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Answers

BUCKINGHAMSHIRE HEALTHCARE NHS TRUST (BHT) STAFF E-PERMITS

1. I WORK FOR BHT, CAN I APPLY FOR A STAFF E-PERMIT?

Yes, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal. You will be required to select 'Buckinghamshire Healthcare NHS Trust' as your Organisation, before completing the rest of the online form.

NON-BHT TRUST STAFF E-PERMITS

2. I AM A STUDENT NURSE/DOCTOR ON A BHT PLACEMENT, CAN I APPLY FOR A STAFF E-PERMIT?

Yes, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal. You will be required to select the relevant university as your Organisation, before completing the rest of the online form.

3. I AM A LOCUM / HONORARY CONTRACT STAFF MEMBER; CAN I APPLY FOR A STAFF E-PERMIT?

Yes, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal. You will be required to select 'Honorary Contract' or 'Locum' as your Organisation as appropriate, before completing the rest of the online form.

4. I AM A BANK / AGENCY WORKER, CAN I APPLY FOR A STAFF E-PERMIT?

Yes, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal. You will be required to select the relevant Organisation by whom you are employed (for example 'Buckinghamshire Healthcare NHS Trust' or 'NHSP'), before completing the rest of the online form.

5. I AM A NON-BHT TRUST EMPLOYEE, BUT WORK FOR AN ORGANISATION ENTITLED TO PARK AT BHT SITES, CAN I APPLY FOR A STAFF E-PERMIT?

If you are employed by one of the following organisations, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal:

- Buckinghamshire County Council
- Bucks 24/7 – Minor Injuries
- Clinical Commissioning Group
- Mandeville Medicine
- Medirest
- Oxford Renal / Oxford Health
- Sodexo
- Taylor Woodrow / VINCI

You will be required to select the relevant Organisation by whom you are employed, before completing the rest of the online form.

Once you have applied, the BHT Car Park Management Team will liaise directly with the nominated representative for your area.

6. I AM A WYE VALLEY SURGERY EMPLOYEE; CAN I APPLY FOR A STAFF E-PERMIT?

Yes, you can apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal. You will be required to select 'Wye Valley Surgery' as your Organisation, before completing the rest of the online form.

Once you have applied, the BHT Car Park Management Team will liaise directly with the nominated representative for your area.

Please note that you will be entitled to park in the designated staff parking area at Wycombe Hospital only and there are a set number of spaces assigned and applications will be limited to this number.

7. I AM A VOLUNTEER; CAN I APPLY FOR A STAFF E-PERMIT?

No, it is not necessary for you to apply for a Staff E-Permit. You will need to park in a Patient and Visitor car park or a Staff car park and liaise with the Voluntary Services Team who will advise you on the process to ensure you can exit without payment.

NEW STARTER STAFF E-PERMITS

8. I AM A NEW STARTER FOR BHT, CAN I APPLY FOR A STAFF E-PERMIT?

If you are a BHT staff member, you will be able to apply for your Staff E-Permit once you are in receipt of your ESR number from HR / your payslip. Once you have received your ESR number, you will be able to apply for a Staff E-Permit to commence from the following calendar month. BHT staff can use the Saba Parking UK app or Saba website to obtain parking up until a valid Staff E-Permit is approved and confirmed via email.

9. I AM A NEW STARTER FOR A NON-TRUST ORGANISATION ENTITLED TO PARK ON SITE, CAN I APPLY FOR A STAFF E-PERMIT?

If you are included in one of the following user groups and are entitled to park on site, you can apply for a Staff E-Permit via the online application process:

- Agency / Locum staff member
- Bank Worker
- Buckinghamshire County Council
- Bucks 24/7 – Minor Injuries
- Clinical Commissioning Group
- Mandeville Medicine
- Medirest
- Oxford Renal / Oxford Health
- Sodexo
- Students on a BHT placement
- Taylor Woodrow / VINCI

You will be required to select the relevant Organisation by whom you are employed, before completing the rest of the online form.

The BHT Car Park Management Team will liaise directly with the nominated representative for your area to seek approval as required.

STAFF E-PERMIT PAYMENTS

10. HOW DO I PAY FOR MY STAFF E-PERMIT?

The method of payment available depends on your employment:

User Group	Payment Options
Buckinghamshire County Council Staff	Invoice
Buckinghamshire Healthcare NHS Trust Staff	Salary Deduction
Bucks 24/7 (UTC/Minor Injuries) Staff	Direct Debit Saba Parking UK app / Saba website
Clinical Commissioning Group Staff	Invoice
Honorary Contract Staff	Direct Debit Saba Parking UK app / Saba website
Locum Staff	Direct Debit Saba Parking UK app / Saba website
Mandeville Medicine Staff	Invoice
Medirest Staff	Invoice
NHSP Staff	Saba Parking UK app / Saba website
Oxford Health / Oxford Renal Staff	Direct Debit Saba Parking UK app / Saba website
Sodexo Staff	Invoice
Students	No Charge
Taylor Woodrow/VINCI Staff	Invoice
Volunteers	No Charge
Wye Valley Surgery Staff	No Charge

Salary Deduction

ONLY Buckinghamshire Healthcare NHS Trust Staff E-Permits are payable through a salary deduction. Staff E-Permits are valid from the calendar month following your application being accepted. Therefore, applications must be completed ahead of the calendar month you require to park. Salary deduction will continue on a rolling basis, until such time as cancelled by the staff member. BHT staff can use the Saba Parking UK app or Saba website to obtain parking up until a valid Staff E-Permit is approved and confirmed via email.

The amount deducted from your salary per month will be as follows:

Annual Income	Monthly Payment*
less than £14,999	£7.50
£15,000 - £19,999	£15.00
£20,000-£24,999	£20.00
£25,000- £29,999	£25.00
£30,000- £39,999	£30.00
£40,000- £54,999	£35.00
£55,000- £69,999	£40.00
£70,000- £84,999	£45.00
£85,000- £119,999	£50.00
£120,000 and over	£55.00

Direct Debit

Complete and return the Direct Debit form to set up payments via Direct Debit. For any further queries, please contact the [BHT Car Park Management Team](#).

The amount deducted by direct debit per month will be as follows:

Annual Income Monthly Payment*

Annual Income	Monthly Payment*
less than £14,999	£7.50
£15,000 - £19,999	£15.00
£20,000-£24,999	£20.00
£25,000- £29,999	£25.00
£30,000- £39,999	£30.00
£40,000- £54,999	£35.00
£55,000- £69,999	£40.00
£70,000- £84,999	£45.00
£85,000- £119,999	£50.00
£120,000 and over	£55.00

*Important to note that there is currently no charge for staff parking a BHT sites.

Invoice

Where the Trust has an agreement with an employer, the Trust will invoice the employer directly for the active Staff E-Permits. The BHT Car Park Management Team will liaise directly with the nominated representative for your area to seek approval before a Staff E-Permit is issued.

*Important to note that there is currently no charge for staff parking a BHT sites.

Students

Students on a BHT placement are not required to pay for a Staff E-Permit. The BHT Car Park Management Team will, however, liaise directly with the nominated representative for your area to seek approval before a Staff E-Permit is issued.

Wye Valley Surgery

Wye Valley Surgery staff are not required to pay for a Staff E-Permit. The BHT Car Park Management Team will, however, liaise directly with the nominated representative for your area to seek approval before a Staff E-Permit is issued. There is a limited number of permits allocated to Wye Valley Surgery.

Blue Badge Holders

Blue Badge Holders are not required to pay for a Staff E-Permit, however, they must still apply and have their application accepted for a Staff E-Permit.

Saba Parking UK app / Saba website

The [Saba Parking UK app](#) or [Saba website](#) provide the option for those staff who are unable to pay via Direct Debit, Invoice or Salary Deduction to purchase a Day Ticket at £3.00 per day.

Staff are required to apply for a Staff E-Permit via this Buckinghamshire Healthcare NHS Trust (BHT) Staff E-Permit Portal in addition to completing payment via the Saba Parking UK app or Saba website.

*Important to note that there is currently no charge for staff parking a BHT sites.

11. I DO NOT PARK FREQUENTLY ENOUGH TO WARRANT PAYING THE MONTHLY CHARGE – HOW CAN I PAY TO PARK ON SITE?

The [Saba Parking UK app](#) or [Saba website](#) provide the option to purchase a Day Ticket at £3.00 per day, for those who do not need to park frequently enough every month to warrant paying the monthly charge.

*Important to note that there is currently no charge for staff parking a BHT sites.

STAFF E-PERMIT APPLICATION PROCESS

12. I HAVE APPLIED FOR A STAFF E-PERMIT. HOW WILL I KNOW IF MY APPLICATION HAS BEEN APPROVED?

You will receive an email confirmation from Saba that your application has been accepted. This is usually processed within 10 working days (Monday to Friday, excluding Bank Holidays), for all staff. If you do not receive an email within this timeframe, please contact the [BHT Car Park Management Team](#).

13. MY APPLICATION HAS BEEN REJECTED. HOW DO I MAKE AN APPEAL?

You can make an appeal by logging into your account and click “view existing applications” and submit the following information:

- Appeals Reason
- Manager Name
- Manager Email Address

You will be notified of the outcome of your appeal within 10 working days (Monday to Friday excluding Bank Holidays) on receipt of the appeal. If you do not receive an email within this timeframe, please contact the [BHT Car Park Management Team](#).

14. HOW MANY VEHICLES CAN I REGISTER ON MY STAFF E-PERMIT?

You can register **one** vehicle across ALL BHT sites at any one time. You will be able to change this for an alternative owned or courtesy car as and when needed and before you bring the car on site.

15. I HAVE A STAFF E-PERMIT. HOW DO I CHANGE MY VEHICLE?

You can change the vehicle your permit is valid for using the BHT Staff E-Permit Portal. See the How to Amend and Cancel Permits guide for further detail. If you have any issues, please contact the [BHT Car Park Management Team](#).

16. I HAVE APPLIED BUT WANT TO CHANGE SOME OF THE DETAIL. CAN I AMEND MY APPLICATION?

Once you have submitted your application, it is not possible for you to amend the details. Therefore, it is important that you take care to ensure the detail is correct upon submission. Please note that once the result of your application has been decided, you will be able to appeal a rejected result, but you will not be able to re-apply for 42 days from the date of the original application.

17. I NO LONGER REQUIRE MY STAFF E-PERMIT. HOW DO I CANCEL MY STAFF E-PERMIT?

You can cancel your Staff E-Permit using the BHT Staff E-Permit Portal. See the How to Amend and Cancel Permits guide for further detail. Cancellations must be completed before the last working day of the month and there are no part month refunds. If you have any issues, please contact the [BHT Car Park Management Team](#).

18. WHAT IS AGILE WORKING?

Agile working is classed as working from home or in a remote location away from BHT premises.

WHERE CAN I PARK

19. I HAVE A VALID STAFF E-PERMIT, WHERE CAN I PARK?

You can park in any staff car park across any site. However, if there are no staff car parking spaces available you can park in any of the patient and visitor car parks or park off site. If, parked in a patient and visitor car park, please follow the instructions on the signs (including the tariff board) in that specific location. You will have to purchase your parking session at the payment machine prior to exit and pay the appropriate charge for the period used. A Staff E-Permit does not guarantee you a space to park within staff parking areas.

20. I HAVE A VALID STAFF E-PERMIT, BUT THERE ARE NO SPACES IN STAFF PARKING - CAN I PARK IN THE VISITOR'S CAR PARK?

Yes, but you will have to follow the instructions on the signs (including the tariff board) in that specific location. You will have to purchase your parking session at the payment machine prior to exit and pay the appropriate charge for the period used. A Staff E-Permit does not guarantee you a space to park within staff parking areas.

21. I HAVE A VALID STAFF E-PERMIT, BUT I AM ATTENDING AS A VISITOR/PATIENT WHAT SHOULD I DO?

You will need to park in a patient and visitor car park, and you will have to purchase your parking session at the payment machine prior to exit and pay the appropriate Patient and Visitor rate (as displayed on signage within the car park) for the period used.

22. I HAVE A VALID WYE VALLEY SURGERY STAFF E-PERMIT, WHERE CAN I PARK?

You can park in the designated Wye Valley staff parking area at Wycombe Hospital only. If you need to travel to any other BHT location, you can park in any of the patient and visitor car parks or park off site. If, parked in a patient and visitor car park, please follow the instructions on the signs (including the tariff board) in that specific location. You will have to purchase your parking session at the payment machine prior to exit and pay the appropriate charge for the period used.

23. I AM A BLUE BADGE HOLDER WITH A VALID STAFF E-PERMIT, WHERE CAN I PARK?

You can use any disabled car parking bays across the whole of the BHT car parking sites. In the event of all the blue badge holder spaces being occupied a valid blue badge holder may park in any other car parking space across the BHT sites displaying their blue badge. If using the patient and visitor car parks please follow the signs for blue badge holders on the specific site.

PARKING CHARGE NOTICES

24. WHAT HAPPENS IF I DON'T HAVE A STAFF E-PERMIT?

Staff working for BHT will be required to apply for a Staff E-Permit via this portal. Failure to hold a valid Staff E-Permit whilst parked in a staff parking area may result in a Parking Charge Notice being issued. The car park system will identify you from your number plate on entry/exit to the staff car parks or through hand-held equipment managed by the Car Park Attendants. For more details on Parking Charge Notices please visit the PENALTY NOTICE AND PARKING CHARGE NOTICES section on the [Saba UK website FAQs](#)