

Thurrock Council

NHS parking permit application

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Part 1 – your details

Name	
Organisation	
Phone number	
Email address	

Part 2 – your manager's details

Name	
Job title	
Phone number	
Email address	

Part 3 – vehicle details

Make	
Model	
Colour	
Registration number	

Part 4 – driver declarations

I agree to abide by Thurrock Council's on-street parking and waiting restrictions.

Signed	
Date	

Part 5 – manager declaration

I confirm that the above member of staff needs a NHS parking permit to fulfil their duties.

Signed	
Date	

For office use only: NHS council charity domiciliary care

Documents you must provide

You must provide the following documents with each application or renewal. Failure to provide the documents will cause a processing delay, which may result in the issue of a penalty charge notice.

NHS parking permit:

- proof of current employment
- vehicle registration document

Charges

There is an annual charge for NHS parking permits.

For details of the current charge, go to thurrock.gov.uk/parkingpermits

How to apply and pay

You must bring your completed application form and the required documents to our reception at:
Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

Payment must be made by bank transfer to:

Sort code	60-09-11
Account number	72381361

Email parking.permits@thurrock.gov.uk and cashiers@thurrock.gov.uk once payment is made. You should include details of the payment and quote your registration number.

NHS parking permits are valid for 1 year from the date of issue. Applications for the renewal of a permit can be made up to 1 month in advance of expiry. **We do not send renewal reminders.**

A new application must be made if a permit is no longer valid, or has been lost or stolen.

Guidance for use of NHS parking permits

You may get a penalty charge notice if your permit is not valid or not displayed correctly. The penalty charge notice must be paid. For an appeal to be considered, you must give proof of duties undertaken.

Who may apply

An NHS parking permit is issued to NHS staff for use while carrying out essential duties. It is issued subject to Thurrock Council's on-street parking and waiting restrictions.

Use of permit

1. The permit is to be used for parking in resident parking spaces **only while carrying out essential duties within working hours**
2. A penalty charge notice may be issued for any stay of more than 3 hours.
3. The permit is not transferrable, and is invalid if displayed in any vehicle other than the vehicle to which it is registered.
4. The permit is not to be used while working in, or visiting, the Civic Offices in New Road, Grays.
5. The permit must be displayed at all times during the restricted hours when the vehicle to which it relates to is parked in an area designated for residents parking.
6. The permit must be displayed in the front nearside corner of the windscreen, clearly visible.
7. The permit is only valid if:
 - the expiry date has not passed
 - the particulars contained on the application form have not been changed
 - the particulars on the permit are legible, have not been defaced or faded
 - the permit is displayed as required

Change of vehicle

If you change your vehicle you must apply for a new permit. Documents that prove ownership must be provided – sight of your existing permit is not sufficient for a replacement permit.

You must return your existing permit together with details of your new vehicle for a replacement permit to be issued free of charge. It will have the same expiry date as the previous permit.

Parking of vehicles

1. Vehicles may only be parked in a resident parking bay within the zone to which their permit applies, provided that a space is available.
2. No individual spaces or bays can be allocated or guaranteed.
3. Permits may only be used in pay and display areas if the sign says 'Residents permits'.

For more information, go to thurrock.gov.uk/parking