

APCOA Royal Devon & Exeter Staff Parking Permit Portal Carers How to Apply for a Permit

<https://rdestaff.apcoa.co.uk/>

APCOA's new permit portal will enable you to register and apply for your volunteer onsite permit. It is your responsibility as a permit holder to ensure that your details are correct and kept up to date on the system prior to using the parking area/car parks.

Full details of the Terms and Conditions for staff car parking are contained on the portal.

Please start at Request a Permit. You will be required to register for the portal by providing name, address and contact details. You will receive an email to the specified address which will contain a 6-digit validation code. Once validated, your account will be open to apply for your permit.

The process is simple and will lead you through the process – you will be asked to specify the vehicle for the permit and then a series of clarifications related to your role – all of which will be used to calculate the cost of the permit (free for volunteer drivers).

When applying for the permit you need to select the following options from the drop-down lists:

Permit Type – Volunteer (onsite)
Locations – Royal Devon and Exeter
Department – Corporate Services
Number of Working Days per Week – 7
Staff Group – Non-Clinical
Main site of work – Royal Devon and Exeter

Your permit application will be approved by a First Level Approver (FLA) within the Car Parking Administration team, if you enter in the following information:

First Level Approval – rde-tr.travelhub@nhs.net
First Level Approver Full Name – Louise McKeever
First Level Approver Job Title – Admin Team Leader

Note that there will also be a second level of approval, which will be managed by the RD&E Car Parking Administration team, before your application can be approved.

You need to upload a copy of your Blue Badge or Carers ID card if applicable, so please ensure these are available in the correct formats (image files – JPG/PNG and PDF files).

You will be asked to accept the Trust's permit Terms & Conditions as well as the Trust's Fraud Statement.

The current status of your application will be available from within your account. 'Pending FLA' means the application remains with your First Level Approver, while 'Pending' indicates the application is with the Trust Admin Team.