



Q-Park comms- Application process for Permits- All Hospital Sites

Please note that if you are working in one of our community locations, parking arrangements will vary from site to site. The Q-Park pass applies to City, Sandwell and Rowley Regis Hospital and the same pass works in all three.

Welcome to Sandwell & West Birmingham NHS Trust. To be able to park your car on site you are required to fill out an online application to obtain a valid permit to park on SWBT sites. (Staff parking areas only, permits are not valid in Visitor Parking). The guidelines to apply for a permit are:

1. Login to <https://permits.paysmarti.co.uk/acct/qparkswbt/> to register.
2. All staff employed directly by The Trust should apply as **Trust Staff permit**. This includes those staff who are currently employed by Royal Wolverhampton Trust and EQUANS.
3. All other staff on site should apply for a **Non-Trust Staff permit**. Both of these are the same price so please ensure you apply for the correct product or your application will be rejected. This is not the full list, but Non-Trust staff include Black Country Mental Health, Alliance, Bounty, B-Braun, Stericycle, Siemens and students who are not paid by the Trust.
4. During this process you will be able to choose your start date (this must be the 1st of the month).
5. Due to the current Government Guidelines please choose the Direct Debit option. There is an option to "Pay in Full" but due to staff on site having free parking at the moment, you should not choose this option. Please ensure you upload a direct debit mandate as part of your application including Bank Name, full postal address and application number as requested on the form. You can find the form by [clicking here](#).
6. You should allow up to 10 working days for processing.
7. You will receive an e-mail when your permit has been processed and your pass is ready for collection.
8. Collections will be from the Q-Park lodge at the location you regularly work at which you will be asked to complete as part of your application. For Sandwell applications our office is in the Multi-Storey Car Park and the pickup times are 10:00-13:00 and 18:00-21:00. For City Hospital our office is in the Multi-storey car park and the pickup times are 06:00-08:00, 12:00-13:00 and 18:00-20:00. Rowley Regis applications can be picked up from the reception area in office hours.

If you have any queries regarding your application please contact sandwellpermits@q-park.co.uk

Kind regards,

Q-Park Sandwell & West Birmingham NHS Trust