

## Car Parking Fact Sheet

### 1. Introduction

It is important that you take the time to read this fact sheet as it contains important information about parking at:

- Queen Elizabeth Hospital
- Moss Heaps Park & Ride
- Cleveland Hall
- Bensham Hospital

The car parks are managed by Parkingeye, ANPR cameras are used to monitor vehicles entering or leaving the site.

All entrances and exits are monitored by the cameras. Please ensure that you do not drive onto the site when you do not have permission to do so or that you do not overstay the permitted drop off times.

All staff should be aware that the QEH and BGH sites have a 10 minute grace period for pick-ups / drops-offs for non-permit holders.

### 2. Your Permit

To park in any of our staff car parks you must apply for a car parking permit, by registering for an account via the following link:

[www.cpppermitsystem.co.uk/gatesheadhealthnhsfoundation/login.php](http://www.cpppermitsystem.co.uk/gatesheadhealthnhsfoundation/login.php)

You must register and create an account before you can apply for a permit. You cannot log-in without registering for an account first. You are responsible for ensuring the accuracy of the information provided.

Once you've registered, completed and submitted your application it will be verified by your line manager and a decision made on which permit to allocate to you.

You will receive an email confirming the type of permit you have been allocated and the permissions associated with this permit type.

Please ensure that you do not park on site until you have received this email.

**If you do not park according to your permit permissions, you will be subject to enforcement action as outlined in the Trust Car Parking Policy.**

### 3. Permit Types and Parking Permissions

There are a number of different permit types, each type has different permissions assigned and these are detailed as follows:

PERMIT	PARKING PERMISSIONS
<b>Park and Ride</b>  <b>P&amp;R</b>	1. Permitted to park at Cleveland Hall & Moss Heap Park and Ride site 7am,-7pm, Monday to Friday. 2. Permitted to park at QEH site out of hours on any day from 6.00pm-8.30am 3. Permitted to park at QEH site all day on Bank Holidays & Weekends 4. Permitted to drop off at QEH for 20 minutes only, any day any time
<b>Queen Elizabeth Hospital</b> <b>QEH</b>	1. Permitted to park on the QEH site at ALL times 2. Permitted to park at Bensham Hospital site ALL day 3. Permitted to park at Cleveland Hall & Moss Heap Car Park & Ride site 7am,-7pm, Monday to Friday.
<b>Bensham Hospital Parking</b>  <b>BGH</b>	1. Permitted to park at Bensham Hospital site ALL day 2. Permitted to park at the Moss Heap Car Park and Ride site 7am,-7pm, Monday to Friday. 3. Permitted to park at Cleveland Hall Car Park 4. Permitted to drop off at QEH for 20 minutes only, any day any time.
<b>Bensham &amp; QE Hospital Parking</b>  <b>BQH</b>	1. Permitted to park at Bensham & QE Hospital sites ALL day 2. Permitted to park at the Moss Heap Car Park and Ride site 7am,-7pm, Monday to Friday. 3. Permitted to park at Cleveland Hall Car Park 4. Permitted to drop off at QEH for 20 minutes only, any day any time.
<b>Cleveland Hall</b>  <b>CH</b>	1. Permitted to park at the Cleveland Hall Car Park 7am,-7pm, Monday to Friday. 2. Permitted to park at QEH site out of hours on any day from 6.00pm-8.30am 3. Permitted to park at QEH site all day on Bank Holidays & Weekends 4. Permitted to drop off at QEH for 20 minutes only, any day any time

### 4. Park & Ride Transportation

There is a flat rate charge for all staff using the Park and Ride facility. Regular buses will transport you to and from Moss Heaps Park and Ride car park to the QE Hospital. The shuttle buses are very frequent, running every 10-20 minutes throughout the day (Monday to Friday). The pick-up/drop-off points are at the Emergency Care Centre and Tranwell.

A location map for Park & Ride is available on the Trust intranet and from the Facilities Office.

### 5. Cleveland Hall Car Park

Cleveland Hall car park is provided free of charge. It is located at the end of Southend Road, NE9 6TA, which is a 10 minute walk away. There is no bus service from this car park.

## 6. Parking at Bensham Hospital

We encourage staff who are normally based at Bensham to use the shuttle bus when they are required to travel to the QE Hospital. Shuttle buses travel regularly between the two sites and a timetable is available on the intranet. Alternatively, a BGH parking permit will enable parking in the P&R or Cleveland Hall car parks. Access to the car parks at the QE Hospital site can only be obtained via prior authorisation.

Please note that the Trust does not accept claims for reimbursement for travel between Bensham and the QE. This includes the use of taxis.

## 7. Ad-Hoc Requests to Change Parking Permissions – (Parking Dispensation List)

You may be permitted to change your parking permissions for up to 24 hours. For example, if you are a Park & Ride permit holder and you are working a shift, beyond the opening or closing time of Moss Heaps P&R car park.

All ad hoc requests should be directed to the Car Parking Team in the Facilities Office by emailing [ghnt.carparking.admin@nhs.net](mailto:ghnt.carparking.admin@nhs.net). Please note, you are responsible for advising us **before** you park in contravention of the permissions associated with your permit type.

Confirmation may be sought from your department manager and additional checks may be made to ensure eligibility. Abuse of the agreed arrangements may result in enforcement action, withdrawal of facilities and additional car parking charges being applied retrospectively.

## 8. Monitoring and Enforcement

A car parking contractor (Parking Eye) is responsible for monitoring and enforcing the Trust's parking rules. These rules are clearly displayed on signs across the hospital sites, please familiarise yourself with the layout of the site and the different restrictions which apply to each car park.

Please see below for examples of signage to identify staff parking areas:



Please note that if you do not park according to the permissions of your permit it will result in the issue of a Parking Charge Notice (PCN).



**Gateshead Health**  
NHS Foundation Trust



PCNs are charged at £70.00 (£42.00 if paid within 14 days) and are payable direct to the contractor, however if you are paid by Gateshead Health Foundation Trust, you are a lease car user and it remains unpaid it can be deducted from your salary. You may also incur an additional administration charge.

#### 9. Effective Monitoring and Utilisation of Parking

We will constantly monitor the utilisation of parking spaces. This includes ensuring that staff are allocated the correct parking permit. Please be aware that the permit you are allocated can be changed by us if our monitoring indicates that it is not the correct permit type for your parking requirements.

#### 10. Useful Contacts

GENERAL PARKING ENQUIRIES  
Car Parking Team, Facilities Office  
0191 4452054  
[ghnt.carparking.admin@nhs.net](mailto:ghnt.carparking.admin@nhs.net)