**REQUEST FOR NON–STAFF CONCESSIONARY £1 CAR PARK TICKET**

Patient’s / Visitor’s Name (PRINT NAME)

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Reason for Issue – CRITERIA\_\_\_\_\_\_\_\_ \* (enter A, B, C or D based on list below)

Authorising Staff Member (PRINT NAME AND GRADE)

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Authorising Staff Member (SIGNATURE)

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(Authorising individual must be a ward manager or equivalent)

WARD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*CRITERIA AS PER THE TRAVEL CHOICES POLICY

**CRITERIA A** – Patients attending appointments more than one day a week OR more than one week in a month AND CAN DEMONSTRATE THEY HAVE NO ALTERNATIVE BUT TO DRIVE.

**CRITERIA B** – Visitors of patients or patients whose condition is judged by clinical staff responsible for their car as being “VERY SERIOUS” OR “LIFE THREATENING”.

**CRITERIA C** – Patients whose stay is extended beyond an excessively long period than reasonably expected, either from information provided to them or displayed in the relevant area.

**CRITERIA D –** Carers and Support workers who are required to attend site to help and support patients during their stay in Hospital.

**CONCESSIONARY CAR PARK TICKETS ARE NOT TO BE ISSUED OTHER THAN STRICTLY IN ACCORDANCE WITH THE ABOVE CRITERIA. THEY ARE NOT TO BE USED BY STAFF UNDER ANY CIRCUMSTANCES**

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