

### Student Car Parking Application Process

Application for a car parking permit at MFT is now via an on-line process. To apply for a car parking permit whilst on placement at MFT you need to complete the following process:

- Enter [www.parksolve.co.uk/cmft](http://www.parksolve.co.uk/cmft)
- Enter your details  
Full name and title, date of birth, contact number, home address
- Where it asks for employer, select MFT
- Where it asks for division, select the division your placement area is in, i.e Surgery, Children's, Specialist Medicine, etc (if unsure, ask your PEF)
- Where it asks for directorate, as above instructions
- Where it asks for job title, enter student nurse/dietician etc. and the university you are from
- Where it asks for assignment number, enter N/A or none

- Enter below details as your manager-

Line Manager Name-PEF Team  
Line Manager Job Title-Practice Education Facilitator  
Line Manager Email address- [pef.team@mft.nhs.uk](mailto:pef.team@mft.nhs.uk)  
Line Manager work contact number-0161 701 0385

- Where it asks for salary band put less than £8K
- Where it asks for your shift patterns, please find out what your earliest start time and latest finish time will be, whether you will be working weekend and night shifts and write these in the comments box
- You will be asked how you want to pay-select debit card payment (this is **£8.40** per month plus a **£2.50** admin fee= **£10.90**)
- Once you have paid, you will receive an email to state which car park you have been allocated
- Take this email to car parking (where you had your ID badge issued)
- It should all be processed on the same day or the next working day

**You are not always guaranteed to be allocated an onsite car parking space, however, the car parking team will endeavour to allocate you a parking space close to site.**

**If you request to be allocated to Hathersage or Grafton Street Car Park, you are required to park on floor 4 and above, floors below this are for patients/visitors only.**

**Please take care when completing the application form as any incorrect/ omitted information will result in your application being declined. Please ensure you correctly enter any email addresses otherwise this can delay the PEF Team authorising your application or may result in yourself not receiving the confirmation email.**

**Once the PEF Team have authorised your application, you will be sent a link by car parking to make your payment. Once you have made your payment, you will then receive a confirmation email from car parking to let you know that your car parking permit is ready for collection from the car parking office.**

**N.B. Confirmation emails may go into your junk mail rather than your inbox.**

**If you have any problems please contact your PEF**