

**STAFF PARKING PERMITS AT CHARTERHOUSE SQUARE
APPLICATIONS FOR 2010**

Application Instructions:

1. Only current QM-employed staff, or those with current honorary/visiting staff status with QM, will be eligible to apply for a parking permit at Charterhouse Square. Space is not available to allow parking by students.
2. Individuals wishing to apply should do so in the form of a letter, setting out their justification with reference to the particular criteria (see page 2 below) they think apply.
3. All applications must be countersigned by the Institute Director confirming the accuracy of the content of the particular staff member's case. Applications from Institute Directors do not require confirmation of accuracy. For non-SMD departments, countersignature of Head of Department required.
4. Applications under the disabled category will need to have attached to their application letter **EITHER** a photocopy of their official blue and white/orange badge permit, issued under the Department of Transport scheme, **OR** medical evidence from their doctor.
5. Permits will run for 12 months from 1st January 2010, except where a staff member leaves, or their contract (including honorary/visiting status) expires, in which case their permit will be revoked.
6. Swipe access for vehicular entrances to the Charterhouse Square campus will be strictly limited to those holding current Charterhouse Square parking permits.
7. Application letters should be sent to Rob Bennett (please mark envelope "Parking Permit Application - ChSq"), Warden's Offices, Garrod Building, Turner Street, Whitechapel) to arrive **by no later than 9am on Monday 14th December 2009**. All applications will then be considered against the criteria and those to whom a permit has been allocated will be notified as soon as possible thereafter.

Please also note:

- * There is no guarantee of a parking space always being available as more permits than the number of spaces available will be issued. This is to ensure efficient use of the space available and recognises that, based on the criteria to be used, it is extremely unlikely that all spaces will be occupied at the same time.
- * A limited number of spaces will be reserved for use by contractors, engineers, etc, who require on-site parking for limited periods of time.

STAFF PARKING PERMIT CATEGORIES

1. Disabled

Staff who are disabled and where no other form of transport is practicable. **Application to be accompanied by EITHER a photocopy of blue and White/Orange Badge Permit, issued under the Department of Transport Scheme, OR medical evidence provided by their doctor.**

2. Regular official journeys

Staff with an essential on-site parking requirement because of a need to travel for research or other duties at least three times a week to a minimum of three other hospital, university or health care locations. This includes staff whose contract of employment with the College confirms the provision of a parking permit for either the Charterhouse or Whitechapel campus. **Application to be countersigned by Director of Institute.**

3. Shift worker

Non-residential staff who perform late turn or night duty shifts outside normal hours of 0800-1800. **Application to be countersigned by Director of Institute.**

4. On Call

Staff who regularly undertake on call duties (non-clinical) outside 0800-1800. Staff who may have to travel to Whitechapel and/or Mile End (from Charterhouse Square) or St Bartholomew's Hospital, Charterhouse Square and/or Mile End (from Whitechapel) at any time in an emergency (this includes clinical work). **Application to be countersigned by Director of Institute.**

5. Commuter Only

Other staff – normal duties between 0800-1800 hours, Mon-Fri – who have no need to use their car during the working day. Only the most deserving cases with no other reasonable means of transport available to them will be considered. **[NB: Staff who are resident locally are not eligible for a parking permit in this category. They need to apply to the local council for an on-street parking permit.]** **Applications must be accompanied by a supporting letter signed by a Director of Institute.**

Examples of deserving cases are:-

- a. A need to use a private car to deliver and collect children attending the College day nursery.
- b. The journey to work by public transport necessitates more than three changes (this does not include transport between the sites of the College).
- c. A short-term domestic or personal emergency that prevents the individual travelling by public or another means of transport.

6. Fees

The fee for 2010 is £400 per annum, which can be paid in advance via cheque payment, or paid via 12 monthly salary deductions through QMUL payroll.

One space will be reserved for booking on a daily basis at a fee of £20 per day. Applications to be made to the Chief Operating Officer.

Rob Bennett
Chief Operating Officer
November 2009