

## Reduced Parking Fee Request Weekly Concessionary Ticket

This request form must be completed by the person in charge of the ward where the patient is staying.

**ALL** of the fields below in section (A) must be completed by the ward.

The form should then be taken to the Q-Park office, along with an unpaid parking ticket taken at one of the car park entry barriers, where they will change the ticket into a concessionary ticket for the appropriate fee.

The ticket will be valid for seven days to include the day of purchase. This ticket is none refundable.

### The following criteria MUST be met –

1. The applicant must be an “immediate family member” of the patient.  
(For example; parents, sister, brother, child, grandparent, spouse or partner.)
2. Only two weekly compassionate tickets will be issued to each family group. Both parties will need separate forms filled in by the ward and each form must be paid for separately.
3. The compassionate tickets will be issued on receipt of this fully completed request form as well as a fee of £25.
4. If the compassionate ticket is lost or damaged it will not be replaced, so please hold on to it.

### SECTION (A) - (TO BE COMPLETED BY WARD PERSONNEL ONLY)

<b>Patients name</b>	
<b>Relatives name</b>	
<b>Relationship to patient</b>	
<b>Ward or department</b>	
<b>Authorising signature</b>	
<b>Authorisers name (PRINTED)</b>	
<b>Job title</b>	
<b>Date of request</b>	

### SECTION B - (TO BE COMPLETED BY Q PARK)

<b>Receipt number</b>	
<b>Issued by host (print)</b>	
<b>Permit issue date</b>	
<b>Permit expiry date</b>	
<b>Amount received</b>	£
<b>CASH OR CARD PAYMENT</b>	
<b>Ticket number</b>	
<b>Pre-ticket cost</b>	£