

Notes for Guidance – Community Worker Parking Permit

When would I need a Community Workers Permit?

Individuals working for organisations that provide emergency or urgent health or social care cover to patients in the community and who are required to undertake 'on-call' duties may apply for a Community Worker Parking Permit.

The Permit is an All Zone Permit that will enable the holder to park in any on-street 'Permit Holder' space in the borough for a limited period of time when the holder is responding:

- to an urgent or emergency situation; or
- whenever the condition of the patient/client necessitates a home visit.

These are **Virtual permits**. Under this arrangement your vehicle registration is added to an electronic database that is accessible to the Civil Enforcement Officers patrolling the permit areas via their hand-held computers. You do not have to display a paper permit on the vehicle that has been registered. You must however display a time clock, which should be set to indicate the time of arrival so that the details are clearly visible through the windscreen for the duration of the home visit and removed from display on the termination of each emergency call-out or home visit. The maximum permitted length of stay per visit is 3 hours with no return within 3 hours i.e. you cannot reset the arrival time once the previous period expires.

The Permit **must not be used**:

- in connection with any routine non-emergency 'home visit' or where the patient/client is able to attend an appointment in person.
- parking near or outside hospitals, clinics, health centres, practices or the holders normal work base (if parking facilities are required, they should be provided by the employer).

For clarification:

'Emergency' means a situation in which:

- a patient needs immediate treatment to avoid possible loss of life.

'Urgent' means a situation in which:

- a patient/client needs immediate treatment to alleviate acute pain or other distressing symptoms;
- a child is in danger;
- a person is at risk of violent attack;
- childbirth is imminent;
- immediate post natal treatment is required;
- a patient/client poses a risk to themselves and/or others;
- life saving equipment in the home has failed.

How long does the permit run for?

1 year

Who can apply?

Staff who regularly provide emergency or urgent health or social care away from their normal base.

Applications must be supported by an official letter from the NHS Trust, Primary Care Trust or the manager of the practice or organisation the applicant works for to confirm eligibility.

Permits are not required for motorcycles.

Apply for your permit online on the 'Parking' pages of the council website www.northtyneside.gov.uk

If you do not have access to a computer or internet enabled device, then you can use one of the self-serve computers available at the Council's Customer First Centres. Staff there may also be able to assist if you have difficulties using a computer.

What do I need to send with the application?

You must provide an official letter from the NHS Trust, Primary Care Trust or the manager of the practice or organisation confirming eligibility with your online application form.

You must provide proof that your vehicle is driven by you. Please ensure you refer to the section that is relevant to you in the table below. Documents issued in joint names are acceptable.

Type of ownership	Documents to be provided as proof
Privately owned vehicle	Vehicle registration document (V5C) in your name and showing your North Tyneside address. A valid motor insurance certificate and schedule showing the registration number, North Tyneside address and you as the main or named driver. Group policy certificate showing all vehicles
Privately hired or leased vehicle	Hire/lease agreement containing a statement of insurance or a private certificate showing name and North Tyneside address of applicant as driver.
Company vehicle - limited company	Company letter (public or limited company) A Statutory Declaration (sole trader or non limited company) confirming that applicant is the sole driver and insured to drive.
Vehicle on lease to your employer	You will require the appropriate company letter or Statutory Declaration, as well as a letter from the lease company addressed to your company confirming that the vehicle is on lease to your employer and insurance is included in the terms of lease. You do not need the vehicle registration document in this case.

How many permits can I apply for?

Each applicant is only eligible for **one** permit.

How much do permits cost?

£25.00 per annum.

Suspended bays

You may not park in resident parking bays which are suspended, otherwise you may receive a Penalty Charge Notice (PCN). Please check carefully for the times when a suspension is in force. Where possible, street signs will give several days' advanced warning, but in emergencies, this may not be possible. Therefore, please ensure that you check the space where your vehicle is parked each morning before 08.30am or arrange for this to be done.

Parking Terms and Conditions

- The Council cannot guarantee a parking space will always be available to you.
- It is your responsibility to ensure your vehicle is legally parked at all times.
- The time clock which should be set to indicate the time of arrival. The maximum permitted length of stay per visit is 3 hours with no return within 3 hours i.e. you cannot reset the arrival time once the previous period expires.
- The Permit **must not be used**:
 - a) in connection with any routine non-emergency 'home visit' or where the patient/client is able to attend an appointment in person.
 - b) parking near or outside hospitals, clinics, health centres, practices or the holders normal work base (if parking facilities are required, they should be provided by the employer).
- The time clock must be displayed together on the dashboard of the vehicle so that the details are clearly visible through the windscreen for the duration of the home visit and removed from display on the termination of each emergency call-out or home visit. The Permit must not be displayed when not in use.
- You may not park in suspended parking bays. This will result in a parking ticket being issued. Please check times carefully when a suspension is in force.

Vehicle Terms and Conditions

1. Your vehicle must be able to fit within the markings of the parking place, if applicable, AND be:
 - a passenger vehicle that can carry no more than 13 people including the driver; and
 - a vehicle that does not exceed six metres in length; and
 - has an unladen weight not exceeding 3.5 tonnes.
2. Your vehicle must have a valid road tax license. The permit is not valid if the vehicle is untaxed.
3. You must display a clock set to the time of arrival with this permit type. The permit is not valid if the clock is not displayed.