



Western Health and Social Care Trust

HSC Eligibility Matrix for Free Car Parking

DHSSPS NI Car Parking Policy 2012 – Mandatory Free Parking Categories

Care Path	Application of Free Car Parking			
	Patient	Next of Kin/Partner	Relative	Visitor
Radiotherapy Chemotherapy	Yes	Yes if transporting patient	Yes if transporting patient	N/A
Renal dialysis	Yes	As above	As above	N/A
Critical Care/ High Dependency	N/A	Yes	Discretionary	Discretionary



Western Health and Social Care Trust

Western HSC Trust Concessionary Parking Guidelines

Western H&SCTrust – Concessionary Parking Categories

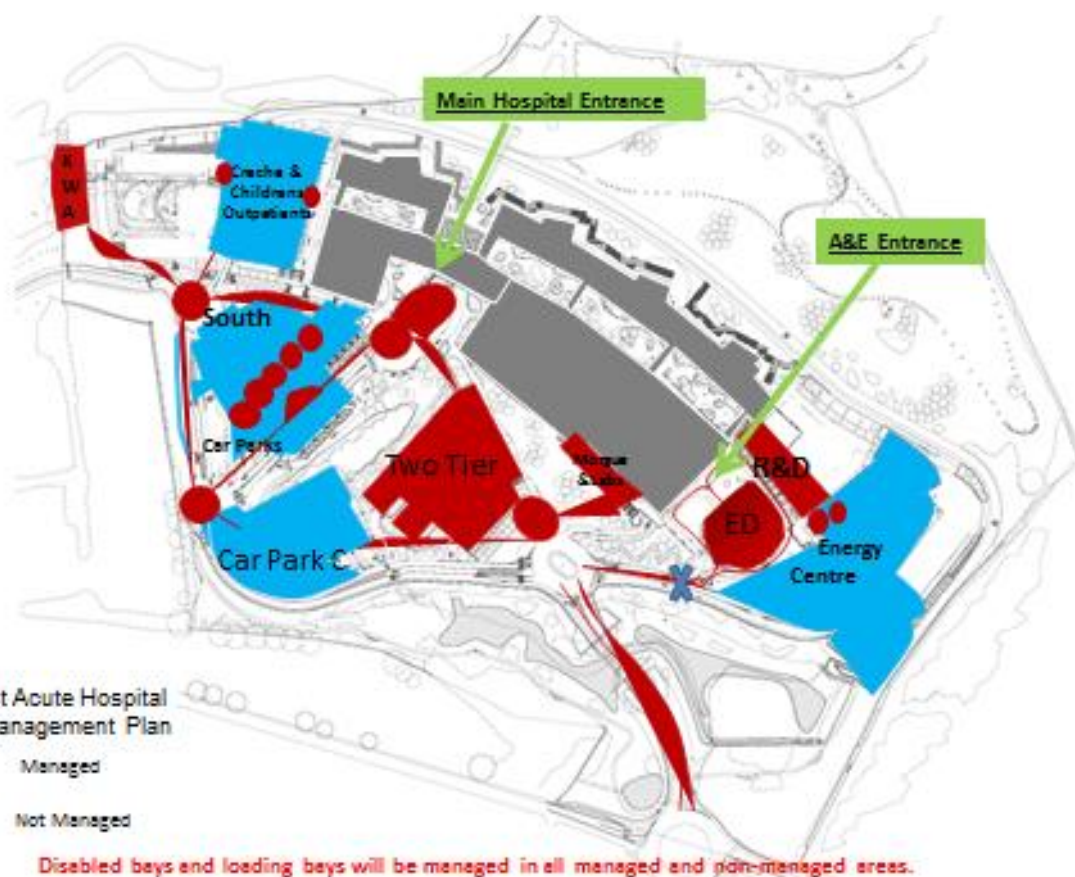
Service User	Qualifying Criteria	How to Claim
Outpatients attending very frequently	Patients who are attending <u>at least twice per week for a minimum of 2 months.</u> Patients should retain car park receipts and evidence of appointment, e.g. letter or appointment card to reclaim parking charges	Reclaim with receipts and evidence of appointments at the Cash Office. Maximum amount up to £1.40 per visit.
Outpatients attending more than one chargeable hospital site	Patients who are attending <u>a minimum of 3 different hospital sites with chargeable parking for at least 6 months.</u> Patients should retain car parking receipts, e.g. letter or appointment card to reclaim parking charges. Only parking charges incurred at Altnagelvin are refundable on site.	Reclaim with receipts and evidence of appointments at the Cash Office. Maximum amount up to £1.40 per visit.
Inpatient Visitor / Relative – Visiting Frequent/Lengthy	Only the following visitors to the wards identified below will be entitled to free parking: <ul style="list-style-type: none"> • Paediatrics – Accompanying adult • NNICU – Parent • Coronary Care Unit – Next of Kin • Other General Wards with children of 14-17 years where Accompanying Adult required. 	Ward Sister or Senior Nurse/Manager in charge to complete Concessionary Parking Application Form on ward/department. Form to be taken to Main Hospital Reception for processing.
Patients attending frequently for treatment:	Patient who attends <u>at least twice per week for a minimum of 6 weeks</u> as part of a treatment plan. Main categories are:	

Service User	Qualifying Criteria	How to Claim
<ul style="list-style-type: none"> • Physiotherapy • Dermatology Treatments 	<ul style="list-style-type: none"> • Physiotherapy – patients to retain car park receipts and appointment letter or card and reclaim parking charges retrospectively. • Skin Treatments – patients with <u>an agreed treatment plan over a minimum of 6 weeks</u> will be issued with a free ticket. 	<p>Reclaim with receipts and evidence of appointments at the Cash Office. Maximum amount up to £1.40 per visit.</p> <p>Ward Sister or Senior Nurse/Manager in charge to complete Concessionary Parking Application Form on ward/department. Form to be taken to Main Hospital Reception for processing.</p>
Voluntary Drivers	Car parking charges incurred by Voluntary Driver whilst transporting a patient to the hospital for treatment / appointment.	Voluntary Driver to claim as part of their monthly claim process with necessary receipts, etc.
Blood Donors	Blood Transfusion Staff will provide evidence of attendance.	Main Hospital Reception will validate ticket free.



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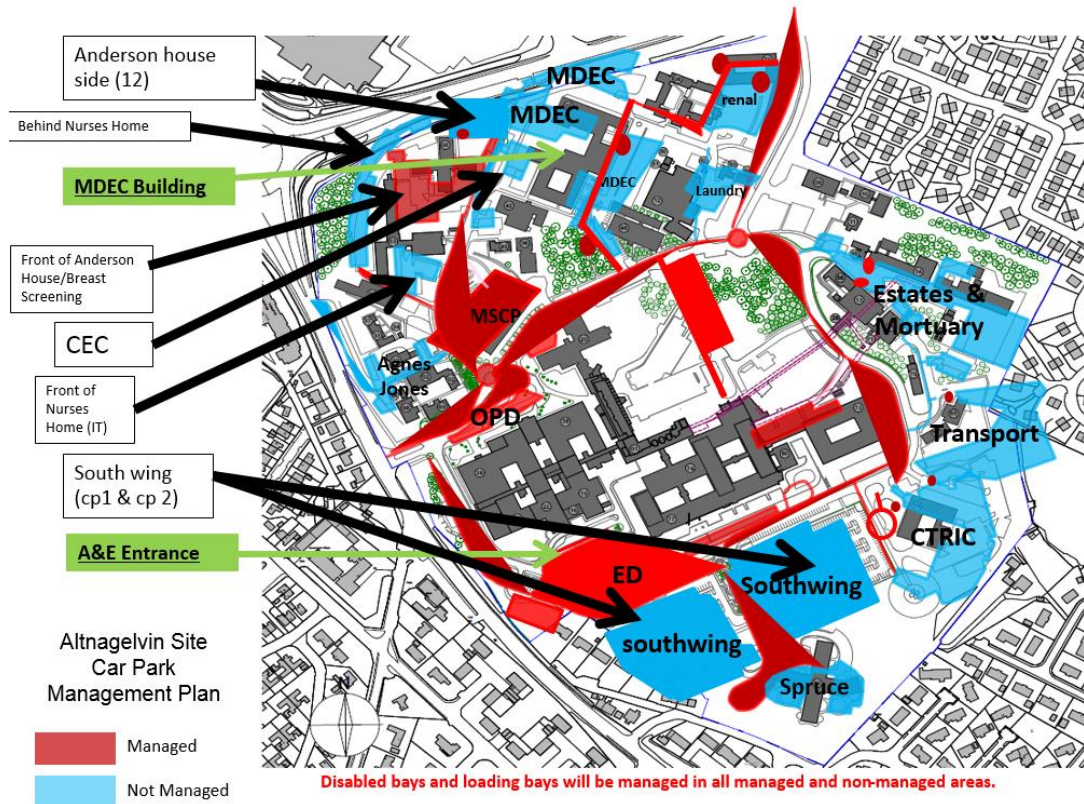
SWAH Site Car Parking Plan





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Altnagelvin Site Car Park Management Plan





Summary of Car Parking Control Measures

Appendix 6 – Summary Control Measures

WESTERN TRUST CAR PARKING OPERATIONAL PROCEDURES

MANAGED AREA/ROUTE	UNAUTHORISED PARKING NOTICE	PARKING CHARGE NOTICE £40	TOW AWAY (£150)
Grass Verge Pavement Yellow Line	For first offence	Second and subsequent offences (12 month rolling period)	
Cross Hatched Area Disabled Bay without a valid permit Blue Light Route Loading/Unloading Areas Car Park Entrances/ Exits (managed and unmanaged areas) Drop Off Zones (30 minutes)		Parked in but <u>not blocking.</u>	Parked in <u>and blocking</u>
A&E Ambulance Drop Off Blue Light Route Delivery or access point			Parked in and/or blocking.

Unmanaged areas

“Not managed” areas means that the control measures/penalties will not be applied with the exception of unauthorised parking in disabled bays, drop off/collection and loading /unloading areas. The non-managed areas are generally away from hospital entrances, emergency blue light routes and are areas where some level of unauthorised parking can be tolerated. Whilst these areas are unmanaged we would ask for the full co-operation of staff in parking safely, appropriately and taking into account the needs of all site users by not blocking other vehicles.

Blue Badge Users

Whilst there are a number of disabled parking bays on site, in the event that there is no disabled space available and in line with the Blue Badge Scheme, holders may park in other areas on the site, eg, up to three hours on single or double yellow lines with the exception of the following:

- loading or unloading areas/bays
- within 15 metres of a junction
- at a bus stop
- on pedestrian crossings and the zig zag marking before the crossing - including Zebra, pelican, toucan and puffin crossings
- car park entrances/exits
- drop off zones.
- On a bend or narrow section of the road
- If causing an obstruction or danger to others