

NEW PARKING APPLICATION PROCESS-GROOTE SCHUUR HOSPITAL ESTATE 2024/5

For the past two years, the Groote Schuur Hospital Facilities Management unit have sent out reminders via the official hospital communicate GSHd, internal departmental meetings and placed posters on various notice boards. However, the response rates have been relatively poor and in the interest of staff safety, access has not been denied.

Please note that all staff using the hospital parking facilities must ensure that applications are submitted annually and that payments are made as required. This assists the Facilities Management staff to keep control of the number of bays occupied and ensures that the areas are kept safe and maintained appropriately. No staff member is exempt from doing so and failing this could result in access being denied to the parking areas.

The application forms are obtainable from the Facilities Management Parking Department, F49 Old Main Building or an may be requested by sending an email to GSH.Parking@westerncape.gov.za. All the necessary fields must be completed in full and the payment method must be clearly indicated. Each application will be assessed as per the parking policy. Please allow the hospital at least 30 working days to provide formal feedback on the application. The staff member will then be issued with a formal parking permit which must always be displayed on the front windscreen of the vehicle. An applicant may apply for one additional parking permit for a different vehicle, but only one vehicle will be allowed to park on the allocated parking bay at a time. It is the responsibility of the applicant to inform the hospital of the changes as a result of new vehicle acquisition or sold vehicles that were linked to an allocated parking bay.

1. ISSUING OF NEW ACCESS PARKING TAGS

As from 01 April 2024, the system will be changed, and new discs/tags/tokens will be issued to each staff member making such an application. The initial tag/token will be issued free of charge, but if lost or misplaced, there will be a fee of R200.00 for a replacement. Any staff member not in possession of the new parking tag/token will not be able to access the parking areas. No extensions will be granted.

In order to ensure that your parking space is secured from 01 April, please apply before 01 February 2024, so that your tags/token can be activated. Once the application is received, the monthly fee will be deducted from Persal. Cash parkers must apply using the same process and can make payment as

instructed either monthly or for the year. Do note that the card system currently being used will not function after 01 April 2024.

All new parking tags/tokens will only be valid for one (1) year and will terminate online and or by the end of the parking renewal period. By the end of each year, all parkers must renew / re-apply for parking to have their tags/tokens reactivated.

Bulk applications may be requested especially for those staff who are tied up in operating theatres or performing medical and surgical duties. The bulk applications must please be coordinated via one person from a respective department.

2. UCT Parkers

UCT parkers will receive tags via the Faculty of Health Science's parking office.

All other stakeholders are to follow the Groote Schuur Hospital Parking Policy application process.

New parking application forms will be made available during the month of October.

For more information please contact the GSH Parking office at the following telephone numbers 021 404 2015/2046/2223.

Kind regards



Dr Bhavna Patel
CEO: Groote Schuur hospital
Date: 28 September 2023