

Application for Car Parking Privilege



PLEASE SUBMIT THE COMPLETED FORM SIGNED BY DIRECTOR OF YOUR DEPARTMENT TO THE PARKING ADMINISTRATOR – FACILITIES & INFRASTRUCTURE, LEVEL 4, CORPORATE OFFICES

Name :

RCH Employee #

Department :

Position Title:

Hours of Employment: Full-time Full-time with on-call Part-time

Days of the week worked: Monday to Friday 7 days a week

Number of Hours undertaken per Week _____

Applicant Declaration

I acknowledge that car parking at RCH is a privilege and is governed by the RCH Car Park policy and terms and conditions. I understand that failure to comply with terms and conditions could result in car parking access being revoked.

Signature _____

Name _____ Date _____

Mobile Contact

Director Support & Declaration (Required for inclusion on Clinical Priority Wait List)

I acknowledge that this employee works a rotating on call roster for more than 25 hours per week and is entitled to car parking access in accordance with the RCH car parking policy.

Signature _____

Name _____ Date _____

For Car Park Administration Use Only

Waiting List Allocation

Clinical

Non-clinical

Authorization – Car Park Administrator

Signature _____

Name _____ Date _____

Date Added to Wait List _____ ***Date Parking Allocated*** _____

Issued By: _____

**STAFF APPLICATION FOR PARKING PERMIT AND ACCEPTANCE
OF TERMS AND CONDITIONS FOR PARKING PRIVILEGE**

Your attention is directed to the terms and conditions of parking which apply at The Royal Children's Hospital.



Whenever parking your vehicle in the RCH car park, you're doing so will be construed as your acceptance of the terms and conditions as outlined in the RCH Car Parking Policy. Failure to adhere to this policy could result in revocation of parking privileges.

Please complete this form to record your agreement to adhere to all terms and conditions.

**Car Park Administrator
Royal Children's Hospital**

I _____ (FULL NAME, BLOCK LETTER)

Address: _____

Type of Vehicle (please circle): Motor Vehicle/ Motor Cycle Reg. No: _____

Contact No: _____

I authorize the Paymaster of the Hospital to deduct the sum of \$100.00 Motor Vehicle or \$50.00 for motorcycle inclusive of GST per fortnight from my salary together with adjustments the Hospital Executive hereafter authorizes. I acknowledge my payments for parking will continue until my permit is cancelled.

I acknowledge that the permit is issued and charges levied, in the knowledge and on the basis that the permit holder will be absent for some periods such as annual leave, sick leave, and ADO's. I also acknowledge that the permit is for my exclusive use and will not be transferred to any other person.

I have read and received a copy of the terms and conditions of parking and agree to accept and adhere to these conditions at all times when parking my vehicle in the Royal Children's Hospital car park.

Signed: _____ Department: _____

Date: _____ Employee No: _____

Once the form is completed it is to be forwarded to the Car Park Security Booth

Pay office:

Pay period ending: ____/____ Payroll type: _____ Cost centre / car park code: _____

Payroll: _____ Salary sacrifice amount (see above for rate vehicle type): _____

ID Card Security details screen (ZID) activated (Date): _____

Car Parking Terms and Conditions

I have read and agree to abide by the conditions outlined below:

- All parking privileges awarded to staff can be revoked at anytime by the RCH Executive / Board
- Rates of parking may be adjusted at any time at the direction of the RCH Executive / RCH Board.
- Parking must be within designated bays only – unless otherwise instructed by the car park operators
- Motorcycles must only park in the marked bays for motorcycle parking – not in car parks
- Parking privileges given for motorcycle parking to employees of RCH must not be substituted for car parking
- Speed within car park areas must be kept at walking speed and must not exceed 10km per hour in accordance to car parking signage
- Parking privileges given to staff are non-transferable
- Parking in the RCH Car park is at the owners risk and RCH is not accountable for damage or theft that may occur whilst parked
- RCH car park may not be used for long term car parking and should only be used for activities associated with the Royal Children's Hospital
- If at any time access to or traffic within the car park is restricted or diverted, all traffic MUST adhere to the instructions given by car parking operators
- If emergency lighting is visible at the car park entrance – traffic must not enter the car park if red or yellow lights are in operation
- Staff awarded car parking privileges must park whenever possible in the 48 Flemington Road section of the car park or if unavailable Level B3 of the main car park
- Staff are not permitted to park in the Lower Ground parking spaces
- At any time, car park operators may implement stack parking – all car park traffic must adhere to instructions of car park operators in this instance
- All stolen or lost tickets will incur a charge of \$