

Guidance Sheet

Forth Valley Royal Hospital 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 4pm Monday - 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 4pm during the week or during weekends.

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 licence 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 Forth Valley Royal Hospital is undertaken by Serco. Access to Staff Car Parking areas is via staff ID cards and information will be shared with Serco to ensure that the correct access rights are applied to ID badges.

Key points:

- All staff based at the Forth Valley Royal Hospital are entitled to apply for a Car Parking Permit;
- Once the application has reached the top of the waiting list and a permit has been returned, then a permit will be issued to you; and
- A parking permit does not guarantee a parking space.

For the latest information on public transport journey options to Forth Valley Royal Hospital please contact Traveline Scotland:

Section 2 – Working patterns / Cross site working responsibilities / Business requirement to travel when at work

2.1 Please specify earliest start time and your latest finish time from your normal work pattern (Monday - Friday):

Earliest Start.....

Latest Finish.....

2.2 Do you deliver a community based clinical service on behalf of NHS Forth Valley? (e.g. work away from the Hospital at a patients house or at a Health Centre).

Yes <input type="checkbox"/> Go to Question 2.3	No <input type="checkbox"/> Go to question 2.4
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2.3 On average how many times do you leave and return to Forth Valley Royal Hospital to deliver the community based clinical service?

1 - 2 times per day <input type="checkbox"/>	3 to 4 times per day <input type="checkbox"/>	Less than 4 times a week <input type="checkbox"/>
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2.4 Do you have on call responsibilities between the hours of 6am to 4pm Monday to Friday, which require you to attend the Hospital out-with your normal working hours?

Yes <input type="checkbox"/> Please detail below and then go to question 2.5	No <input type="checkbox"/> Go to question 2.5
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Data Protection Statement:

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2.5 Do you have to travel between Forth Valley Royal Hospital and Falkirk and/or Stirling Community Hospitals, to perform a planned clinical function on the same day?

<p>Yes</p> <p><input type="checkbox"/></p> <p>Go to question 2.6</p>	<p>No</p> <p><input type="checkbox"/></p> <p>Go to question 2.7</p>
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2.6 Please tick the statement that best describes your need to travel between Forth Valley Royal Hospital and Falkirk and/or Stirling Community Hospital. **Tick one box only.**

I need to travel between FVRH and SCH or FCH to perform a planned clinical function on the same day e.g., FVRH in the morning and then FCH in the afternoon. I have to travel at least 3 times a week.	<input type="checkbox"/>
I need to travel between FVRH and SCH or FCH to perform a planned clinical function on the same day e.g., FVRH in the morning and then FCH in the afternoon. I have to travel less than 3 times a week.	<input type="checkbox"/>

2.7 In relation to non clinical business travel only, do you have to travel away from the Hospital on work related matters or on behalf of your employer during the period 6am to 4pm Monday – Friday?

<p>Yes</p> <p><input type="checkbox"/></p> <p>Go to Question 2.8</p>	<p>No</p> <p><input type="checkbox"/></p> <p>Go to section 2.9</p>
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2.8 On average how many times do you leave and return to Forth Valley Royal Hospital, during the period 6am to 4pm Monday – Friday?

<p>1 - 2 times per day</p> <p><input type="checkbox"/></p>	<p>3 to 4 times per day</p> <p><input type="checkbox"/></p>	<p>Less than 4 times a week</p> <p><input type="checkbox"/></p>
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2.9 Do you have to transport heavy equipment (such as scales, walking frames etc) which you are required to move by hand to your car on behalf of your employer?

<p>Yes</p> <p><input type="checkbox"/></p> <p>Go to Question 2.10</p>	<p>No</p> <p><input type="checkbox"/></p>
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2.10 Briefly describe the equipment you have to move and the approximate weight of the equipment.

Section 3 – Disabled Persons (Badges for Motor Vehicles):

3.1 Have you been personally 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?

<p>Yes</p> <p><input type="checkbox"/></p> <p>Please provide a photocopy of both sides of your parking badge with this application form.</p>	<p>No</p> <p><input type="checkbox"/></p>
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Section 4 – Car Sharing Permits

4.1 Applications for a car sharing permit will be scored higher than applications for individual permits. An application for a car sharing permit can be made by a non driver, but at least one member of the group has to have a driving licence.

4.2 To begin looking for potential car sharing matches, NHS Forth Valley staff can register at www.nhsfvcarsshare.co.uk and Serco staff can access their dedicated car sharing web page by typing in Serco Forth Valley Carshare into their internet browsers search bar. All other staff based at Forth Valley Royal Hospital can register at www.liftshare.co.uk. It is not necessary to register with the car sharing schemes, but registration will aid in finding car sharing partners.

4.3 Do you and a least one other member of staff wish to apply for a car sharing permit?

Yes <input type="checkbox"/>	No <input type="checkbox"/> (Go to section 5)
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4.4 Do you have driving licence?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4.5 The staff members I will be car sharing with are listed below:

Name	Payroll Number	Residential address and postcode

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Section 5 – Vehicle Details

Please provide details of the vehicles you may use for your trip to the Hospital:

	Make	Model	Registration Number	Colour
Car One				
Car Two				
Car Three				
Car Four				

Section 6 – 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.

NB. Please ensure that you have attached a photocopy of both sides of your driving licence.

Applicant's Signature:	
Date:	

All applications for a staff car parking permit will only be evaluated if signed off by a designated Authorising Officer. If section 7 (on the next page) is not completed your application form will be returned to you.

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Section 7 – Validation of Staff Car Parking Permit Application

Authorising Officers are defined as:

NHS Forth Valley	Serco
Medical Director Directors (e.g. Finance, Human Resources) Associate Medical Director Post Graduate Tutor General Manager Heads of Service/Department Service Manager/Department Manager Senior Charge Nurse - Clinical Ward Manager	Contract Director General Manager Relevant Service Manager

Note to Authoring Officers. Should you not agree with the information provided by the applicant in section 2, please highlight the inaccuracies and initial the amendments you make. The member of staff should also initial the amendment. If you agree with the information provided, please tick the appropriate box below and complete the signature block.

<input type="checkbox"/>	<u>NHS Authorising Officers statement</u> – I have reviewed this application form and can confirm that the details entered in section 2 are correct. I confirm that the base location of this applicant is Forth Valley Royal Hospital.
<input type="checkbox"/>	<u>Serco Authorising Officers statement</u> - I have reviewed this application form and can confirm that the details entered in section 2 are correct. I confirm that the applicant is based at Forth Valley Royal Hospital.

Authorising Officers Designation:	
Authorising Officers Name:	
Authorising Officers Signature:	
Date:	

Once you have signed the application please send it to:

Internal Mail system: Parking Management Office, Corporate Offices, 1st Floor, Forth Valley Royal Hospital

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

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