

Transport Policy – Practice Guidance Note - Car Parking – V03		
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## 1 Introduction

- 1.1 This Practice Guidance Note (PGN) is intended to inform staff and all users of our car parking bays the conditions that apply and must be adhered to across Cumbria Northumberland Tyne and Wear NHS Foundation Trust (the Trust/CNTW)
- 1.2 The conditions that apply help support the safe use of our sites for patients, visitors and staff and complement the other security measures we have in place, e.g. CCTV, physical patrols.
- 1.3 This PGN relates to parking arrangements on the sites listed below:
- St Nicholas Hospital
  - Northgate Hospital
  - St George’s Park
  - Walkergate Park
  - Hopewood Park
  - Monkwearmouth Hospital

- Ferndene \*
- Benton House \*
- Plummer Court \*

\* This PGN applies to Ferndene, Benton House and Plummer Court with the exception “pay and display” is not in operation for patients and visitors

- 1.4 This PGN does not relate to car parking regulations at other sites that the Trust have a presence on, e.g. Tranwell Unit, Bede Wing, Campus for Ageing and Vitality. These sites are governed by the terms and conditions of the landlords of those sites
- 1.5 As the Trust has limited car parking bays available and is unlikely to be granted any additional spaces by local authorities it is essential the Trust ensures best use is made of the resources it has available. This will include exploring better ways of making the bays more freely available to those staff who most need them to provide direct care to patients.
- 1.6 Staff are entitled to park free of charge provided they have obtained and displayed on their car windscreen a staff parking permit and abide by the terms and conditions as such.
- 1.7 If you are a permit owner but do not have it in your vehicle for any reason you are required to purchase a pay and display ticket. It is important to understand the requirements of the above. It is not sufficient to pay for a ticket or be in possession of a permit, it must be on display in the vehicle on the front windscreen where it can be easily seen by the parking control staff. You should ensure that your permit is not dislodged when you or your passengers close doors on the exiting of the vehicle, as this will not be regarded as sufficient reason for non-display. Written notes left in windscreens will not be responded to and **will not** be seen as alternative to a valid permit or pay and display ticket.
- 1.8 Patients and visitors must pay and display on all of the above-named sites.
- 1.9 Many carers and relatives visit patients outside working hours or weekends, so will not be subject to the charges. However, where relatives /carers are visiting a patient during office hours and stay longer than 3 hours, they will have their charge capped to £2.50.
- 1.10 To obtain this discounted rate they must obtain a visitor car parking pass from any of the following areas:-
- Main Reception, St George’s Park
  - Main Reception, Northgate Hospital
  - Main Reception, Walkergate Park
  - Main Reception, St Nicholas Hospital
  - Facilities Office, St Nicholas Hospital

- Main Reception, Hopewood Park
- General Office, Monkwearmouth Hospital
- Main Reception, Ferndene

1.11 In exceptional circumstances where carers are coming to assist patients in hospital several times per week and feature on a care plan these carers will be entitled to park free of charge. To obtain free parking the ward manager should contact the appropriate main reception / office identified above to supply the appropriate information then a valid parking permit will be issued which **must** be displayed on the carers' car windscreen when on CNTW premises.

**Note:** a staff car parking pass does not guarantee a parking bay, these are subject to availability

1.12 Between the hours of 8 a.m. and 5 p.m. - Monday to Friday inclusive but excluding public holidays in England, the following charges will apply:

- 60 minutes £1.00
- 1 – 2 hours £1.50
- 2 – 3 hours £2.00
- 3 – 4 hours £2.50
- 4 hours + £8.00

1.13 Anyone (including staff) who fail to adhere to the car parking conditions which will be clearly stated near the entrance to each site, will be subject to a Parking Charge Notice (PCN) which is currently £50.00, reduced to £25.00 if paid within 14 days.

#### 1.14 **Parking Enforcement**

- Parking Charge Notices (PCN's) will be issued to any vehicle:
  - Not clearly displaying a valid Trust permit, valid pass or valid pay and display ticket in the vehicle whilst parked on the Trust's sites
  - Parked on double yellow lines, hatched areas, footways, access roads, operational or emergency areas, grassed or landscaped areas or parked outside designated or marked parking bays and areas, or bays with specific regulations
  - Parked in disabled bays without clearly displaying an appropriate disabled parking badge
  - Any unauthorised vehicle or any vehicle in breach of the conditions detailed at each site

- Parking so as to cause an obstruction to either other vehicle drivers, pedestrians or wheelchair users
- Parking in a time limited bay or area beyond the allowed time limit
- The regulations relating to staff parking on the Trust's sites are laid down by the Trust and will be enforced by the Trust's appointed Car Parking Management Company. All appeals to Parking Charge Notices should be in writing to this company, full details are on the Parking Charge Notice
- Proceeds from these arrangements will contribute to the improvement of car park management, as well as investment into improving the maintenance of the car parks, lighting and security
- Anyone displaying an official disabled badge in their windscreen will be able to park free of charge in all car parking bays
- All staff who display a Trust Car Parking Badge will still be able to park free at all the main Trust's hospital sites

**1.15 All staff are responsible for operating in accordance with this PGN at all time**

**2. Responsibilities**

- 2.1 Overall responsibility for the management of this PGN rests with the Head of Estates and Facilities, with day-to-day responsibility delegated to the Service Manager (General Services).
- 2.2 Heads of Departments are responsible for making all their staff are aware of this PGN and associated documents, and ensure they comply with the car parking conditions.

**3 Scope**

- 3.1 This PGN applies to all staff, patients and visitors who bring their cars onto the Trust's main hospital sites.