice to be issued
Permit incorrectly displayed	Notice to be issued
Parking pattern designed to circumvent time limits	Notice to be issued
Parking longer than the maximum time	Notice to be issued
Incorrect parking or Not parked within a marked bay or eligible zone	

<b>Parking in an Unauthorised Area</b>	
<b>Offence</b>	<b>Action</b>
Cross Hatched Area	Notice to be issued
Ambulance Bay	Notice to be issued
Yellow Lines	Notice to be issued
Obstruction	Notice to be issued
Grass Verges	Notice to be issued
Pavements	Notice to be issued
Roadways	Notice to be issued
Delivery Bays	Notice to be issued
Car Park Entrances and Exits	Notice to be issued
Drop Zones	Notice to be issued
Parking in Disabled Bay without Permit	Notice to be issued
Parking Other Than In A Designated Parking Bay	Notice to be issued
Non Bona Fide users Parking in Patient and Visitor Areas	Notice to be issued

UPNs will also be issued where parking patterns are designed to circumvent the maximum waiting. Information on the registrations of cars issued UPNs which are not paid will be passed from the Parking Contractor to NHSGGC for further action. Where these relate to staff breaching this policy action may be taken under the Disciplinary Policy and Procedure.

**NHS Greater Glasgow and Clyde  
Reserved Spaces Booking Form****Booking requested minimum 24 hours in advance:**

Date space required	<input type="text"/>
Time of arrival	<input type="text"/>
Time of departure	<input type="text"/>
Make, model, colour of vehicle	<input type="text"/>
Registration number	<input type="text"/>
Drivers name	<input type="text"/>
Number of passengers	<input type="text"/>
Name of meeting	<input type="text"/>
Venue	<input type="text"/>
Person requesting space	<input type="text"/>
Designation	<input type="text"/>
Date of request	<input type="text"/>

**For office use:**

Space allocated

Passed to