

**APPENDIX N - REQUEST FORM FOR VISITOR/ PATIENT CONCESSIONARY PARKING PERMIT**

\* Refunds of payments already made cannot be reimbursed. \*

<b>Section 1: To be completed by the applicant</b> (maximum 2 permits per patient)		DATE:	
NAME OF APPLICANT			
CONTACT NUMBER			
CAR REGISTRATION			
PATIENT NAME			
WARD			
<b>REASON FOR CONCESSION:</b> (PLEASE TICK BELOW)			
FREQUENT USER- People attending more than once per day or more than twice per week for up to 4 weeks.	£6/day £12/week		
LONG TERM USER- People attending more than twice per week for a period in excess of 4 weeks.	£36/month		
ACTIVE CARER- People who are actively participating in rehab/care of their loved one who is an inpatient.	£6/day £12/week		

<b>Section 2: To be completed by Ward/Department</b>	
EXPECTED LENGTH OF PERMIT	
AUTHORISED SIGNATURE	
PRINT NAME	
DATE	

Any other concessions can only be authorised by the Facilities Department

Applicants must take the completed authorised form to Main Reception at Watford, Patient Affairs at Hemel for a Permit to be issued. The applicant will then need to obtain the relevant ticket(s) by paying the money into the car park Pay and Display Machine and sticking the ticket(s) onto the permit. **Out of Hours** you can place your ticket on the completed form and display in your vehicle until the relevant areas are open to obtain the correct permit.

**THE PERMIT IS ONLY VALID IF THE APPROPRIATE TICKET(S) OR STAMP ARE ATTACHED TO IT.**