

The Health Emergency Badge (HEB) is for people involved in the delivery of primary healthcare attending medical emergencies in patients' homes.

All London Boroughs have agreed to the scheme, ***it is not a mandatory provision*** but is offered entirely at the discretion of London parking authorities. ***The badge has no legal status.***

**PLEASE READ BEFORE COMPLETING THIS FORM**

The HEB allows medical practitioners to attend emergencies and allows parking facility in restricted places, as long as the badge is correctly displayed. Practices may only apply for the use of a badge for doctors, nurses, health visitors or midwives who engage in urgent or emergency health care visits to patients in their homes. Locums may not apply for a badge in their own right but may use a badge that is allocated to the practice where they work.

**There is no provision within this scheme for para-medical professions e.g. physiotherapists, chiropodists, occupational therapists, social workers etc.**

**The badge can only be used when visiting a patient to provide emergency healthcare in their home. 'Emergency healthcare' may include when:**

* A situation in which a patient needs immediate treatment to avoid possible loss of life or where lifesaving equipment in the home has failed
* A patient needs immediate treatment to alleviate acute pain or other distressing symptoms
* Childbirth is imminent or immediate post-natal treatment is required
* A child is in danger or a person is at risk of violent attack
* A patient is suffering a mental health emergency and poses a risk to themselves and/or others

**Not all health-related parking is included in the scheme:**

* HEBs ***must not be used*** for routine home visits. Your local authority should be contacted to see if they have any special parking concessions for these types of visits
* Parking near hospitals and clinics is ***not allowed*** – if extra parking is required it should be provided by your employer
* You ***must not*** park in doctors’ bays allocated to another person. Apply to your local council for a bay and permit for your own use

**The scheme does not allow HEB holders to park everywhere:**

* It does not apply on private property e.g. housing estates
* It does not apply on priority “red” routes
* It does not permit dangerous or obstructive parking, on zigzag markings or on the pavement. ***Committing these offences may result in tickets, clamping or your licence being endorsed with penalty points.***

**How to display a HEB**

The HEB must be displayed by hanging it from the rear-view mirror of the car. The address you are visiting must be written fully and clearly on the spare white card provided with the badge. The badge must not be displayed when not in use. If the badge is clearly displayed and used in accordance with the above conditions badge holders should not receive Penalty Charge Notices, be clamped or towed away.

Civil Enforcement Officers may still issue a ticket if they suspect you are not using the badge for a legitimate purpose. If you receive a ticket you should appeal to your local borough and the ticket may be cancelled if you can prove that you used the badge legitimately. ***London Councils and the London local authorities reserve the right to withdraw badges if it is believed that holders have misused them.***

***It is important that the information provided by you is accurate and true at the point of application***

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| --- | --- |
| Q1 | **Name of Hospital, Practice or Clinic:** |
| Q2 | **Full postal address of Hospital, Practice or Clinic:**  **Postcode:** |
| Q3 | **Name and role of person responsible for completing this application:**  **Name: Job Title:** |
| Q4 | **Contact details of person responsible for completing this application:**  **Tel: Email:**  **Website:** |
| Q5 | **London borough where practice is based:** |
| Q6 | **Total number of eligible medical staff employed** (please specify e.g. 2 doctors, 3 midwives, 6 nurses etc.)  *Eligible staff are expected to share the allocation of badges, it is unlikely that all staff will be attending emergencies at the same time. The minimum number of badges should be applied for.* |
| Q7 | **Total number of badges requested: (see table below)**  I am requesting (…...........) car  I am requesting (…………….) motorcycle |
| Q8 | **Is this your first application? Yes/No**  If no, please indicate whether your current badge(s) are expired/lost/damaged/ stolen (delete as applicable). |
| Q9 | **Please list the most current badge numbers in your possession** e.g. LH1234; LH1235 |
| Q10 | Using a separate sheet of your Hospital, Practice or Clinic ***headed note paper*** please give specific examples of the type of emergency visits undertaken.  **It is important to give examples of the reasons for making home visits – do not use general terms (e.g. “visiting patients too ill to attend surgery”), as your application may be either returned or rejected. Give as much detail as possible to the nature of your emergency visits.** |
| Q11 | How many emergency visits (on average) do your staff undertake each month? |

**PAYMENT DETAIL - £27 PER BADGE**

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| **Cheque payment enclosed** | **Amount paid: £** (payable to “London Councils”) |
| **Credit/Debit Card payment enclosed** | **Name on credit card:**  **………………………………………………………………….............................**  **Credit/debit card number:** \_ \_ \_ \_ / \_ \_ \_ \_ /\_ \_ \_ \_ /\_ \_ \_ \_  **Expiry date** ­­\_ \_ / \_ \_ \_ \_ **Start date** \_ \_ / \_ \_ \_ \_  **Amount paid: £** |
| **Payment by BACs**  **Badges will not be issued without a remittance advice. Please send your remittance advice to: -** [**heb@londoncouncils.gov.uk**](mailto:heb@londoncouncils.gov.uk) | **Lloyds Bank**  **Sort Code: 30-00-02**  **Account Number: 02418822**  **Account Name: COL-LONDON COUNCILS** |

Please send your completed application to: London Councils HEB, 59½ Southwark Street, London, SE1 0AL

Phone: 020 7934 9697 E-mail: [heb@londoncouncils.gov.uk](mailto:heb@tcfl.gov.uk)

* *If a member of staff leaves, you must ensure that they do not take a badge with them as the badge belongs to the practice - not to an individual.*
* *If badges are lost then the full £27 fee per badge must be paid again.*
* *The HEBs are valid for two years. To ensure you are not without valid badges we recommend applying to renew your badges one month before they are due to expire.*

**Declaration**

I agree to ensure that all staff temporarily issued with a Health Emergency Badge understands that the badge can only be used when attending urgent emergency medical situations. I take responsibility for the local distribution and return of the HEBs which have been issued to:

**Print name……………………………………………………….. Signature……………………………Date…………………………………………**

**NOTES**

Q.1 Only one application can be accepted per Hospital/Practice/Clinic. If you are applying for personnel on more than one site then a separate application must be made for each site.

Q.3 This can be the practice manager or any person of authority prepared to vouch for the accuracy of the information provided.

Q.6 Only medical practitioners who attend emergencies are eligible for badges – not administration or clerical staff.

Q.7 The table below gives a guideline of how many badges you can expect to receive. For instance, if you have five eligible staff you would normally be allocated three badges. If you believe there are particular circumstances in your practice (for instance if you are an organisation specialising in emergency call-outs) you may submit a written case to apply for a higher number of badges. Reasons such as “it is inconvenient” to share cannot be accepted as valid. Otherwise, please do not apply for a higher number as this will delay your application.

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| **Guidance on number of badges issues** | |
| **No of Staff Eligible** | **Normal Allocation** |
| **1** | **1** |
| **2** | **2** |
| **3** | **2** |
| **4** | **3** |
| **5** | **3** |
| **6** | **3** |
| **7** | **4** |
| **8** | **4** |
| **9** | **5** |
| **10** | **6** |
| **Above 10** | **Divide by 2** |