

Site: West Suffolk Hospital

Car parking application and evidence form (from June 2024)

Completed forms should be returned to carparkingenquiries@wsh.nhs.uk

Name (as recorded on ESR)								
Work base								
Trust email address								
Vehicle registration number								
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								
Fixed working pattern		Shift start time				Shift end time		
Working pattern								
Please select		Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Variable working pattern		Shift start time				Shift end time		
Early shifts								
Late shifts								
Night shifts								
Long days								
Day shifts								
Twilight shifts								
Other – please specify								
Please select when you work this pattern		Across all days		Weeks days only		Weekends only		
Pre-registration student		Complete page 1 only						
		Start date				End date		
Education Line Manger								

Please Note:

- Any changes in work pattern will require a new evidence form.
- Any vehicle movement patterns which do not meet the agreed eligibility criteria for on-site parking will be investigated and further action may be taken.

I confirm that the information provided above is correct for this employee:

Line Manager/Education Line Manager signature _____
 Print name _____
 Job title _____
 Date _____

Please inform the car park office immediately if you change your vehicle or if you need to bring a different vehicle to site 07815 154230 or westsuffolknhs@groupnexus.co.uk

Failure to do this will result in your vehicle being stopped at the exit barrier.

			Date
Application not approved		Colleague informed	
Application approved		Added to car park system	

Payment options for car parking

Please tick relevant box below

How do you wish to pay for parking?	<input type="checkbox"/>	Monthly Salary Deduction – band 4 and above only (confirm working hours below*)
	<input type="checkbox"/>	Pay in advance (confirm working hours below*) Please visit the car park office for further details
	<input type="checkbox"/>	Pay Daily

***If you wish to pay by Monthly Salary Deduction** (band 4 and above, West Suffolk NHS FT employees only):

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	£ 8.30 per month	<input type="checkbox"/>
15.5 - 22.5 hours a week	Deduct	£ 16.70 per month	<input type="checkbox"/>
23 - 30 hours a week	Deduct	£ 25.00 per month	<input type="checkbox"/>
Over 30 hours a week	Deduct	£ 31.30 per month	<input type="checkbox"/>

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

Pay in advance:

Up to 15 hours a week	Top up at pay machine £ 8.30 per month	<input type="checkbox"/>
15.5 - 22.5 hours a week	Top up at pay machine £ 16.70 per month	<input type="checkbox"/>
23 - 30 hours a week	Top up at pay machine £ 25.00 per month	<input type="checkbox"/>
Over 30 hours a week	Top up at pay machine £ 31.30 per month	<input type="checkbox"/>

Please visit the car park office for further details.

Pay daily including non-Trust employees (employees not on WSH direct payroll) you will need to pay daily: £2.10 daily rate and free of charge for staff working a night shift if a vehicle arrives after 17:30 and leaves before 09:30 the following morning.

Pay Daily (Please tick)	<input type="checkbox"/>
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I confirm that to the best of my knowledge the above information is correct.

Signature.....

Date.....

The Trust 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's car park at the West Suffolk Hospital site, 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 westsuffolknhs@groupnexus.co.uk or E&F Business Team carparkingenquiries@wsh.nhs.uk