
Parking permits are only issued to employees in exceptional circumstances when there are relevant mobility/medical issues and following assessment by Occupational Health.

Process for approval

1. Employee speaks to their Manager about having a parking permit
2. Manager refers employee to Occupational Health [OH] for parking permit assessment
3. The manager considers the OH advice and approves the request if appropriate
4. If the manager approves the request they then ask the employee to complete the Tower Hamlets public service permit application available at www/towerhamlets.gov.uk
5. The employee must provide the manager with a print out of the form together with a print out of the vehicle details information described in the application
6. The manager sends the forms and a copy of the OH report to Debbie Russell at Stroudley Walk for processing
7. Copies of the forms and OH report will be held on the employee personal file

Process for issuing the permit if approved

1. Permit applications will be submitted to Tower Hamlets council by post
2. This includes:
 - Employee application form
 - Employee vehicle evidence
 - Covering letter from THGPCG
 - THGPCG cheque
3. When the permit arrives in the office the employee will receive an email asking them to arrange to collect the permit

NOTE: Applications can take up to a month to process so should be submitted as early as possible