**Criteria For Free Parking:**

The validation of car parking tickets is available on a concessionary basis to support some patients and visitors whose circumstances fall under this category. It is essential that their use be governed in a controlled and auditable way.

Tickets validated may be issued to patients, family members or carers strictly in accordance with the criteria below

The validation of car park tickets will be for the following:

* In-patients (those who have attended Clinic or A&E and are unexpectedly kept in hospital).
* Staff from nursing/care homes or next of kin who have been asked to attend the ward to help with the care of their client/patient/relative whilst on the ward.
* Terminally ill patients on any area, the next of kin should be issued with an authorisation form allowing them free parking for a maximum of 4 days then the situation should be re-addressed by the senior nurse.
* In critical care areas such as ICU/HDU, CCU, NICU, Paediatric High Dependency, one authorisation form will be issued to the next of kin only. SCBU at the senior nurse’s discretion.
* Visiting Consultants from other Trusts who are on Trust business.
* Frequent outpatient attenders**:** free parking will be provided to all out-patients who attend hospital for an appointment at least three times within a month and for an overall period of at least three months. A ‘month’ is defined as a period of 30 days.
* Parents of sick children staying overnight**:** this is for a parent or guardian of a child or young person, under 18 years of age, who is admitted as an inpatient at hospital overnight. They receive free parking between the hours of 7.30pm and 8am while visiting the child. This would apply to a maximum of two vehicles.
* Staff working night shifts: this is for members of staff with a shift commencing after 7.30pm and ending before 8am. They receive free parking for the duration of their shift.
* Blue Badge Holders, either staff or visitors (Badge holder must be present to be able to receive free parking)
* Cancer patients or Renal patients (Permit holder must be present to be able to receive free parking)