

UHD STAFF CAR PARKING FAQs (January 2023)

DO I NEED A PARKING PERMIT?

Yes. Under the UHD parking policy, any staff members intending to park a car on UHD property require a parking permit.

HOW DO I APPLY FOR A PERMIT?

To apply for a parking permit, you will need to visit the Trust's car parking application portal, www.staffparkingatuhd.co.uk. Your application will be reviewed by the UHD car parking team, who will assess your eligibility for a parking permit. If your application for a parking permit is granted, this will be produced for you and you will need to collect it from the parking office at Poole Hospital or The Royal Bournemouth Hospital. For other sites, this can be sent to you in the internal post.

WHAT INFORMATION WILL I NEED TO PROVIDE WHEN APPLYING FOR A PERMIT?

You will need to provide information about your job role, working pattern, home address, and any other relevant personal circumstances. In addition, you will be asked to provide details about your vehicle(s) and may also be asked to provide confirmation from your manager that the information included on your application is correct. This information is anonymised when received by the parking team, to ensure fairness and transparency, for all applications.

WHY CAN'T EVERYONE WHO WANTS A PARKING PERMIT HAVE ONE?

The local Council, BCP, controls the number of parking spaces on UHD sites to reduce traffic congestion. As the demand for parking exceeds the number of spaces that we are allowed, we need a system to fairly allocate permits. Such policies have been in place in our hospitals, and others across the NHS, for many years. With more home working, and cross site roles, the demand for car parking spaces fluctuates daily. We have to have a balance between the number of permits issued against the number of spaces available.

WHO AGREED THE STAFF CAR PARKING POLICY?

The Trust's car parking policy was approved by the Staff Partnership Forum with Staff Side (union) representatives and signed off by the Trust Management Board. The policy will be reviewed each year, to reflect learning, listening and constantly trying to get the balance right.

WHICH PERMIT IS BEST FOR ME?

We have a range of parking permits to support staff's personal circumstances and working patterns.

Type 1: If you only work evenings/nights (18:30 – 08:00) and weekends, there is a permit offering on-site parking during these times only. This is free of charge.

Type 2: Otherwise, the parking permit is for use during 'in hours' (08:00 – 18:30). The Trust acknowledges that sometimes shift patterns sometimes don't fit between these times, and in this event will adopt a flexible approach regarding permits.

Type 3: If your role is specific to one UHD site (i.e., you work full-time at The Royal Bournemouth Hospital) you will need to apply for a site-specific Bournemouth permit. The same applies to our other sites. Please note that site-specific permits may not be used at other UHD sites.

Type 4: If your role requires you to perform your duties across UHD sites on a regular basis, you will need to apply for a Cross-Site Worker (CSW) permit. This will enable you to park between UHD sites as often as required. Depending on your job role, responsibilities, and other personal circumstances, you may be issued with an on-site CSW permit, or an off-site CSW permit. 'Off-site' is the Stadium (near Poole Hospital) or The Littledown Centre (near The Royal Bournemouth Hospital).

Type 5: There is also the option of "occasional parking". This is for 12 or fewer times per calendar month, when you need to bring a car to site. This could be for part time workers, or those mixing other travel methods, such as cycling or bus. You will be charged at £3 per visit, payable at the parking office.

These are the most common permits available at UHD, however there are others which may be more relevant to your circumstances. Please speak to the car parking team if you need further advice.

HOW MUCH DOES A PARKING PERMIT COST?

The Trust has a range of charges in place based on staff circumstances and working patterns, ranging from £3 per visit for an Occasional permit, up to £50 per month for an unlimited parking permit. The Trust, like many others in the NHS, has a "progressive" rate, with different pay rates based upon income. In short, the lowest paid staff pay least. This method is designed to spread the costs fairly, based on ability to pay, and to act as a "nudge" to consider other transport options. You can see the range of costs within the [UHD parking policy](#).

HOW DO I PAY FOR MY PERMIT?

Paying for car parking is predominately done through payroll, where a deduction for car parking will automatically be taken from your pay each month.

If you are not a UHD employee, on a short-term secondment (less than 3 months) car parking can be paid for by card at the car park office. For long-term non-UHD employees exceeding 3 months, you can pay by standing order. You will need to choose this option on your application form.

Occasional permits can be paid for in a lump sum of 12 visits (£36) at Poole Hospital at the car park office and renewed once the number of visits has been reached. At The Royal Bournemouth Hospital, occasional permit holders will have to pay the £3 fee per visit at the car park office.

WHY DO I NEED TO PAY?

The charges for staff parking permits are to ensure that we maintain our parking provision without taking revenue from front line services. It funds incentives to encourage staff to consider non-car journeys. This in turn frees up spaces for more staff who have no option other than to travel by car. The charge rates are comparable to other hospitals within the area.

WHY IS EVENING AND WEEKEND PARKING FREE?

The night shift is currently free in line with Government rules on NHS parking between 18:30 and 08:00, or any time at weekends or bank holidays. Qualifying staff on 24/7 shifts receive a free permit where appropriate.

MY PARKING PERMIT APPLICATION WAS DECLINED, CAN I APPEAL?

Yes, there is an appeals process. If your parking permit application is rejected or you didn't receive the type of permit you applied for, you will receive an email notification which contains details on how to appeal the decision. This will be assessed by a mixed staff review panel to ensure fairness and consistency in line with our Trust policy.

WHAT HAPPENS IF I PARK WITHOUT A PERMIT?

The Trust will take a corrective rather than punitive approach to car parking rules being breached. If parking without displaying a valid parking permit, for the first two infringements you will receive a warning, followed by a Penalty Charge Notice (PCN).

HOW DO I UPDATE OR CHANGE MY DETAILS ON THE PORTAL?

If your details have changed (i.e., you have a new vehicle) please log in to your account on the car parking application portal, www.staffparkingatuhd.co.uk, and update your details.

I AM A RESIDENT ON SITE, WHERE WILL I BE ABLE TO PARK MY CAR?

You can apply for a Residents car parking permit, but if demand exceeds the available spaces there may be a waiting list for this permit. There is no guarantee that on-site residents will be able to keep a car on site.

I HAVE A MOTORBIKE; DO I NEED A PERMIT?

No. You can park in a motorbike bay free of charge.

WHAT ALTERNATIVES ARE AVAILABLE TO SINGLE-OCCUPANCY CAR TRAVEL AND HOW DO I ACCESS THEM?

Walk: Walking is an easy way to incorporate exercise into your daily routine. It is recommended that, where possible, employees living within a reasonable walking vicinity of the Trust walk to work.

Cycle: Cycling is the most typical mode of travel for 10% of UHD staff, and the Trust recognises and rewards cyclists with initiatives such as free staff bike maintenance each month. The Trust also works closely with BCP on such programmes such as 'Transforming Travel' to improve cycling facilities and infrastructure across Bournemouth, Christchurch and Poole.

If you are based at The Royal Bournemouth Hospital or Christchurch Hospital and need a staff locker, please email the Travel Team (travelteam@uhd.nhs.uk). The Travel Team can also help you obtain access to the cycle sheds.

At Poole Hospital, to gain access to the indoor cycle area below the Philip Arnold Unit, you'll need to speak to the I.D. Team to ensure the correct permissions are loaded on to your ID card. They can be reached on 0300 019 8051, or in the office in Churchfield House between 10am and 2pm.

The Trust also operate a 'Cycle to Work' scheme, where employees can save on Income Tax and National Insurance contributions by having the cost of a new bike or bike equipment deducted from their gross salary via salary sacrifice. If you're interested in purchasing a bike or bike equipment through this scheme, please contact Staff Benefits: staff.benefits@uhd.nhs.uk.

Bus: The Trust has in place discounted bus passes with local bus companies Morebus. When using the Morebus app on your phone, you can purchase a discounted tickets when signed in with your UHD email address and using the code **UHD23YR**.

Train: Poole Hospital and Christchurch Hospitals are well-connected to local train stations (10–15-minute walk). Geographically, the closest train station to The Royal Bournemouth Hospital is Pokesdown, which is approximately a 30-minute walk or 10-minute cycle.

Car Sharing: The Trust encourages staff to car share and provides some designated Liftshare parking spaces to enable car sharers to park at work. If you'd like to begin offering lifts to other members of staff, or are looking for lifts to and from UHD, you can download 'Liftshare Companion' on your smartphone via the [Google Play store](https://play.google.com/store/apps/details?id=com.liftshare) or the [Apple App store](https://apps.apple.com/gb/app/liftshare-companion/id1444444444) and create a profile with your UHD email address.

IS THERE GOING TO BE A BUS LINKING POOLE AND BOURNEMOUTH HOSPITALS?

The Trust is exploring the options for cross site travel. At present, there are Morebus services connecting The Royal Bournemouth Hospital and Poole Hospital, such as the M1, M2, 14 and 15 buses. The M1 and M2 are frequent services, calling by our hospitals multiple times per hour across the course of the day, with the highest frequency at peak times. The 14 and 15 services stop by our hospitals in intervals of between 30 and 60 minutes across the course of the day. When travelling by car, factoring in the time spent finding a parking space and walking from the car park etc means there is often not that much difference in total travel times for many staff. You can view Morebus' routes and timetables [here](#).

BUILDING WORK: IS THERE GOING TO BE A NEW ROAD AND MULTI-STORY CAR PARK AT RBH?

The Trust has applied for planning permission for an extension to the multi-storey car park (MSCP) at Bournemouth. There is currently no funding for this and rather than charge more, or take costs from services the aim is to maximise all the alternative travel and parking solutions, ahead of building the MSCP. As Wessex Fields behind RBH is developed so the case for the MSCP will be developed.

UHD is progressing with building a link road from the Wessex Way onto the back of The Royal Bournemouth Hospital site. This is funded and as plans for this are finalised with the Council, we will share this with staff.

During the construction works, contractors will be parking in the contractors compound on Wessex Fields, reducing the pressure on existing staff car parking at Bournemouth Hospital.

DOES THE TRUST HAVE CHARGING FACILITIES FOR ELECTRIC VEHICLES?

The Trust currently has limited charging facilities available at The Royal Bournemouth Hospital site, at the rear of the MSCP. The Trust recognises that these facilities need to be improved and are working with a supplier to provide new EV charging bays across all UHD sites by the end of 2023.

DOES THE TRUST ENCOURAGE WORKING FROM HOME?

The Trust encourages managers to embrace flexible working patterns for their staff where possible. At present, approximately 1000 staff log in to work from home, and over £1m has been invested in IT equipment to support this. Having these staff regularly working from home eases the pressure on approximately 200 parking spaces across UHD per day.

IF I HAVE ANY CONCERNS OR SUGGESTIONS, WHO DO I CONTACT?

If you have any suggestions, concerns, or complaints, about car parking at UHD please contact the parking team (carparks.admin@uhd.nhs.uk), or sustainable travel (travelteam@uhd.nhs.uk). If the issue remains unresolved, this will be escalated to the Travel and Transport Manager.

THE CAR PARKING TEAM WILL BE REGULARLY UPDATING THIS Q&A BASED UPON FEEDBACK AND FREQUENTLY ASKED QUESTIONS.