

Doctors In Training

Guidance Sheet

Forth Valley Royal Hospital (FVRH) has a number of separate parking areas for staff, patients and visitors. In order to ensure the staff car parks operate effectively during peak periods (6am to 7pm Monday to Friday) only staff with parking permits will be allowed to park in these areas. There are no restrictions on access to staff car parking areas after 7pm during the week, during weekends or on designated NHS Public Holidays.

Your application form will be allocated a score and placed at the appropriate level on the Car Parking Permit Waiting List. Once your application reaches the top of the waiting list you will be issued a permit; **this could take some considerable time.**

Please note you will need to attach a photocopy of both sides of your driving license to this application form.

Audit

All applicants are asked to complete their application in an honest manner. A random number of applications will be checked to ensure consistency, authenticity and accuracy.

Car Parking Management

The day to day management of the car parks at FVRH is undertaken by Serco. Access to Staff Car Parking areas is via staff ID badges and information will be shared with Serco to ensure that the correct access rights are applied to ID badges.

Key points:

- Only staff based at FVRH are eligible to apply for a permit. Bank staff and students are **NOT** eligible to apply.
- Once the application has reached the top of the waiting list and a permit has been returned by a leaver then a permit will be issued to you.
- A parking permit does not guarantee a parking space.
- The car parks operate a one way system and rules of the road should be followed at all times.
- For full details please refer to the FVRH Car Parking Policy on the intranet or click on the link below http://nhsforthvalley.com/documents/ig/policies_areawide_generalfiles/nhsfv_car_parking_policy_forth_valley_royal_hospital-1.pdf

For the latest information on public transport journey options to Forth Valley Royal Hospital please contact Traveline Scotland: 0871 200 2233 or www.traveline.org.uk

Once completed, please return to:

Internal Mail: Parking Management Office, Corporate Offices, 1st Floor, FVRH.

External Mail: Parking Management Office, Corporate Offices, 1st Floor, Forth Valley Royal Hospital, Stirling Road, Larbert, FK5 4WR

Email: FV-UHB.fvrhcarparkingpermits@nhs.net

TO BE COMPLETED IN BLOCK CAPITALS

Section 1 – Applicants Details

Forename		Surname	
National Insurance No			
Grade/Post	Eg FY1, FY2, CT, GPST, SPR.		
Specialty		Start Date	
Email Address			
Full Residential Address			
Postcode		Your postcode is an essential element and applications will not be processed without it.	

Address details will be audited against existing information held on respective Payroll and HR systems to prevent fraudulent applications being made. If incorrect information is supplied a permit that has been issued will be withdrawn.

Section 2 – Medical Requirements

Have you **personally** been issued with a disabled person's parking badge, in accordance with the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000, also commonly known as a Blue Badge?

Yes	<input type="checkbox"/>	Please provide a photocopy of both sides of your parking badge with this application	No	<input type="checkbox"/>
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Data Protection Statement

Information collected via this application form will be used to allow for the effective distribution of staff parking permits and car parking management (including car parking enforcement). Data will be held on a dedicated NHS Forth Valley server with restricted access rights. No information will be passed onto external agencies and all information disclosed by the applicant will be handled in line with the requirements of the Data Protection Act 1998.

Section 3 – Vehicle Details

Please provide details of the vehicle you may use for your trip to FVRH

	Make	Model	Registration No	Colour
Car 1				
Car 2				

If your vehicle details change, please advise Car Parking Management via email

FV-UHB.fvrhcarparkingpermits@nhs.net

or call 01324 567443.

Section 4 – Applicants Declaration

I am aware that giving false information on this application form will result in a parking permit (if issued) being withdrawn. I understand that parking permits are not a permanent entitlement.

By signing this application I agree to abide by the Car Parking Policy (available on intranet).

Please ensure that you have attached a photocopy/scanned copy of both sides of your driving license.

Print Name	
Applicants Signature	
Date	

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