

# Sussex Community NHS Foundation Trust

## Car Parking Appeals Procedure

This procedure has been produced to provide public, patients and staff members who have received a Parking Charge Notice (PCN), at NHS sites where Sussex Community NHS Foundation Trust (SCFT) hold the parking contract, with a set route to follow in regards to appealing the PCN.

### 1. PCN has been Issued:

If you receive a PCN for breaching the conditions of parking and wish to appeal, please follow the appeal instructions on the PCN. You must appeal in the first instance through One Parking Solution (OPS) no later than 28 days from the date of issue to:

Appeals Department  
One Parking Solution Limited  
95 Arundel Road  
Worthing  
West Sussex  
BN13 3EU

or online at <https://oneparkingsolution.co.uk/appeal-new/>

### 2. PCN Appeal Unsuccessful:

If your appeal through OPS is unsuccessful, you can either appeal to the Trust, **or** to an independent external organisation; Parking On Private Land Appeals (POPLA). Please note either option **must** be done within 28 days of receiving notice that your OPS appeal was unsuccessful. **You will therefore be unable to appeal to both.**

#### a. Appeal through the Trust

You must email [sc-tr.parkingappeals@nhs.net](mailto:sc-tr.parkingappeals@nhs.net) within 28 days of you receiving notice that your OPS appeal being rejected and provide the following:

- A copy of the PCN
- Any photographic evidence to support why your appeal should be upheld
- A written statement identifying why your appeal should be upheld
- Any other evidence to support your appeal

The SCFT Parking Appeals Panel meets once a month. To ensure fair representation for public, patients and staff, Public Governors & Staff Governors have been invited to sit on the Parking Appeals Panel.

The Parking Appeals Panel decision will be final and cannot be overturned by any other method within SCFT.

**Your appeal will be rejected by the SCFT Parking Appeals Panel if you have not followed the above procedure or have attempted to pursue it through other SCFT internal routes before following this procedure.**

#### b. Appeal through Parking On Private Land Appeals (POPLA):

- Your appeal rejection letter will provide you with a POPLA 10 digit verification code which can be used at <http://popla.co.uk/>
- Full instructions on how to appeal at POPLA are given on the POPLA website

**You will not be able to appeal via POPLA or the Trust if you have not appealed through OPS first.**