

APPLICATION FOR CAR PARKING (from 1 October 2020)

West Suffolk Hospital

PLEASE PRINT OR TYPE THE FORM; COMPLETE ALL SECTIONS; AND ENSURE THAT YOUR CAR REGISTRATION DETAILS ARE WRITTEN CLEARLY i.e. differentiate between a **U** and a **V**; **B** or **8** **Completed form to be taken to the car parking office (car park A)**

Title (Mr/Mrs/Miss/Ms/Dr)				
Forename and Middle name				
Surname				
Job title				
Department				
Contract start date				
Contract hours				
Employing Trust/Organisation and Department/Bank/Agency <i>(e.g. WSH, Community, Addenbrookes, Colchester, NHS Professionals)</i>	Trust:			
	Other organisation:			
Are you living in Hospital Accommodation?	YES / NO			
How long will you be resident?	Until (date)			
Number of days/nights worked each week (if known)	Days Nights			
Type of shifts worked	VARIABLE/ DAYS/ NIGHTS/ TWILIGHT <i>(please circle as appropriate)</i>			
No. of shifts worked each week (if known)				
Registered Car sharer	YES / NO			
Do you intend to use Senior Staff car park?	YES / NO			
Preference for car free day <i>(See separate Trust guidelines attached)</i>	Mon Tue Wed Thu Fri <i>(please select one day)</i>			
ACCESS TO SITE START DATE				
VEHICLE DETAILS	Reg. No.	Make	Model	Colour
Car 1				
Car 2				
Car 3				

PAYMENT OPTIONS FOR CAR PARKING

ALL new employees authorised to park on site will have car park charges deducted from salary unless there are extenuating circumstances to prevent this. Please tick relevant boxes below.

For non-Trust employees (employees not on WSH direct payroll) please pick one of the options marked ***

How do you wish to pay for parking? (please tick)		Monthly Salary Deduction (Confirm working hours below*)
		*** Pay Daily
		*** Advance Payment (cash or cheque)

***If you wish to pay by Monthly Salary Deduction:**

I authorise the Trust to deduct the appropriate car parking fee from my monthly salary whilst I am eligible to park on the West Suffolk Hospital site. Please tick one box:

Up to 15 hours a week	Deduct	£ 8.20 per month	
15.5 - 22.5 hours a week	Deduct	£ 16.40 per month	
23 - 30 hours a week	Deduct	£ 24.50 per month	
Over 30 hours a week	Deduct	£ 30.60 per month	

OR *For Senior Staff only – If you wish to access the Senior Staff Car Park:

I authorise the Trust to deduct the appropriate car parking fee from my monthly salary whilst I am authorised to use the senior staff car park. I understand that I will be charged for the number of days I park on site each week. Please tick 1 box:

	Up 1 day a week	£ 12.24 per month
	2 days a week	£ 24.48 per month
	3 days a week	£ 36.72 per month
	4 days a week	£ 48.96 per month
	5 days a week	£ 61.20 per month

The Trust's Payroll Department is authorised to adjust deductions according to hours worked and any increases in car parking charges, as indicated above.

CAR PARKING CHARGES to be deducted with effect from

I confirm that to the best of my knowledge the above information is correct.

We will manage your information in line with the General Data Protection Regulation 2016/679. The information provided on this form will be used to manage your use of the West Suffolk NHS Foundation Trust car parks, including recharging of costs incurred for repairs to damaged equipment or underpayment of charges, and will be shared with CP Plus Ltd (Group Nexus) who manage the car parks on behalf of the Trust. Your information may also be shared with CP Plus Ltd (Group Nexus) to recover penalty charges.

The information will be retained for the duration of your employment and then destroyed. By signing this form you are consenting to the above use of your information for these purposes.

You have the following rights in relation to the way we handle your information:

- If you no longer want us to use your information for the purposes specified above or
- If you want to request to have your information erased or rectified.

Please contact the Car Parking office or Clare Farrant on 01284-713829

Signature.....

Date.....

CHANGES OF DETAILS/CIRCUMSTANCES

Current Arrangements:

Name	
Job Title	
Employing Trust	
Department/Area	
Hours per week worked	
Payroll Number (if you have one)	
Current payment arrangements	Monthly Salary Deduction – Staff Car Park
	Monthly Salary Deduction – Senior Staff Car Park
	Pay As You Go
	Advance Payment
	I do not currently pay

New Arrangements (Please complete effective date, and only boxes where changes need to be made).

Date changes effective from	
Name	
Job Title	
Employing Trust	
Department/Area	
Hours per week worked	
Payroll Number	
Details of changes to be made e.g. method of payment; leave of absence; etc.	I wish to pay for car parking as follows:
	Monthly Salary Deduction – Staff Car Park
	Monthly Salary Deduction – Senior Staff Car Park
	Pay As You Go
	Advance Payment
	I now no longer need to pay. Please give reason below:

The Trust's Payroll Department is authorised to adjust deductions according to hours worked and any increases in car parking charges, as indicated above. I confirm that to the best of my knowledge the above information is correct.

We will manage your information in line with the General Data Protection Regulation 2016/679. The information provided on this form will be used to manage your use of the West Suffolk NHS Foundation Trust car parks, including recharging of costs incurred for repairs to damaged equipment or underpayment of charges, and will be shared with OCS Group UK Ltd who manage the car parks on behalf of the Trust. Your information may also be shared with Legion Group to recover penalty charges.

The information will be retained for the duration of your employment and then destroyed. By signing this form you are consenting to the above use of your information for these purposes.

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Signature.....

Date.....