

North Tyneside Council – Community Worker Permits

Notes for Guidance

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 'Permit Holder Only' 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.

The Permit must be displayed together with a 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**:

- 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).

The Permit and time clock must be displayed 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.

'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 by downloading the Community Worker Permit Application Form from the Council website or by contacting Parking Control on (0191) 643 2121 and requesting an application form.

The application form should be returned to:

Parking Control
Quadrant East
The Silverlink North
Cobalt Business Park
Tyne & Wear
NE27 0BY

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of permits.

Please allow 14 days for an application to be processed.

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 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. (can also be accepted as proof of residency) A valid motor insurance certificate and schedule showing the registration number, North Tyneside address and you as the main or named driver. (can also be accept as a proof of residency) 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.

A cheque or postal order made payable to 'North Tyneside Council' for the amount due.

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of the permit.

How many permits can I apply for?

Each applicant is only eligible for one permit.

How much do permits cost?

Each permit costs **£25.00** per annum. This charge is to cover the administration, production and material cost of the permit and time clock and will contribute to the long-term sustainability of the scheme.

There will be an additional cost of **£25.00** for providing a replacement if the permit is lost or damaged. If your permit is stolen then you need to report the theft of your permit to the police and obtain a crime reference number before we can issue a replacement. As a goodwill gesture, there is no charge for a replacement permit if you provide a crime reference number. Please note that we will confirm this information with the police prior to issuing a replacement.

If you are unable to provide a police crime reference number as proof that your permit was stolen then a £20.00 charge will apply to re-issue your permit.

There will be a cost of £5.00 if you simply want a replacement time clock. This can be obtained by sending a letter together with a cheque made payable to

Parking Control
Quadrant East
The Silverlink North
Cobalt Business Park
Tyne & Wear
NE27 0BY

Please quote your permit number in the correspondence.

Please allow 14 days for an application to be processed.

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.

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 Permit must be displayed together with a 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 Permit and 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
 - a vehicle that does not exceed six metres in length
 - 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.