

Car Parking Application Instructions:

The form below needs to be completed and sent back prior to induction so that permits will be ready for collection on your first working day.

Date to return by:

Two weeks prior to your start date.

How to return the form:

By post:

You can send the completed application form by post to the following address:

Nigel Parker – Contracts Manager
Empark UK Ltd
Main Entrance
Royal Blackburn Hospital
Blackburn
BB2 3HH

By email:

If you have access to a scanner you can email your completed form to:

n.parker@empark.com

Please note: Electronic copies of the car parking form must be hand signed

How to pay:

The car parking office accepts the following forms of payment:

- Cheque – these need to be made out to 'E.L.H.T'
Cheques can be sent accompanying the application form via the post.
- Cash
Payment required on the day of collection at the Car Parking office.
- Card Payment
Payment required on the day of collection at the Car Parking office. Card Payment only available via the General Office (open 9am-4pm)

Please note: car parking permits will only be issued on the day of induction to those who have followed the correct procedure above. Any forms received on induction day will be processed and issued within 5 working days.

PERMIT NO _____ OFFICE USE ONLY

APPLICATION FOR PARKING PERMIT AT EAST LANCASHIRE HOSPITALS

PLEASE COMPLETE ALL SECTIONS

Please complete the details below and return the form to the car park services office located within the main entrance on level one.

Personal Details

Title: Forename: Surname:

Department: Job Title:

Mobile No.: Work Tel No:

Vehicle Details

Make of Car: Car Registration:

Permit required: (please tick)

6 Months £83.04	<input type="checkbox"/>
12 Months £166.08	<input type="checkbox"/>

THIS IS NOT REFUNDABLE

Employer: (please tick)

ELHT PAT NWD LCFT BWD OTHER

If other, please state:

I agree whilst holding a Trust car parking permit, to adhere to the Trust car parking policy & terms and conditions of parking issued by the Car Parking Operator.

Signature.....

Date.....

Please note: The Trust and its agents accept no responsibility for any damage to or theft from vehicles whilst parked within the site boundaries.