

**BRADFORD TEACHING HOSPITALS FOUNDATION TRUST**  
**APPLICATION FOR STAFF PARKING PERMITS**

Parking at Bradford Teaching Hospital NHS Foundation Trust (BTHFT) is subject to the attached rules and conditions.

BTHFT has resolved that, with limited exceptions such as official blue disabled badge holders, all who choose to use BTHFT's facilities, must contribute to their costs. This Foundation Trust ensures that parking facilities are self funded and is not subsidised in any way by finance intended for patient care.

Bradford Royal Infirmary has limited on site parking, car parks in Smith Lane and Temple Bank. St Luke's Hospital has two car parks, Park Lane and on the main site. Staff parking areas are designated for Zone 1 (Blue permit holders), for the majority of on site parking and Zone 3 (Red permit holders), for all other car parking facilities.

On site Zone 1 parking is only available to the following :- a) Medical Staff (Doctors), b) Staff whose job requires frequent travel. ( All subject to availability. )

A valid staff parking permit must be clearly displayed at all times in the front windscreen, when parked in a staff only parking space. After 17.00 hours and up to 08.30 hours the following morning Monday to Friday, and all day Saturday, Sunday & Bank Holidays, any staff permit holder may park in any staff permit holders space. Additionally any staff parking permit may be used to park in Pay & Display areas from 17.00 hours to 08.30 hours, any day of the year. **At all other times staff (paid or unpaid) are not permitted to park in Pay and Display (even if they purchase a ticket). Failure to comply with these regulations will result in the offending vehicle having a parking charge notice affixed to the vehicle. Failure to pay will result in either the debt being passed to a recovery agency who may initiate court proceedings, or deductions made directly from salary. Staff could have their parking permits withdrawn and may face disciplinary action.**

Enquires relating to car parking should be directed to Allan Balderstone, Estates Services Manager, [allan.balderstone@bthft.nhs.uk](mailto:allan.balderstone@bthft.nhs.uk) or the Estates Helpline on 01274 364444.

Please Cut Here : \_\_\_\_\_

**BRADFORD TEACHING HOSPITALS NHS FOUNDATION TRUST**  
**CAR PARKING PERMIT ~~~~~ APPLICATION FORM**

I authorise the Payroll Dept to deduct £ 36 per calendar month for a Zone 1 Permit from my salary or £ 16 per month for Zone 3 Permit. ( £ 8.31 or £ 3.70 pence for weekly paid staff. ) These charges will be regularly reviewed and I hereby authorise deduction of any revised tariffs. ( See sect. 16 over leaf ) **Staff working 49% or less than a whole time equivalent (WTE) will pay 50% of these deductions, but only for Zone 3 permits.**

Title \_\_\_\_\_ Forename /s \_\_\_\_\_ Surname \_\_\_\_\_  Zone 3  
BLOCK CAPS.

Directorate / Department \_\_\_\_\_ Tick Permit Required)  Zone 1  
[ ZONES 1 MUST BE AUTHORISED BELOW ]

Email Address \_\_\_\_\_

Assignment Number \_\_\_\_\_ National Insurance No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
8Digits ie AB / 12 / 23 / 56 / C

Hospital \_\_\_\_\_ Location / Ward \_\_\_\_\_ Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ Departmental Contact Tel. Ext. No \_\_\_\_\_

Car Reg. No \_\_\_\_\_ 2nd Car Reg. No \_\_\_\_\_

**A. Paying by monthly salary deduction £ 16 or £ 36 .....**

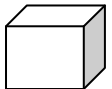
**B. Paying by Salary Sacrifice scheme £192 or £432**  
**NB. Please see "Salary Sacrifice – Car Parking Frequently asked questions" and the rear of this form to identify if this is appropriate for your individual circumstances.**

£16 pm/ £ 192 pa  
  
Zone 3

£36 pm / £ 432 pa  
  
Zone 1

**Signed by parking permit applicant** .....

Zone 1 - Authorised by \_\_\_\_\_ Print Name \_\_\_\_\_ Ext No \_\_\_\_\_



**Office use - Parking Permit Issued**

**Paying £ 16 or £ 36**

Permit Number \_\_\_\_\_ Type \_\_\_\_\_ Estates \_\_\_\_\_ DATE \_\_\_\_\_

Payroll \_\_\_\_\_ Monthly deducted \_\_\_\_\_ Salary Sacrifice \_\_\_\_\_ DATE \_\_\_\_\_

**Please return to:- Allan Balderstone Estates Services Manager Bradford Royal Infirmary**  
[allan.balderstone@bthft.nhs.uk](mailto:allan.balderstone@bthft.nhs.uk)

## **Salary Sacrifice Scheme**

Staff must ensure that they are fully conversant with the “**Flexible Benefits – Car Parking Frequently asked questions**” a copy of which is available on the Trust’s intranet site.

However the following staff may not be eligible or may wish to refrain from joining a salary sacrifice scheme:

- If you have no fixed hours ie your employment contract does not specify your weekly contract hours
- If you are under 18 years old
- You can’t join unless you pay Income Tax via the Trust’s PAYE system or paid by the Trust
- You can’t join if you drop below the minimum wage by joining the salary sacrifice scheme

Additionally Salary Sacrifice Schemes may not be appropriate if:

You are within 10 years of retiring (or 3 years) depending on employment contract.

A reduction in your taxable salary may also affect other Trust and State benefits such as Statutory Maternity Pay, long-term sick pay and death in service benefits.

This is not an exhaustive list and you are reminded that you must ensure you have read the Salary Sacrifice – Staff Car Parking Arrangements – Frequently Asked Questions.

# BRADFORD TEACHING HOSPITALS NHS FOUNDATION TRUST

## PARKING CONDITIONS - STAFF PERMITS

( Subject to the BTHFT's Parking Regulations approved by the Board )

1. All staff are subject to the same parking conditions as visitors & patients and must ensure that their vehicle is parked wholly within a designated parking bay.
2. Vehicles are parked at the drivers' / owners' risk and the Foundation Trust will not accept any responsibility for the vehicles or their contents.
3. The Parking conditions apply 24 hours a day, 365 (6) days a year.
4. Failure to comply with any of the Foundation Trust's parking conditions or directions given by an authorised Foundation Trust Security Officer, will result in the offending vehicle having a Parking Charge Notice affixed to the vehicle. Any parked vehicle which continues to contravene BTHFT's parking regulations may be removed or immobilised and the owner of the vehicle will be liable for any associated costs.
5. Failure to pay will result in either the debt being passed to a recovery agency who may initiate court proceedings, or staff may choose to make deductions directly from salary. Staff could have their parking permit withdrawn and may face disciplinary action.
6. Staff with parking permits are required to park their cars in designated parking areas on hospital sites and for this purpose apply for and, when obtained, display an official current parking permit at all times. Special provision will be made for staff with official Blue Disabled Parking Badges. In exceptional circumstances, staff with parking permits who are experiencing mobility problems, should contact the Estates Services Manager for assistance, [allan.balderstone@bthft.nhs.uk](mailto:allan.balderstone@bthft.nhs.uk) Ext 4429.
7. There is a general obligation upon all staff who have charge of vehicles to have due regard for BTHFT's policy on parking, comply with written or verbal instructions of authorised officers of the Foundation Trust and channel their concerns or grievances through their Divisional General Manager/Head of Department.
8. Staff and official visitors may use only those parking areas for which they clearly display an appropriate permit within their vehicle. Staff parking permits are issued through the Estates Department. On site parking requires the authorisation of an appropriate Divisional General Manager/Head of Department. Use of any invalid permit will result in the vehicle and permit holder being treated as Para 4 above. Handwritten notes are not acceptable. Issue of any permit is subject to availability.
9. Staff parking permits will be issued after staff have completed a salary deduction/ or salary sacrifice authorisation and only cars displaying valid permits may use these designated areas. All permits may be subject to local zoning restrictions and payment does not guarantee availability of a parking space.
10. Parking bays and parking permits may at any time and without prior notice be withdrawn or suspended. The location of bays may be changed should the Foundation Trust judge it to be necessary for operational reasons. The Foundation Trust reserves the right to exclude any vehicles or persons from its property. A car previously parked in a bay, which is subsequently suspended will not have a Parking Charge Notice affixed to it.
11. Permits must be clearly displayed in the front windscreen on the vehicle (when parked in a designated area) and must show the vehicle's Registration Number and a contact telephone number. Changes to vehicle or contact details must be notified to the Estates Services Manager. See contact details within paragraph 1.
12. Staff permits that are reported lost will be registered as invalid (see Para 4), and a £10.00 administration charge will be made for a replacement permit.

13. Permits may be used in any car belonging to the employee, provided the permit is being paid for and that the car is registered with the Estates Department against the permit's serial number. Two screen holders are available free of charge for this purpose. Additional screen holders may be purchased at cost price.
14. Staff wishing to have more than one permit will be charged for each permit issued. This only normally applies to staff living in married staff accommodation.
15. Staff who meet the criteria for an on-site parking permit will be able to use staff parking spaces in the hospital grounds. However, this concession is subject to availability and any zoning restrictions.
16. The Foundation Trust offers employees the option to purchase a discounted car parking permit through BTHFT's salary sacrifice scheme. Prior to agreeing to this scheme, all staff are asked to read and understand any implications associated with this scheme. Details are summarised in 'The Flexible Benefits – Car Parking - Frequently Asked Questions (FAQs),' (available on the Foundation Trust's intranet site.)
17. The Salary Sacrifice arrangement must be reviewed where a lifestyle change highlighted in the FAQs occurs and the employee must inform the Estates Services Manager immediately.
18. The majority of staff parking spaces on the main sites are restricted to Zone 1 permit holders, Monday to Friday 08.30 to 17.00 hours. After 17.00 and up to 08.30 hours, i.e. overnight and Saturdays, Sundays and Bank Holidays, these spaces are also available to all other staff parking permit holders.
19. All staff permit holders may park, without paying additional payment, overnight in Pay & Display bays between 17.00 and 08.30 hours. At all other times, staff are not allowed to use Pay and Display bays. Any contraventions will result in Parking Charge Notices being applied to the offending vehicles.
20. All salary and wage deductions will continue until the Permit Holder notifies the Estates Services Manager, Estates Department, Bradford Royal Infirmary of any changes. A month's notice is required to terminate or amend a permit. All instructions on pay deduction matters must be in writing. Staff leaving BTHFT are required to return their permits to their line manager who should arrange return to the Estates Services Manager. Refunds are not normally payable as staff are required to return permits as they leave.
21. Line managers must return leavers' permits to the Estates Services Manager, The Estates Dept. BRI. [These permits will be invalid: see Para 4].
22. Staff holding Zone 3 permits who work less than 0.50% of a W.T.E. will be charged half of the current Zone 3 parking permit fee. This concession only applies to Zone 3 permit holders.
23. Anyone who will not be at work for over a month may have their parking permit suspended by returning it to the Estates Services Manager. Salary deductions will be halted on the date it is received by the Estates Services Manager. Eg Maternity leave, long term sickness and secondments.
24. Car Parking application forms and conditions are available on BTHFT's intranet.
25. Motorbikes and cycles may be brought onto site free of charge, without time limit or the requirement to display a permit. They should be secured in the designated shelters provided. Alternatively they may park in a place which does not present a hazard, cause obstruction, damage to BTHFT property, on double yellow lines, hatched areas, on a footpath, in a parking bay designated for a vehicle or inside a building. Motorbike users and cyclists should ensure that they adhere to all parking rules. (For location of the designated bike shelters please see [http://www.bradfordhospitals.nhs.uk/trust\\_menu/intranet/documents.html](http://www.bradfordhospitals.nhs.uk/trust_menu/intranet/documents.html))
26. Car parking charges will be reviewed annually and applied at the beginning of each financial year. Notification of charges will be made to the Joint Consultative Committee. This annual review will take account of inflation and any costs to BTHFT that might arise from additional charges or levies imposed by statutory bodies or others.