

Request For Parking Privileges – ANNUAL PHYSICIAN PARKING

** ALL FIELDS REQUIRED. INCOMPLETE FORMS WILL NOT BE PROCESSED*

Applicant's Personal Information:	Primary Hospital Work Site:		
SELECT ONE:	<input type="checkbox"/> 24/7 ACCESS	<input type="checkbox"/> SHORT-TERM	MSP Billing # or Employee ID #:

LAST NAME: _____ **FIRST NAME:** _____
(Print Last Name) (Print First Name)

Phone Number:		Ext.:		Email:	
Mailing Address:					
	<small>(Street)</small>		<small>(City)</small>		<small>(Postal Code)</small>

Applicants Vehicle Information: <i>The registered pass holder may park only one (1) vehicle at any one time.</i>							
Make of Vehicle #1:		License #1:		Make of Vehicle #2:		License #2:	

FEES (SUBJECT TO CHANGE)

\$20.00 REFUNDABLE ADVANCED DEPOSIT

- Payable prior to pass issuance
- Passes not returned AND received at LMC Parking Administration within [10] working days from the cancellation date will forfeit the deposit.

ANNUAL RATE

- Full twelve (12) months parking rate must be paid in full prior to parking hanger issuance
- Annual parking fee may be pro-rated for **new** enrollments outside the regular Annual billing cycle
- Parking rates are subject to change at any time
- When renewing parking privileges, applicant will be charged retroactively from the date of their previous expiry thus ensuring continuous parking coverage. **Parking Rates are not adjusted for vacation periods, etc.**
- Applicants wishing to withdraw from this parking program before the end of the fiscal year must submit the required **Cancellation Form** along with the parking pass and/or any Access card or FOB issued to the LMC Parking Administration office prior to the end of the month. A refund of any annual fees (which may be reasonably withheld) is dependent upon the return of parking pass & cancellation form to the Parking Administration office. We do not pro-rate within a month.

\$50.00 Non-Refundable Replacement Fee (Separate Replacement form required)

- Only required when parking pass is lost/stolen & requires replacement
- Returned damaged **valid** pass will be replaced at no charge

TERMS & CONDITIONS (SUBJECT TO CHANGE)

RESTRICTIONS

- Passholder CANNOT assign or transfer this agreement without the prior written consent of Parking Administration, which consent may not be unreasonably withheld.
- Passholder is responsible for remembering to bring pass each day
- 24/7 Access parking grants the Passholder unrestricted access
- Short Term parking (4) consecutive hour pass is applicable for short term on-call or patient follow-up services and rounds only. Additional parking may be purchased through the on-site parking dispenser.

I confirm that all information provided on this form is accurate and that I have read, understood, and will abide by the Terms & Conditions (see reverse page) associated with the parking pass.

Applicant's Signature: _____ **Date:** _____

PARKING ADMIN. OFFICE USE ONLY:		Date Pass Returned:		Expiry of Parking:		M/O <input type="checkbox"/> P/U <input type="checkbox"/>
Pass #:		Annual Rate:		Fee Mode:		Process Date:
Access / FOB #:		Deposit:		Deposit Mode:		Issued by:

TERMS AND CONDITIONS (SUBJECT TO CHANGE)
(Applicant to retain this document for your records)

RESTRICTIONS

- Passholder CANNOT assign or transfer this agreement without the prior written consent of LMC Parking Administration, which its consent may be reasonably withheld
- Passholder is responsible for remembering to bring their pass each day and display their parking pass while occupying a stall

CHARGES

- Parking Administration charges for the use of one parking space only
- If the annual parking pass is not clearly displayed while parked, the Passholder must **Pay the PUBLIC daily parking rate**

CONDITIONS

- Parking pass does not guarantee reserved parking, unless otherwise assigned by LMC Parking Administration
- LMC Parking Administration reserves the right at any time to refuse parking at the Pass holder's primary site
- LMC Parking Administration will endeavor to relocate the Passholder to another available location for the period that the Pass holder's primary site is unavailable
- Passholder is subject to the Terms and Conditions displayed on all signs in the parking facility
- LMC Parking Administration is not responsible or liable for any injury, death, property damage, theft or disappearance occurring in, on or about the parking facility to the Passholder or anyone claiming under or through the Passholder

ISSUANCE OF VIOLATION TICKET and/or TOWING OF VEHICLE

- Unauthorized transfer of parking pass is subject to cancellation of parking privileges
- Vehicles not displaying a valid parking pass are subject to an irrevocable parking violation
- Vehicles not paying for the stall when required are subject to an irrevocable parking violation
- Vehicles impeding pedestrian walkways, doorways, fire lanes, or any other access ways are subject to being towed
- Displaying a LOST/STOLEN parking hanger is subject to a parking violation, tow or both at owners expense

CHANGES, CANCELLATIONS OR REFUNDS

- It is the responsibility of the Pass holder to contact IPS, LMC Parking Administration regarding ALL changes pertaining to employment status, primary parking site and/or parking payment charges
- To cancel parking enrollment, Pass holder is required to notify LMC Parking Administration in writing by **submitting a Cancellation Form and returning their annual PHYSICIAN hanger/access card** to the LMC Parking Administration office

APPLICATION PROCESS	PAYMENT OPTIONS
<p>1) Complete the form ELECTRONICALLY AND PRINT TO SIGN</p> <p>2) Fax or email signed application form to LMC Parking Administration via: Fax: (604) 930-5441 Email: parking@fraserhealth.ca (FHA Facilities) Email: LMCparking@fraserhealth.ca (VCH, PHC & PHSA Facilities)</p> <p>3) After you have faxed or emailed your application form please PHONE 604-930-5440 to provide credit card information for payment</p> <p align="center"><u>OR</u></p> <p>Mail signed Application Form with cheque payment to:</p> <p align="center">LMC Parking Administration Central City Tower #100, 13450 - 102nd Avenue Surrey, BC V3T 5X3</p>	<ul style="list-style-type: none"> ▪ Credit card (MasterCard, Visa and American Express) ▪ Debit card/INTERAC (IN PERSON) ▪ Cheque made payable to the Health Authority of the Primary Parking Facility listed below: <p>FHA site - "FRASER HEALTH AUTHORITY" PHC site - "PROVIDENCE HEALTH CARE SOCIETY" PHSA site- "PROVINCIAL HEALTH SERVICES AUTHORITY" VCH site- "VANCOUVER COASTAL HEALTH AUTHORITY"</p> <p align="center"><u>CASH IS NOT ACCEPTED</u></p>
<p><i>*Please confirm that your contact information is accurate and complete. LMC Parking Administration may need to communicate with you.</i></p>	

****Contact LMC Parking Administration if you fail to receive the parking pass within ten (10) days. Note that we DO NOT send parking passes to a hospital address and do not have control over the delay in delivery via external mail service. We recommend you pick up your parking pass at the LMC Parking Administration office listed above.**