

## Information for new employees

# Parking

Parking on the West Suffolk Hospital site is limited and no guarantee is given to any user of the site that parking can be provided. However, the Trust recognises that staff or students working outside the hours of 7am - 6.30pm (twilight, late, night shifts) will need access.

If your new role does not entitle you to park on the hospital site but includes on-call duties, you will be able to access on-site parking for on-call rostered days only. Please provide details of your on-call days to the car park office who will validate parking at the staff rate for these days only.

If you are resident in on-site accommodation you will also be eligible to park on site. Colleagues will need to apply for on-site parking when they leave on-site accommodation.

All staff or students who are eligible to park on the West Suffolk Hospital site are required to register with the car parking office, located adjacent to car park A at the front of the hospital. However, before visiting the car park office to register, you must have evidence of your eligibility to park on site - for example an unconditional letter of appointment from HR.

Permission to park on site does not guarantee a space in the staff-designated car parks. Staff are not permitted to park in a patient- and visitor-designated car park (except staff working a night shift who may park in the front car park after 3pm providing they leave before 9am the following morning).

**Vehicles must be parked within a marked bay.**

## Park and ride

The Trust also has free off-site parking approximately one mile from the hospital, and shuttle buses run to and from the hospital in the mornings and afternoons (also free of charge).

If you wish to park off-site you should email your name, department and vehicle registration number to [carparkingenquiries@wsh.nhs.uk](mailto:carparkingenquiries@wsh.nhs.uk).

## Apply to park

Please complete an application form and return to the car park office: CP Plus Ltd (Group Nexus), car park A. It is preferable that you do this before your first day of employment so that car parking staff know how you wish to pay for your parking and can register you on the database.

If you are driving to work on your first day, please park in the patient and visitor car park situated at the front of the hospital (car park A) and visit the car parking office promptly to ensure you are registered correctly.

**Please remember to bring evidence of your eligibility to park.**

## Pay for parking

All new employees of the Trust, based at the West Suffolk Hospital and eligible to park on site must pay for parking. This can be either by salary deduction - based on contracted working hours, or the staff daily rate for parking.

A pay in advance monthly option is also available to colleagues based on the hospital site but not employed by WSFT.

Staff vehicles not registered on the car park system will be charged at the full public rate. Current charges can be seen on the application form or at the car parking office.

## Bicycles and motorcycles

Open shelters are provided on-site for parking two-wheeled vehicles. In addition, secure storage can be accessed via staff ID card (a one-off payment will be required).

The Trust also participates in a 'salary sacrifice' cycle scheme which enables permanent members of staff and their families to purchase bicycles at a discounted price.

## Car sharing

If you would like to offer a space in your car, 'buddy up' with a colleague, or are looking for a lift to or from work, you can find car sharing information in the [Car Parking and Management of Barrier Controlled Site Policy PP016](#).



### Further reading and information

#### **Car Parking and Management of Barrier Controlled Site Policy**

**PP016** can be found on the staff intranet. This covers all aspects of parking, eligibility, details of car-sharing, car-free day, off-site parking, etc.

#### **Map of car parks, cycle storage and hospital departments**

#### **Cycle to Work scheme**

This scheme is managed by the Trust's finance team.

#### **Sustainable travel information:**

- Cycle route planner – [www.cyclestreets.net](http://www.cyclestreets.net)
- Another cycle route planner - [www.cycle.travel/map](http://www.cycle.travel/map)
- Public transport route planner - [www.traveline.info](http://www.traveline.info)
- Suffolk Public Transport Information - [www.suffolkonboard.com](http://www.suffolkonboard.com)
- Suffolk Car Share - [www.suffolkcarshare.com](http://www.suffolkcarshare.com)
- The Way to Go Suffolk <https://thewaytogosuffolk.org.uk/>

# Useful contacts

Clare Farrant, travel and sustainability manager

t. 01284 713829 | e. [clare.farrant@wsh.nhs.uk](mailto:clare.farrant@wsh.nhs.uk)

Car park team, CP Plus Ltd (Group Nexus)

t. 07815 154230 | e. [westsuffolknhs@groupnexus.co.uk](mailto:westsuffolknhs@groupnexus.co.uk)

## Secure cycle storage

Marcus Powling, business information and systems officer

t. 01284 713646 | e. [marcus.powling@wsh.nhs.uk](mailto:marcus.powling@wsh.nhs.uk)

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