

## **Staff Car Parking at ULHT**

Staff are entitled to park FREE across all ULHT sites once they have registered for staff car parking.

To do this you need to scan the QR Code and follow the instructions.

### Common Q & As

Q. It asks for my banding on the form but I don't know this?

A. you can give "Doctor" as your banding

Q. It asks for the name of my manager, who is this?

A. A rota co-ordinator or service manager for your first rotation (see the Contacts sheet for more information located in pre-induction on Google Drive link)

Q. It asks for an address, which address should I give?

A. Your current address is fine for this

Q. Your Email address

A. You need to give an NHS email address for this. Doctors who do not yet have an NHS email address can collect up to 2 free passes to park in the **visitor** car park for each of the first two days; your induction day and the day after. You will receive an NHS email address on your first day that will allow you to proceed to register for Free Staff Car Parking during this time.

Q. I am booked into accommodation on site, do I still have to register for car parking?

A. Yes, to be on the safe side you should register your vehicle(s)

Q. I just need to drop a few things off at my accommodation/drive and stay for a short time, do I still need to register my car to do this?

A. Yes, register your vehicle

Q. I am registered for Staff Car Parking – where can I park?

A. Please park in the any of the staff car parks

Q. Is there an expiry date when registering my vehicle?

A. Yes, your car is registered for one year so if you are remaining at the Trust for a further period, please re-register your car. You should get a reminder to do this on the email you gave when you completed the registration form.

In effect you are creating an account for a parking permit. You can make any changes necessary on your account including change of role, manager and vehicle registration but it is your responsibility to do this.

Parking anywhere with an unregistered vehicle can result in Parking Eye issuing you with a parking notice.

**REGISTER FOR STAFF CAR PARKING - parking is FREE for all Staff**