



Northumberland

County Council

Application for a Community Worker Permit

Individuals who regularly provide emergency or urgent health care to patients within Northumberland may apply for a Community Worker Permit. **Please ensure that you sign the declaration on the reverse of this form. Failure to provide the completed, signed application form and necessary evidence will delay the processing of your application and the issue of your permit.**

Full Name: Dr/Mr/Mrs/Miss/Ms/Other	
Full Postal Address:	Telephone:
	Mobile:
	E-Mail:
Postcode:	
Registration of vehicle required on permit:	
Do you require a new protective wallet(s)? (Please state Yes or No - otherwise none will be sent)	YES [] NO []
Do you require a time clock? (Please state Yes or No - otherwise none will be sent)	YES [] NO []

The following evidence must be provided (please do not send original documents)

- All evidence must show the applicants name and address
- Evidence must include one from list A and one from list B for all applications

<u>List A</u>	<u>Please tick</u>	<u>List B</u>	<u>Please tick</u>
Evidence of employment		Evidence for vehicle ownership	
An official letter from your employer confirming eligibility (NHS Trust, Primary Care Trust or Practice Manager)		V5C - Vehicle Registration document	
		Lease/hire agreement	
		Insurance certificate	
		Company car letter	

Community Worker Permit Payment

There is an annual charge of £25.00 for each Community Worker Permit.

Accepted methods of payment: cash, cheque, credit/debit card or postal order. Cheques and postal orders should be made payable to 'Northumberland County Council.'

You can make payment in person at any of our Northumberland Information Centres or by post to: Parking Services, Northumberland County Council, Morpeth, Northumberland, NE61 2EF.

Please note that permits will not be issued until Parking Services receive all the required documentation.

This Council 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. More details are available under the data matching section of the Council's website, which can be found at <http://www.northumberland.gov.uk/nfi>

DECLARATION

- (a) I confirm that I have read and accept the Community Worker Permit scheme terms and conditions.
- (b) I hereby certify that all the information given in this application is correct.
- (c) I shall immediately surrender the permit to Northumberland County Council in the event of leaving my current employment or the change/sale of vehicle.
- (d) It is an offence for a person to knowingly make a false statement for the purpose of obtaining a parking permit.

Signed: _____

Dated: _____

For official use only	Face to face payments – CAN No & Mach Code:	Kiosk/Handitill pay ref & location:
Amount Paid	Date Paid	Permit No
CSA Signature	Print name	
Previous permits checked: Issued: cancelled:	Officer	



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Shared Community Workers Permit Terms and Conditions

- The permit is available to organisations that provide emergency/urgent health or social care to patients in the community, **and** who are required to undertake 'on-call' duties.
- Permits will be valid for a period of 2 years from the date of issue.
- Permits will be charged at £25 each.
- The permit must be surrendered to Northumberland County Council if no longer required.
- The permit must **ONLY** be used when responding to an urgent or emergency situation; or when the condition of the patient or client necessitates an emergency home visit.
- The Permit **must not be used:**
 - in connection with any routine non-emergency 'home visit' or where the patient/client is able to attend an appointment in person.
 - if parking near or outside a hospital, clinic, health centre, general practice or the holders' usual place of work.
- The permit is only valid in 'Permit Holder Only' or 'shared use' parking spaces.
- The permit must only be used with a time clock, which must be set to the time of arrival.
- The maximum length of stay in any one parking place is 3 hours with no return within 1 hour (this means you cannot reset your clock with a new time of arrival time once the previous period expires, you must move your vehicle).
- Never park in a disabled bay unless you or a passenger can display a valid Blue Badge.
- If you fail to comply with any of the parking regulations you may receive a Penalty Charge Notice.
- The Council cannot guarantee a parking space will always be available to you.
- It is your responsibility to ensure your vehicle is legally parked at all times.

Privacy Notice

To view our privacy notice and for more information on parking please visit:
parking.northumberland.gov.uk