

Ashford and St Peter's Hospitals NHS Foundation Trust

Car Parking Permit and Scratchcard Regulations

Applicable from 1st April 2017

Ashford and St Peter's Hospitals NHS Foundation Trust requires that any vehicle parking on the Trust sites in a staff car park or parking area in an allocated parking space is to display a valid parking permit on the windscreen or dashboard of the vehicle.

Car parking charges apply at all times and will be paid through a daily car parking scratch card or through a monthly salary deduction. The scratch card will be displayed in conjunction with the permit.

You may only apply for permits for which you or your spouse are the registered keeper or vehicles that are leased to you under a bona fide leasing agreement. You may not register another member of staff's vehicle under any circumstances.

The following permit types will be issued by Ashford and St Peter's Hospitals NHS Foundation Trust.

Red permit – circular shape

This permit allows parking within any staff car park or parking area in an allocated parking bay. The permit holder shall pay for his/her car parking through the scratch card scheme. The criteria for obtaining a Red parking permit will be according to the Trust's Travel and Car Parking policy.

Gold permit – square shape

This permit allows parking within any staff car park or parking area in an allocated parking bay. The permit holder shall pay for his/her car parking through a monthly salary deduction. The criteria for obtaining a gold parking permit will be according to the Trust's Travel and Car Parking policy.

This permit type is applicable to staff that wish to pay for their parking on a monthly basis and Trust volunteers.

Permit Charges

Parking permits shall be valid for one year from the date of issue.

The annual parking permit charge is £20.00. This charge shall be reviewed on an annual basis.

Parking permit costs shall be paid through either salary deduction or salary sacrifice for Ashford and St Peter's Hospitals NHS Foundation Trust staff and by either debit or credit card for bank staff and staff working for non-trust organisations. There is no facility for cash payments.

Scratch card charges

Each scratch card contains cards for five days parking. The minimum initial purchase is four cards which is equivalent to 20 days vehicle parking. The scratch card is to be displayed at all times. Scratch cards are to be placed on the vehicle dashboard with the day's parking details facing out. Daily parking rates will be charged in line with your banding as detailed below.

Salary banding	Daily scratch card cost	Monthly salary deduction
1 to 5	58p	£10.55
6 to 7	£1.15	£21.08
Non-Trust and Agency Staff	£1.15	n/a
8 and above	£1.73	£31.62

Agency and Non-Trust staff shall be charged at the rate of £1.15 per day as verification of salary is indeterminable.

Scratch cards are ordered by completing online the scratch card order form which will be processed by the Travel Plan Office.

The processing of scratch cards orders may take up to seven days.

Payments will be deducted from salary for Ashford and St Peter's Hospitals NHS Foundation Trust staff (excluding bank staff). For all other users, payment will be by debit/credit card. There will be no facility for cash payments.

Scratch card purchases are non-refundable

Exemption for not displaying a scratch card and permit

Official Trust vehicles will be exempt. The details of official Trust vehicles will be held on the car parking permit database.

Voluntary Services workers

Volunteers will display a Trust car parking permit which will be issued free of charge. The details of volunteer's vehicles will be held on the car parking permit database.

Permit application

All applications for a Trust parking permit shall be made online by logging on <https://www.staffparking.asph.nhs.uk/> the Car Parking System..

Applications must be completed in full in order to be processed.

Applications must be supported by any required documentation in order to be processed.

Applications will be evaluated against the Trust's Travel and Car Parking policy by the Travel Plan Office.

Checks to ensure the applications have been completed correctly may be made and these may include the following.

- Confirmation of home address
- Confirmation of salary banding

The processing of applications may take up to seven days from receipt.

Permits and scratch cards should be collected from the Travel Plan Office for St Peter's Hospital staff or from the Security Office at Ashford Hospital for Ashford Hospital based staff.

All permits expire on 31st of March each year irrespective of start date.

Staff are responsible for ensuring that they renew their parking permits on time. Failure to apply for and/or display a valid parking permit will invalidate car park access and the purchase of scratch cards, if applicable.

Last modified: 10 Feb. 17