



**University Hospitals of
Derby and Burton**
NHS Foundation Trust

**DERBY GP SPECIALTY TRAINING PROGRAMME
MEDICAL DIRECTOR'S OFFICE**

Manager: Mrs Viv Longdon
Direct Line: 01332 785225
Email: Viv.Longdon@nhs.net

Royal Derby Hospital
Uttoxeter Road
DERBY
DE22 3NE
01332 340131

1st August 2018

Dear Trainee

RE: CAR PARKING AT ROYAL DERBY HOSPITAL

The Car Parking Office have asked me to make you aware of the following information:

All GP trainees on rotation at Royal Derby, who require a full-time Manor parking permit, will now be required to pay for that service through Standing Order rather than deductions through wages. This is due to the transfer to St Helens and Knowsley Trust.

When collecting your car parking permit please have your:

- * bank address
- * account number and sort code
- * inform the administrator that you need to pay via Standing Order.

Regular monthly payments will be agreed in line with the current staff tariff for the required length of the rotation. It is the responsibility of each member of staff to ensure that they contact the Car Parking Office if parking contributions are not being paid, otherwise they will be liable to pay arrears which will be backdated to cover any unpaid period.

If you have any queries regarding parking, permits or payments please contact:

Lisa Redfern,
Manor Car Park Administrator
Tel: 01332 788329
Monday to Friday 10am – 6pm
lisa.redfern3@nhs.net

Yours sincerely

Viv

Viv Longdon, Derby GP Specialty Training Manager