



HEALTH PROFESSIONAL OPERATIONAL PARKING PERMIT APPLICATION

Woking Borough Council
Civic Offices
Gloucester Square
Woking
GU21 6YL

Telephone: 01483 743825

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Email: onstreet@woking.gov.uk

Web site: www.woking.gov.uk

A PERMIT DOES NOT ALLOW PARKING IN A BAY
OUTSIDE A SURGERY, HEALTH CENTRE OR
OFFICE WITHOUT ANY FEE DUE BEING PAID

*** This application must be accompanied by a covering letter on official headed paper (see overleaf)

Please <input checked="" type="checkbox"/>	New: <input type="checkbox"/>	Renewal: <input type="checkbox"/>	Change of Vehicle: <input type="checkbox"/>	Start Date: <input type="text"/>
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APPLICANTS DETAILS:

Title: _____ First Name: _____ Surname: _____

Position: _____

Qualifications: _____

Surgery/Health Centre/Hospital: _____

Department: _____

Address: _____

_____ Post Code: _____

Office Telephone no: _____ Contact no: _____

NOTE: This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please refer to the National Fraud Initiative page on the Council's website (www.woking.gov.uk) or phone the Council on 01483 755855.

VEHICLE 1

VRM:

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Make: _____

Model: _____

Colour: _____

Surgery-Health Centre-Hospital-Office Stamp (application will not be considered without being stamped)

VEHICLE 2 (If applicable)

VRM:

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Make: _____

Model: _____

Colour: _____

DECLARATION: I hereby apply for a Health Professionals Operational Permit and certify that I have read and understood the Conditions of Issue & Guidance Notes overleaf and declare that the information given by me on this form is true to the best of my knowledge. I understand that if any information given is false or the permit is misused it will be withdrawn.

Signature: _____

Date: _____

OFFICIAL USE:

Permit no: **WOX** _____ Start Date: _____ Expiry Date: _____

Issued on: _____ Intls: _____

CONTROLLED PARKING ZONES (CPZ's) OPERATIONAL PARKING PERMITS FOR HEALTHCARE PROFESSIONALS

NOTES FOR GUIDANCE

1. Operational Permits are issued for the use of Doctors, Midwives, Health Visitors and certain other qualified medical staff who need to park within the Controlled Parking Zones of Woking, Brookwood or West Byfleet in order to undertake their official duties when visiting a patient residing within the CPZ areas.
2. This form is required to be completed and signed by the applicant and sent to Woking Borough Council at the address overleaf, together with a letter of request on official headed notepaper of the Surgery, Health Centre, Hospital or Office concerned signed by someone other than the applicant, who is a line manager, admin secretary etc.
Any omissions on the form will result in the rejection of the application.
3. Permits may be renewed up to one month prior to expiry; an application form and covering letter are required to be submitted each time.
4. Conditions of Use
 - Permits are ONLY valid when used by the applicant in the course of their duty, whilst visiting a patient who is resident within a Woking Borough Council CPZ
 - During the hours of enforcement the vehicle must be parked wholly within a designated parking bay or space
 - The permit holder is not exempt from any existing waiting or loading restrictions
 - Parking is not permitted outside Health Centres, Surgeries, Offices etc. where parking restrictions apply, without any due fee being paid
 - Within CPZ's, parking restrictions only apply during the hours of control and this includes single yellow lines (unless there is an additional time plate stating otherwise)
 - Misuse or abuse of a permit is an offence and may result in the issue of a Penalty Charge Notice and the permit being withdrawn
 - Applicants may nominate two vehicles that they might use; only one permit will be issued but showing both registration numbers
 - During any hours of enforcement the permit must be clearly and visibly displayed on the windscreen of the vehicle being used; if it isn't, a penalty charge notice may be issued
 - Any vehicle used must have a valid road fund licence as per DVLA's requirements for that particular vehicle.
5. Conditions of Issue
Permits:
 - are for use by the permit holder only
 - are not transferable
 - remain the property of WBC
 - must be surrendered upon request
 - must be surrendered immediately entitlement for official use ceases
 - are valid for 12 months from date of issue.

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