

# Application for Car Parking - Medical Staff Only

West Suffolk Hospital site and / or Rugby Club



**West Suffolk**  
NHS Foundation Trust

Title

Surname

Forename

Middle Name

Post Code

Job Title

Employing Trust / Organisation & Department / Area

Worked (e.g. WSH/St Helens & Knowsley/CGC/Wedgewood/ Busy Bees  
and for department; Community, DSU, Ward/Area)

If you work in Community, how often do you visit  
the hospital site?

Daily

Weekly

Ad-hoc

Are you living in Hospital Accommodation?

Yes

No

How long will you be resident?

NHS Professionals (i.e. Bank)

Yes

No

Agency

Yes

No

If on a Fixed Term Contract, please confirm  
dates of employment

Start Date

Expected leaving date

Hours worked each week (if known)

Number of days / nights worked each week (if known)

Type of shifts worked

Variable

Days

Nights

Twilight

Number of shifts worked each week (if known)

Payroll number (if known)

Registered Car Sharer?

Yes

No

Do you intend to use the Senior Staff car park?

Yes

No

Preference for Car Free Day

Monday

Tuesday

Wednesday

Thursday

Friday

(See separate Trust Guidelines attached)

## Vehicle Details

Reg. No.

Make

Model

Colour

## Payment Options for Car Parking

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

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

\*\*\*Pay as you Go

\*\*\*Advance Payment (cash or cheque)

Other

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

## Declaration

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

Signature

Date

## For OCS use only

ACCESS GIVEN TO WEST SUFFOLK HOSPITAL (Mon – Fri) **Yes** **No**

ACCESS GIVEN TO RUGBY CLUB (Mon – Fri) and WSH site evenings and weekends **Yes** **No**