

**Reference No.**

(For Office Use)

**Patients/Visitors - Application for Concessionary Parking Permit**

**Sheffield Teaching Hospitals**

The concessionary parking permit is designed to assist those that are visiting the hospital either as a patient or visitor supporting a patient. There are seven types of concessions which can be applied for using this form.

**Please circle the Hospital that you are attending:**

Northern General Hospital      Royal Hallamshire Hospital      Jessops      Western Park Hospital

**Please indicate the type of concession you are applying for:**

| <b>Concession</b>  | <b>Please ✓</b> |
|--|-----------------|
| <b>Frequent Outpatient attenders</b><br>Free parking will be provided to all out-patients who attend hospital for an appointment at least 3 times within a month and for an overall period of at least 3 months.<br>A 'Month' is defined as a period of 30 days.   |                 |
| <b>In Patient visitors</b><br>Applicants will pay for parking as detailed on signage to show tariffs. After the patient has been an inpatient for three weeks, on approval of this application the applicant will receive a pass for parking. The applicant will then only be required to pay one payment of £8.50 per week for the remainder of time the patient remains in hospital  |                 |
| <b>Palliative care appointment(s)</b><br>On approval from this application you will receive a pass to receive free parking for the remaining appointments  |                 |
| <b>Bereavement appointment(s)</b><br>On approval from this application you will receive a pass to receive free parking for the remaining appointments  |                 |
| <b>Outpatient appointments which exceed four hours due to hospital delays</b><br>This concession does not include those who are attending an appointment that will last longer than 4 hours. You will be required to pay a single payment up to cost of four hours from the pay & display machines.<br>After this period of time you will be able to request a concession from the Outpatient team to prevent further payment being required for the time spent in the car parking facility. |                 |
| <b>Renal patients attending dialysis appointments</b><br>Concessionary parking applies following successful application and receipt of parking pass.<br>Parking passes are subject to annual review  |                 |
| <b>Visitors to Intensive care areas</b><br>Standard parking fees are applicable on the first time of visiting. After a patient has been admitted then the visitor would then be required to pay a reduced cost of £6.40 each week for the remainder of the time you are visiting an in-patient.  |                 |

**Details to support application**

Patient's Name: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_

**\*\*Please ensure you attach your Pay & Display Ticket to this form to validate your claim\*\***

**Frequent / Intermittent appointment**

Date of first appointment \_\_\_\_\_

**In Patient**

Ward admitted to \_\_\_\_\_

On what date was the patient admitted to hospital? \_\_\_\_\_

**Palliative care appointment date (s)** \_\_\_\_\_

**Bereavement appointment(s)** \_\_\_\_\_

**Hospital Delay, please state reason for delay** \_\_\_\_\_

\_\_\_\_\_

**IF YOU HAVE MORE THAN ONE VEHICLE**

You may apply for a parking permit to cover specified vehicles, but only one vehicle may be brought on site at any one time. If your application is successful, you will only be given one single permit to cover all vehicles.

1st Vehicle Registration Number \_\_\_\_\_

Make/Model/Colour \_\_\_\_\_

2nd Vehicle Registration Number \_\_\_\_\_

Make/Model/Colour \_\_\_\_\_

**Additional information relevant to this application:**

To be completed by Ward/Department Staff

-----

**Outpatient / Ward / Bereavement services confirmation:**

**Name:** \_\_\_\_\_

**Position/Job Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Extension number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Important information.**

Please allow up to 2 working days for processing, however we aim to respond the next day from receiving the application.

Only one permit per patient will be issued – this permit must not be copied but can be transferred between the named vehicles.

Misuse of the concessionary permit may result in it being withdrawn.

**Completed application forms need to be returned to the Car Parking Facilities Team at**

Clock Tower Reception  
Northern General Hospital  
Barnsley Road  
S5 7AU

[Sth.carpark@nhs.net](mailto:Sth.carpark@nhs.net) - Alternatively the Facilities Car Parking Team can be contacted on the following numbers;

**Ext: 66375 / 66413**

- **How does it work?**

Application forms are available from the Outpatient Reception, Ward and/or Facilities department by either telephone 0114 2266375 or email address [sth.carpark@nhs.net](mailto:sth.carpark@nhs.net)

The application form will require confirmatory signature from a member of the ward team responsible for the care of the patient prior to the Facilities Teams approval.

There is a standard form which the Outpatient team have direct access to and can provide to the applicant. This form must then be shown to the car park attendant to verify no further payment is required on the single visit

Applicants may relate to either the actual patient attending in their own vehicle or alternatively, the person providing support and attending with the patient at the time of the appointment / during their stay

The approval form must be displayed in the vehicle at all times whilst in the car parking facility

Applications will be subject to monthly reviews to ensure particularly intermittent and in patient passes are kept up to date and valid.

### **Help with your Fares**

If you are entitled to certain social security benefits you may be able to get help with your train or bus fares to the hospital. To do this you should contact your local Department of Social Security for further details. The Cashiers department based at the Royal Hallamshire Hospital may also be able to assist.

### **Have you considered alternative modes of transport?**

Sheffield Teaching Hospitals NHS Trust are committed to promoting alternatives to the car and have developed a Travel Plan that aims to support sustainable modes of travel and reduce congestion on all its sites. As a result we would ask that you consider the option of public transport whenever visiting the site.

### **Coming by bus**

The hospitals are well served by buses. Information about the routes you will need can be obtained in a number of ways:

- Visit [www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com) - This website will give you access to; the Journey Planner - an easy-to-use online journey planning website; YourNextBus - a real-time bus information service available through your mobile phone or the internet; and traditional timetables you can print off for yourself.
- Ring Traveline - 01709 515151 - For the cost of a local rate call from anywhere in South Yorkshire, or your standard mobile network rate, you can talk to a trained Travel Assistant who will provide impartial advice about your best public transport options.
- Visit any [Travel South Yorkshire information centre](#) - There are eight major sites across South Yorkshire, plus five at mini-interchanges, all open at least six days a week to provide you with the public transport information you need.
- You will also find leaflets on the key reception points that detail all the bus services that come to the hospitals.

### **Coming by train**

Sheffield railway station is in the city centre. Real time rail information is available from [TrainTracker](#) which can also be accessed on [travelsouthyorkshire.com](http://travelsouthyorkshire.com) TrainTracker provides up to the minute real-time information about train arrivals and departures at all stations in South Yorkshire. Buses and trams leave the city centre at regular intervals, and the bus station is opposite the train station. There is a black cab taxi rank at the station.