

Car parking application form (from 18 April 2023)
Site: 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

The completed form should 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 (e.g., WSH, Community, Addenbrooke's, Colchester, NHS Professionals)		Trust: Other organisation:		
Are you living in hospital accommodation? How long will you be resident?		YES / NO Until (date)		
Number of days/nights worked each week (if known)		Days Nights		
Type of shifts worked		VARIABLE/ DAYS/ NIGHTS/ TWILIGHT (Please circle as appropriate)		
No. of shifts worked each week (if known)				
Registered car sharer		YES / NO		
ACCESS TO SITE START DATE				
VEHICLE DETAILS	Reg. No.	Make	Model	Colour
Car*				

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

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

**Payment options for car parking
West Suffolk NHS FT employees**

Please tick relevant box below

How do you wish to pay for parking?	<input type="checkbox"/>	Monthly Salary Deduction (confirm working hours below*)
	<input type="checkbox"/>	Pay Daily

***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:

Working hours per week	Deduction per month from your salary	
Up to 15 hours a week	£ 8.00 per month	<input type="checkbox"/>
15.5 - 22.5 hours a week	£ 16.00 per month	<input type="checkbox"/>
23 - 30 hours a week	£ 24.00 per month	<input type="checkbox"/>
Over 30 hours a week	£ 30.00 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

Non-Trust employees (employees not on WSH direct payroll) you will need to pay daily:

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.

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'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 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
	Pay As You Go

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 (if you have one)	
	I wish to pay for car parking as follows:
New payment arrangements	Monthly Salary Deduction
	Pay As You Go

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 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.

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

Signature.....

Date.....