

3 March 2026

Staff Car Parking Royal Victoria Hospital (RVH)

1. What is the current breakdown of parking space allocation by the above criteria? i.e. how many users have been allocated a space for their requirement to use a car to deliver direct patient care / are required to participate on a 24 hour on call rota or on call commitments with time critical responses / carry out shift working with very early starts or late finishes AND a commute that exceeds one hour of a commute / providing services on other sites / commutes that exceed one hour / combination of the above.

The RVH permit process continues to be paused so the above criteria has not been introduced. Belfast Trust do not allocate car parking spaces to staff. Instead, staff are issued with permits that allow access to a specific carpark based on a ratio to utilise capacity. 1,456 staff were approved for RVH parking permits (prior to the pause in November 2025) based on meeting a/or combination of priority criteria as an outcome of the application process.

The breakdown of the number of staff who selected each criteria:

Required to use private vehicle on a daily basis	231
Required to participate on a 24 hr on call rota	360
Shift working and a commute that exceeds 1 hour	1145
Provide services on more than 1 site	382
Manage services on more than 1 site	89
Commute that exceeds 1 hour	1301

2. Are there any staff at the Royal Victoria Hospital site who currently hold a car parking permit without fulfilling any of the above criteria?

Yes, as Belfast Trust has yet to implement a needs-based assessment for permitted staff car parking at the RVH site. As the staff permit application process was paused in November 2025, individuals who have previously held a car parking permit (prior to the RVH permit pause) will continue to retain their permit at this time.

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3. For which roles is use of a car to deliver direct patient deemed necessary, and what proof is required to verify this?

These are the groups of roles indicated by those staff who selected this criteria when completing their application:

- Technical
- Medical
- Social Work
- Nurse
- Midwife
- Allied Health Professional
- Clinical scientist

Criteria selected by the staff member and accepted by you as the line manager at the initial verification stage	Please type YES or NO to confirm that you can provide the evidence to support this application	This is the evidence that you as the Manager need to send to the Carparking Team as part of the verification process (Please note other verification will be used to support this application i.e. current carparking activity if applicable, travel planning input)
Required to use private vehicle on a daily basis to directly deliver/or provide critical support to patients/services users as part of their role		Confirmation email from Line Manager that there is a requirement to use private vehicle daily to directly deliver support to patients/service users (an example of roles that meet this criteria would be community midwives, social workers visiting service users, clinical technologists repairing medical devices) <i>This criteria does not apply:</i> <ul style="list-style-type: none"> • to commute i.e. using private vehicle to come to/from work. • for cross site working

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4. What verification is currently being used to establish which users have a commute in excess of an hour?

Criteria selected by the staff member and accepted by you as the line manager at the initial verification stage	Please type YES or NO to confirm that you can provide the evidence to support this application	This is the evidence that you as the Manager need to send to the Carparking Team as part of the verification process (Please note other verification will be used to support this application i.e. current carparking activity if applicable, travel planning input)
A public transport journey that involves one or more changes, and exceeds 1 hours of a commute		Manager to provide email of staff member's current home address on HRPTS (this should be the address that the staff member is currently living in – not a relative or holiday home address)

5. What definitions are being used for:

- “very early starts”
- “Late finishes”

Criteria selected by the staff member and accepted by you as the line manager at the initial verification stage	Please type YES or NO to confirm that you can provide the evidence to support this application	This is the evidence that you as the Manager need to send to the Carparking Team as part of the verification process (Please note other verification will be used to support this application i.e. current carparking activity if applicable, travel planning input)
Does your staff member carry out shift working as a requirement of the post on a set rota (scheduled rota to regularly start before 7:30am or finish after 7:30pm)		Rota such as E-Roster to confirm regular shift working before 7:30am and/or after 7:30pm <i>This criteria does not apply to:</i> <ul style="list-style-type: none"> • flexible or ad hoc arrangement to start early /finish late