

Trust Car Parking Policy

POLICY		
Reference	E&F006	
Approving Body	Estates Governance Group	
Date Approved	12 th February 2026	
For publication to external SFH website	Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:	
	YES	NO
	X	
Issue Date	12/02/2026	
Version	5	
Summary of Changes from Previous Version	Amendments and changes to policy relating to mile radius exclusion. Also taken reference to patients out as producing a separate document for these users.	
Supersedes	4	
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Consultation Undertaken	Car Parking Working Group Joint Staff Partnership Committee	
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Date of Environmental Impact Assessment (if applicable)	N/A	
Legal and/or Accreditation Implications	N/A	
Target Audience	All staff employed at SFH and any partnering staff or staffing groups wishing to use the parking facility.	
Review Date	12/02/2029	
Sponsor (Position)	Chief Financial Officer Director of Estates and Facilities	
Author (Position & Name)	Senior Soft FM Manager Julie Dennis	
Lead Division/ Directorate	Corporate / Estates and Facilities	
Lead Specialty/ Service/ Department	Estates & Facilities	
Position of Person able to provide Further Guidance/Information	Senior Soft FM Manager	
Associated Documents/ Information	Date Associated Documents/ Information was reviewed	
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CONTENTS

Item	Title	Page
1.0	INTRODUCTION	3
2.0	POLICY STATEMENT	3
3.0	DEFINITIONS/ ABBREVIATIONS	4
4.0	ROLES AND RESPONSIBILITIES	5
5.0	APPROVAL	6
6.0	DOCUMENT REQUIREMENTS	6 – 14
7.0	MONITORING COMPLIANCE AND EFFECTIVENESS	15
8.0	TRAINING AND IMPLEMENTATION	16
9.0	IMPACT ASSESSMENTS	16
10.0	EVIDENCE BASE (Relevant Legislation/ National Guidance) and RELATED SFHFT DOCUMENTS	16
11.0	APPENDICES	16

APPENDICES

Appendix 2	Trust Parking Concession Form	17-18
Appendix 3	Car Park User Group Terms of Reference	19 -20
Appendix 5	Equality Impact Assessment	21-22

1.0 INTRODUCTION

The provision and effective management of car parking is an important function if control is to be maintained over car parking spaces at our hospitals. This policy covers the main aspects of operational issues associated with Car Parking and Traffic Management within the Trust.

The Government has indicated its support for healthy environments through the introduction of well managed transport services that authorise the necessity for motor transport. This has resulted in Local Authorities drawing up Green Travel Plans and tightening controls over traffic volumes / flow and granting planning permission for additional / new car parking spaces. These regulations now limit the number of car parking spaces the Trust can offer to support patients, visitors and staff.

The Trust is developing its own Green Travel Plan to reduce reliance on motor vehicles and promote other modes of transport. As such the Trust offers 'Bike 2 Work' scheme and concessions with several local bus company operators. The Trust is also in the stages of offering staff a car sharing scheme to sign up to, this will come with incentives to become a member to help reduce the number of vehicles on site.

This policy builds on these proposals of our developing Travel Plan and that of the Trust's Good Corporate Citizen status but equally attempts to provide adequate car parking within the constraints which the Trust faces, for example, land availability, planning regulations and planning permission constraints.

The provision of a car parking permit is not a contractual entitlement for staff, and therefore, where circumstances change, a member of staff may lose their car parking permit for a period when pressure for car parking spaces becomes even greater, nor does a car parking permit guarantee the holder a space to park. Due to the staffing shift patterns of the Trust, spaces become available at different times of the day and the permit allows the holder to enter the car park and search for an authorised parking space.

2.0 POLICY STATEMENT

Sherwood Forest Hospitals NHS Foundation Trust is committed to providing a high quality and equitable car parking service and demonstrates its commitment through a professional customer focused responsive service.

This policy sets out details for the management of parking at sites within the Sherwood Forest Hospitals NHS Foundation Trust and applies to staff, visitors, contractors and any other users of the SFH car parks including emergency vehicles.

The Trust is committed to ensuring that none of its policies, procedures and guidelines discriminates against individuals directly or indirectly.

3.0 DEFINITIONS/ ABBREVIATIONS

Definitions for specific terms used in this policy or procedure:

ACPO	Association car parking organisation
ANPR	Automated number plate recognition
CARE SUPPORT	Support provided to patients from external providers
EV	Electric vehicle
FM	Facilities management
Frequent hospital Attender	Defined by the Car Park User Group on a case-by-case basis
Group Nexus	Car parking company providing ANPR
Medirest	Soft services provider under PFI contract with Central Nottinghamshire Hospitals plc
NHS	National health service
PCN	Parking charge notice
PFI	Private Finance Initiative
POPLA	Parking on Private Land Appeals
Project Co (SPV)	Central Nottingham Hospitals PLC (CNH), the PFI Special Purpose Vehicle
RPI	Retail Price Index
Staff	All employees of the Trust including those managed by a third-party organisation on behalf of the Trust, and Volunteers that work for the Trust
The Trust/SFH	Sherwood Forest Hospitals NHS Foundation Trust
User/s	Patients, Visitors and Staff

4.0 ROLES AND RESPONSIBILITIES

4.1 Director of Estates & Facilities

The Director of Estates & Facilities has overall responsibility for the effective execution of the Trust's PFI Contract and efficient delivery of the Service Level Specification outcomes relating to Car Parking detailed in Schedule 14 of the PFI Project Agreement.

4.2 Senior Soft FM Manager of Estates and Facilities

The Senior Soft FM Manager of Estates & Facilities has responsibility for the Trust Parking Policy and the development of the Trust's Travel Plan.

The Senior Soft FM Manager of Estates & Facilities (or nominated deputy) chairs the monthly Car Park User Group (King's Mill Hospital). Terms of reference for these groups are attached in Appendix 3.

The Senior Soft FM Manager of Estates & Facilities (or nominated deputy) chairs the fortnightly Car Park User Group – Appeals Panel.

4.3 Trust - Estates & Facilities Team

The Trust Estates & Facilities Team leads on all Trust FM activity, including car parking, ensuring operational services and providing professional advice to the Trust.

4.4 General Manager – 'Project Co.'

The General Manager – 'Project Co.' works to ensure that the services provided by the service provider in relation to parking facilities, meets that laid down in the PFI Project Agreement, Service Level Specifications and takes action to remedy any non-compliance.

4.5 Safety, Car Parking & Security Manager– Medirest

The Senior Operations Manager – Medirest is responsible for the operational delivery of the Car Parking facilities for King's Mill, Newark and Mansfield Community Hospitals. The Senior Operations Manager ensures that sufficient resource is available to meet the outcomes laid down in the PFI Project Agreement and that all Car Parking Security Staff – Medirest are suitably trained.

4.6 Car Parking/Security Staff – Medirest

Car Parking/Security Staff – Medirest undertake the operational day to day monitoring of car parking facilities and parking charge notices (PCN) for vehicles contravening this policy.

4.7 Staff Side Representatives

Staff side representatives attend the Car Park User Group/s and Car Park User Group – Appeals Panel to ensure that all appeals are heard fairly and dealt with consistently.

4.8 Staff

All staff must adhere to this policy and acknowledge its content.

Staff must park in a manner which does not contravene this policy.

It is the responsibility of the individual staff member to ensure their permit is kept up to date with correct vehicle registration details

4.9 Non SFH staff and Contractors

Non SFH staff and contractors are requested to park respectfully and must not block emergency access to the hospital by causing an obstruction.

Non SFH and contractors are requested to apply for staff permits for parking across the Trust's sites.

The above staff groups will be subject to the same costing principles as SFH staff.
Anyone parking in a public car park will be subject to the fees as displayed on entry and pay machines.

5.0 APPROVAL

Approval for the policy is agreed by Estates Governance Committee and Trust Management Executive Team.

6.0 DOCUMENT REQUIREMENTS

NARRATIVE

The key principles of the Trust Parking Policy are:

- To provide onsite parking for staff and all other users
- To provide help and advice on parking
- To maintain clear access to the site, reduce congestion in and around the Trust sites particularly for ambulances and other emergency vehicles
- To prevent unauthorised parking
- To prevent unauthorised use of Trust car parks

A charge is made to staff and visitors for all vehicles that use the Trust car parking facilities. Income from the car parking charges is used to support a guaranteed income level to the Project Co. for the Trust to benefit from a reduced Unitary Charge. In return Project Co. maintains the car parking and transport facilities and provides effective security measures. Any revenue which is surplus to the guaranteed income level is retained by the Trust.

Several of the Trust Car Parking facilities have benefited from the status of 'Park Mark Safer Parking Award', formerly the Secured Car Park Award, initiated by the Association of Chief Police Officers. This award demonstrates continued progress to providing safer car parking facilities for visitors and staff through the reduction of car crime. An action plan has been developed to ensure that all Trust parking facilities meet the Park Mark Safer Parking Award soon.

Most car parking areas across the sites are covered by CCTV and the majority are lit. In addition, 24-hour security patrols are undertaken, and an escort service is available for staff during early mornings, evenings and nights when requested.

Sherwood Forest Hospitals NHS Foundation Trust has 2585 parking spaces in total and 93 parking spaces designated as disabled. The non-disabled to disabled parking ratio is 4%.

On the King's Mill site barrier controlled 'payment on exit' scheme operates to ensure that users only pay for the time spent in the car park.

King's Mill and Newark site have Electric vehicle (EV) Charging points for staff use within staff car parks. Use of the charging point is a cost to the individual staff through use of an App. Information of how to apply and current charges can be found through contacting the Trust Estates and facilities team.

All sites have a free 30-minute drop-off provision, allowing for cars to be onsite for that period without the need to pay.

The Trust's car parking is now under ANPR, with users being able to pay via the Group Nexus app  or a pay machine located in various areas around the sites

6.1.1 Staff Parking Permits

Designated areas are set aside for staff car and motorbike parking.

Car parking permits are subject to availability and do not guarantee a car parking space, but the ability to search for an available space within the Trust's parking facilities.

6.1.2 Staff Parking Permit Application

The Trust has a 1 mile postcode radius exclusion in force.

Staff whose home address lies more than a mile outside of the Trust (all sites) will automatically be given a permit once they complete the online parking application form.

Colleagues who live within the 1-mile radius will only receive a permit following a review by the Trust Estates and Facilities parking team of the circumstances presented on a case by case.

All staff will be entitled to apply for access to the parking facilities through the Group Nexus portal. Instructions on how to undertake this are on the Trust's internet page as below:

<https://www.sfh-tr.nhs.uk/staff-zone/staff-car-parking/>

New starters to the organisation will have the opportunity to apply for their permit prior to starting at the Trust, the instructions are included within the pack provided by the Peoples Directorate.

Appeals to any rejected parking application should be forwarded to sfh-tr.estatesparking@nhs.net with any relevant additional supportive documentation or evidence. This will then be reassessed and looked at by a parking appeals panel and outcomes will be corresponded accordingly.

6.1.3 Staff Parking Charges

A charge will be made for a permit that allows staff to park their vehicle in designated car parks throughout the Trust. The permit cannot guarantee that a parking space will be available. This charge will be made by direct debit monthly. The Trust parking charges are the same for all staff regardless of salary.

Staff car parking charges will be reviewed annually each April, without staff consultation, and will be subject to RPI annual uplift, based on the February RPI figure, as agreed between management and staff side representatives at the Joint Staff Partnership Forum in January 2015.

Any adjustments to tariffs will be communicated in a timely manner to all staff.

Where agreement with the Joint Staff Partnership Forum cannot be made on revision of staff parking charges, the Trust reserves the right to advise all staff, in writing, giving 8 weeks' notice about the revised parking fees.

It is the responsibility of the individual staff member to complete any changes to their permit. E.g. change of name, vehicle, or when employment ends/terminates via the portal.

Trust staff that do not exceed 25 hours per week, will be eligible for part time staff parking rates, which is 50% reduced rates compared to full time.

Contractors and non SFH staff will fall under the same payments as SFH staff.

Nursing Students, Medical Students and Student AHP's will pay the part time rate per month.

6.1.4 Long Term Sickness

Any staff member who has been off sick for a continuous period of more than 1 month can cancel their permit via the portal, with new application at point of return to work

6.1.5 Maternity/Paternity Leave

Staff on Maternity/Paternity leave can cancel their car parking permit for the duration of their leave via the portal. They will need to complete a new application on return to work

6.1.6 Staff Concessionary Permit Applications

Only staff holding a blue badge or authorised concession form will be given concessionary permits for proximity parking. These permits may facilitate staff members with chronic medical conditions to park closer to their place of work.

All staff members requiring consideration for a concessionary parking permit should complete a Concessionary Pass Application form, see attached in Appendix 2, and get this endorsed by their line manager. On completion this should be scanned and forwarded to:

sfh-tr.estatesparking@nhs.net

Concessions will be reviewed by the Estates and Facilities team.

The Senior Soft FM Manager of Estates and Facilities or nominated deputy retains the autonomy to make decisions on concessionary permits and applications outside the meetings, where necessary.

6.1.7 Apprentices and Trainees

Those staff on recognised apprenticeship programmes, endorsed by the Training, Education and Development Department, or students enrolled on the University of Nursing programme, or Medical and AHP students will be entitled to staff parking charges equivalent to the part time rate.

6.1.8 At Times of Capacity

At peak times, it is acknowledged that the parking facilities would be at capacity. At these times contact can be made with Car Parking Services, via the barrier intercom system, who will endeavour to help advise on spaces although the Trust cannot guarantee that a space will be available. **Any staff parking in a public car park will be subject to the normal public rates of payment no exceptions will be tolerated.**

6.1.9 Registration of a Second Vehicle

Where staff wish to register a second vehicle on the same permit, they will need to do so via the Nexus Portal.

6.1.10 Non-Sherwood Forest Hospitals Trust Staff

NHS or partner staff can apply for car parking at Sherwood Forest Hospitals NHS Foundation Trust rates using the links on the Trust's internet page: <https://www.sfh-tr.nhs.uk/staff-zone/staff-car-parking/>

Payment is via direct debit

Other staff, not working on trust sites and not employed by Sherwood Forest Hospitals NHS Foundation Trust, will be required to pay visitor tariffs when using the public parking facilities.

6.1.11 Persistent Violation of the Trust's Parking Policy by Staff

Any staff committing persistent car parking offences will be reported to the Trust's Director of People. Persistently offending staff may be subject to disciplinary action in accordance with the Trust's disciplinary policy. Staff will be subject to having their parking rights removed and permit revoked.

6.1.12 On-Call Spaces

The Trust offers limited on call spaces for authorised staff. These facilities are offered on a first come first served basis. These facilities will be monitored to discourage abuse. They are currently alongside the maternity drop off zone at Kings Mill site. Signage is in place in this area.

6.2 Volunteers

Trust volunteers may park in designated staff parking areas, without cost, providing a permit has been issued. Applications are the same process as SFH staff.

6.3 Visiting Chaplains/Clergy

Chaplains and clergy attending site at the wishes of patients will be afforded concessionary parking entitlements.

6.4 Contractors

Any contractor parking on site will be charged as per the current daily tariff if parking in a public car park. Regular contractors will be subject to the normal staff payments if using the staff parking facilities.

6.5 Business Visitors

All business visitors, including agency, interims and consultants will be treated as members of the public and must park their vehicles in 'Public' car parks and pay the appropriate daily rate.

6.6 Education, Development and Seminar Delegates

The Deputy Director of Human Resources (Training, Education and Development) can apply to the Senior Soft FM Manager Estates & Facilities to grant concessionary parking to attract high profile and beneficial educational and developmental seminars to the Trust. The Senior Soft FM Manager of Estates and Facilities or nominated deputy will assess each application individually and on its own merits, considering expected capacities of the parking facilities on the day/s in question, and advise the Deputy Director of Human Resources (Training, Education and Development) on the outcome.

6.7 Care support to patients

There will be occasions where patients from external units require additional support whilst an inpatient. Carers from the units are entitled to free parking during their attendance to the patient, the wards will be required to complete a concession form to allow free parking.

6.7 Customer Service

Day-to-day problems with regards to car parking should be reported to the Car Parking Management Team.

Car parking attendants will patrol sites to monitor parked vehicles and ensure each vehicle complies with the policy.

Formal complaints arising from parking facilities should be addressed to the Patient Experience Team, King's Mill Hospital.

6.8 Verbal and Physical Abuse

Verbal or physical abuse from any member of patient, visitor or staff in connection with the enforcement of this policy will not be tolerated and will be subject to the Trust's Violence & Aggression Policy and may result in the police being informed

6.9 On Street Parking

The Trust will actively take steps to discourage its staff, patients and visitors from parking their vehicles on residential side streets to avoid bringing the trust into disrepute with its neighbours. Staff that are found to be continual offenders will be identified and reported to their line manager and potential disciplinary action taken.

6.10 Car Share Scheme

The Trust currently does not offer a bespoke car share scheme.

There are several schemes available for individuals should they wish to participate in car share for example:

<https://www.nottinghamshire.gov.uk/transport/travel-notts/car-share>

<https://hub.liftshare.com/regional/nottinghamshire>

6.11 Newark Site

Parking facilities at Newark Hospital are pay on foot or via the Group Nexus app .

There is no separate provision for public and staff parking.

Staff parking at Newark is subject to the Trust parking policy and its contents.

6.12 Mansfield Community Site

Parking facilities at Mansfield Community Hospital are pay on foot or via the Group Nexus app .

Staff parking at Mansfield Community Hospital is subject to the Trust parking policy and its contents.

6.13 Legislative Requirements

To satisfy the legal conditions, car park attendants can issue CPNs. The Trust will ensure, via its FM provider, that its car parking personnel are sufficiently trained and undertake any training courses to ensure that they keep up to date with changes to legalisation and best practice to maintain their competence.

The Trust will also ensure that there are sufficient visible signs in place that indicate car parking restrictions.

6.14 Disclaimer

The Trust cannot accept responsibility for any vehicles left on trust premises. All vehicles and contents are left entirely at their owner's own risk and under no circumstances will claims of compensation be considered.

6.15 Policy Review

The Trust may change its policy from time to time, including in circumstances where the law changes. The policy will be subject to review as defined by the Trust's policy for policies document.

6.16 Enforcement

Group Nexus is the third-party operator of the enforcement system.

The principle of enforcement is 'fairness' and to promote better parking compliance across the Trust and facilitate clearways and access for emergency vehicles.

There will be no exclusions, irrespective of grade, status or influence. All vehicles entering the sites are subject to parking restrictions.

Any unauthorised parking in the following areas is strictly forbidden:

- Double red lines indicate a road or area that is required to be free from parked vehicles at any time due to emergency vehicle access
- Double yellow lines indicate a road or area that requires to be free from parked vehicles which may disrupt the free-flowing traffic on site

Other unauthorised parking details contravention of the Trust's parking policy:

- Not parked wholly within a designated parking bay and allowing appropriate egress to other drivers
- Parked in a disabled bay without displaying a valid disabled blue badge
- Parked in an area reserved for emergency vehicles
- Parked on double yellow lines or in cross hatched area
- Parked to cause obstruction especially against health and safety or emergency access risk Examples of which though not exhaustive: pedestrian areas; end of parking bay lanes; roadways
- Parked on grass verge or kerb stone
- Parked in an unauthorised or restricted area for example: fire route from EAU rear doors; adjacent to BOC VIE; drop off zones
- Parked or waiting on designated red route

Any vehicle contravening this policy will be issued with a parking charge notice (PCN). Photographic evidence will be provided, and an adhesive notice will be placed on the driver's side

window to notify the driver of the PCN charge and appeal procedure. Where staff commits persistent parking breaches, the Trust may invoke the Trust disciplinary procedure and reserves the right to withdraw the car parking permit.

A civil parking notice will carry a £50.00 parking breach charge, reduced to £25.00 if paid within 14 days.

Should the matter be referred to the courts for recovery of the fine, all associated costs of this action could be recovered from the vehicle owner.

6.17 Enforcement Appeals

Appeals against parking charge notices due to extenuating circumstances can be made in writing to Group Nexus. Details are contained on the CPN.

Once the appeal is received by Group Nexus, they will review the appeal against criteria set by the Trust.

Contravention	Cancellation
Not parked wholly within a designated parking bay.	No cancellation.
Parked in a disabled bay without displaying a valid disabled badge.	No cancellation.
Parked in an area reserved for emergency vehicles.	No cancellation.
Parked on double yellow or in cross hatched area.	No cancellation.
Parked to cause obstruction or inconvenience to others.	No cancellation.
Parked on grass verge or kerbside.	No cancellation.
Parked in an unauthorised or restricted area.	No cancellation.
Parked or waiting on a designated red route.	No cancellation.
Parked in a non-designated staff area.	No cancellation
Parked to cause site Health and Safety or Emergency access risk.	No cancellation.

If the appeal at this point is upheld, the appeal will be notified of the outcome, no later than 5 working days following the hearing.

If the appeal falls outside the appeals criteria set by the Trust, then the appeal will be forwarded to the Trust Representative/Senior Soft FM Manager of Estates & Facilities for review by Group Nexus. The Trust Representative/ Senior Soft FM Manager Estates & Facilities will convene a meeting of the Car Park User Group – Appeals Panel to review the appeal for compliance with the policy, any extenuating circumstance and ensure all appeals are dealt with consistently. The outcome of this appeal will be advised to Group Nexus who will respond to the appeal as necessary.

The Car Park User Group – Appeals Panel will consist of:

- Senior Soft FM Manager
- Facilities Management Service Lead
- Staff Side Representative
- Patient Experience Team Representative

- Medirest Safety, Car Parking & Security Manager

If the appealor is not satisfied with Trust's appeals panel decision, they can make a further appeal direct to POPLA, information on how to appeal is contained within the response letter.

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (e.g. verbal, formal report etc) and by who)
Effectiveness of the policy	Author Car park user group CNH FM service provider	Car park user group Reported incidents/complaints FM service report	Quarterly in line with car park user group meeting	Author Car park user group FM service provider CNH
Monitoring incidents and lessons learned	Author Car park user group FM service provider	Patient experience team Datix Car park user group FM service provider report	Quarterly in line with car park user group meeting	Author Car park user group FM service provider CNH

8.0 TRAINING AND IMPLEMENTATION

- Parking services staff will receive customer service training.
- Parking services staff will be trained in accordance with the British Parking Association.
- Only staff trained and authorised to issue parking charge notices will do so.

9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment see completed form at Appendix 3

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

- Park Mark operated by ACPO
- British Parking Association
- Security Industry Authority
- SMS Security of Car Parks guidance document
- Hospital Parking Charter
- Department of Transport: Guidance on Section 56 and Schedule 4 of the Protection of Freedoms Act 2012: Recovery of Unpaid Parking Charges
- NHS patient, visitor and staff car parking principles

MONITORING COMPLIANCE

Monitoring requirement	Compliance with parking policy
Monitoring method	Continuous surveillance by Car Parking Team and written reports
Report prepared by	Safety, Car Parking & Security Manager (Medirest) and third-party parking enforcement company (Group Nexus)
Monitoring report presented to:	Senior Soft FM Manager
Frequency of report	Monthly PFI Performance report

Related SFHFT Documents:

- Trust Violence & Aggression Policy

11.0 APPENDICES

1. Concessionary parking application form 'CP01'
2. Car park user group terms of reference
3. Equality impact assessment form

Appendix 1**Concessionary Parking – Request Form**

This request will be dealt with in line with the Trust car parking policy

(Please provide related information to help the committee consider the application)

Name		Date	
Role		Working location	
Working hours		Department	

Reason for request,	

If request on medical grounds please complete section B, if not complete section A

A. Non-Medical

Are you a trust employee	
Are you an unpaid Volunteer	
Do you work for the Trust as a Consultant Contractor	
Are you a Blue Badge holder	

B. Only Answer if the request is on medical grounds

Is the condition long term	
If no, anticipated length of time	
Is your line manager aware of this condition?	
Have any concessions been made in your workplace?	
Is the condition documented in your personal file?	
Has your line manager asked you to attend OH regarding this condition?	

To be completed by person making request:

I accept that this request will be dealt with in line with the Trusts Car Parking Policy

Name:

Sign:

Date:

To be completed by Line Manager:

As Line Manager I confirm the following:

I am fully aware of the applicant's condition	
Is the condition recorded on their personal records	
Does this condition impact on her work	
I support this application because	

Name: _____ Designation: _____

Sign:

Date

We may ask you to attend OH for an assessment, should the parking committee require additional information

The Request is:

Rejected	Deferred for OH report	Accepted
Date:	Date:	Date:

Notes on outcome:	
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Appendix 2

Car Parking User Group Terms of Reference

Car Parking User Group

TERMS OF REFERENCE

Accountable to: Estates Governance Group

Core Membership:

Quorate
Member

Senior Soft FM Manager (Chair)

CNH Representative
Union Representative
Medirest Safety, Car Parking & Security Manager
People Directorate Representative
PET Representative
Communications Representative
Staff and Patient Governor Representatives
Occupational Health Representative

In Attendance

- Business resource team member (Minutes)
- Any Members of staff who have an interest

Quorum:

- The meeting will be deemed to be quorum when a minimum of three quorate members is present plus the Chairperson or Deputy Chairperson

Terms of Reference:

1. Review and receive updates on the Car Parking issues for Trust sites
2. Discuss and agree actions required in dealing with Car Parking issues, or issues that staff have.
3. Review any requests for concessionary parking, in line with procedure
4. Review any appeals from Staff, in accordance with Parking Policy
5. Review all PCN Implementation and Permits, and any related issues

Frequency of Meetings:

Meetings will take place quarterly

Timing of Meetings:

The meetings will be set a year in advance.

Agenda and Papers:

Agenda and papers will be published three working days in advance of the meeting.
Minutes and action plan will be issued within 4 days after the meeting.
In normal circumstances, no papers will be tabled at the meeting.

Terms of Reference Documentation Control:

Approved by: Estates Governance Group

Date of Approval: Awaiting confirmation

Review Date:

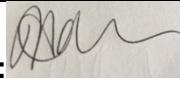
Key Contact: Director of Estates Facilities

Appendix 3

Equality Impact Assessment (EIA) Form

EIA Form Stage One:

Name EIA Assessor: Julie Dennis	Date of EIA completion:26/01/2026
Department: Estates and Facilities	Division: Estates and facilities
Name of service/policy/procedure being reviewed or created: Car parking policy	
Name of person responsible for service/policy/procedure: Julie Dennis	
Brief summary of policy, procedure or service being assessed: Updated car parking policy with ANPR inclusion	
Please state who this policy will affect: Patients or Service Users, Carers or families, Commissioned Services, Communities in placed based settings, Staff, Stakeholder organisations	
Protected Characteristic	<p>Considering data and supporting information, could protected characteristic groups' face negative impact, barriers, or discrimination? For example, are there any known health inequality or access issues to consider? (Yes or No)</p> <p>Please describe what is contained within the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening. Please also provide a brief summary of what data or supporting information was considered to measure/decipher any impact.</p>
Race and Ethnicity	No
Sex	No
Age	No
Religion and Belief	No
Disability	No
Sexuality	No
Pregnancy and Maternity	No
Gender Reassignment	No

Marriage and Civil Partnership	No						
Socio-Economic Factors (i.e. living in a poorer neighbour hood / social deprivation)	No						
<p>What consultation with protected characteristic groups including patient groups have you carried out? None</p>							
<p>As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments? None</p>							
<p>On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality? (delete as appropriate)</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Positive</td> <td style="width: 50%;">Negative</td> </tr> <tr> <td></td> <td>Nil</td> </tr> </table>				Positive	Negative		Nil
Positive	Negative						
	Nil						
<p>If you identified positive impact, please outline the details here:</p> <p> Signature:</p>							
<p>*I can confirm I have read the Trust's Guidance document on Equality Impact Assessments prior to completing this form*</p>							
<p>Date: 26/01/2026</p>							
<p>Please send the complete EIA form to the People EDI Team for review. Please send the form to: sfh-tr.edisupport@nhs.net</p>							