

Reduced Parking Fee Request

Weekly Concessionary Ticket

PLEASE NOTE THESE TICKETS ARE FOR VISITING RELATIVES ONLY AND NOT FOR INPATIENTS

This request form must be completed by the **Ward/Departmental Manager** where the patient is staying.

ALL of the fields below in section (A) must be completed by the **Ward/Departmental Manager**

The form **MUST** be taken to the Q-Park office, along with an **unpaid parking ticket** taken at one of the car park entry barriers, where they will change the ticket into a concessionary ticket for the appropriate fee. **These forms are only accepted within 24 hours of obtaining a ticket from the car park.**

The ticket will be valid for the **following seven days to include the day of purchase. This ticket is non-refundable.**

The following criteria **MUST be met –**

1. The applicant **MUST** be an “immediate family member” of the patient they are visiting (For example, **parents, sister, brother, child, grandparent, spouse or partner.**)
2. Only 2 x weekly compassionate tickets will be issued to each family group. Both parties will need separate forms filled in by the Ward/Departmental Manager and each form must be paid for separately.
3. The compassionate tickets will be issued on receipt of this fully completed request form as well as a fee of **£30.00**
4. **If this ticket is not signed by the Ward/Department Manager, it will NOT be accepted.**
5. If the compassionate ticket is lost or damaged it will not be replaced, so please hold on to it.

SECTION (A) - (TO BE COMPLETED BY WARD/DEPARTMENTAL MANAGER ONLY)

PLEASE NOTE THE COST OF THIS TICKET IS RECHARGED TO THE WARD/DEPARTMENTAL BUDGET

Patient's name	
Relative's name	
Relationship to patient	
Ward or department	
Authorising signature	
Authoriser's name (PRINTED)	
Job title	
Date of request	

SECTION B - (TO BE COMPLETED BY Q PARK)

Issued by	
Permit issue date	
Permit expiry date	
Amount received	£

NB- THESE FORMS ARE NOT TO BE ISSUED TO RELATIVES STAYING IN HOSPITAL AND NOT VISITING ON A DAILY BASIS