



Application for the Suspension of Parking Bays



Applicants Name

Company (if applicable)

Address

Post Code

Telephone Number Mobile Number

Fax Number

I would like to request the suspension of bays at the following location (outside or opposite)

Reason for Suspension

From to being days(s)

Please note that suspensions are not granted for cars, please seek advice to avoid receiving unnecessary parking fines

Method of Payment

Credit/Debit Card (details below) Credit/Debit card by telephone Cheque/Postal Order Cashier

Amount £ Credit/Debit card type Cardholder's Name

Card Number

Expiry Date Valid From Issue Number (if applicable)

I confirm that I have read and understood the notes attached (failure to sign this application will result in it being declined).

Signature _____ Date _____

Notes

1. Suspension of bays requires at least 24 HOURS (1 Working Day) notice in writing. Applications including payment must be received no later than 10am on the day before the date requested. If you require suspension of bays longer than 10 metres or for more than 2 days this requires more notice, therefore please telephone the Parking office on 01403 215058/6 for further information.
2. A bay is approximately 5 metres in length.
3. Suspensions can be granted at any time of day. If you have any problems with illegally parked vehicles in the suspended area booked, contact the Parking Team Mon-Fri 01403 215058, Sat 01403 230721.
4. At least one suspension warning sign will be erected depending on availability at appropriate street furniture.

Cost

1. £15 per day or part thereof, for up to two bays. Charges will be waived in the event of a wedding/funeral. You may pay at the Council Offices, Park North 9:00am to 5:00pm Mon - Fri.

Cancellations or Changes

1. Should you need to change the suspension you have booked, you MUST contact the Parking Office in writing, at least 24 hours (1 working day) before the new date required.
2. We must be given at least 2 working days notice for all cancellations otherwise no refund will be issued.

FOR OFFICIAL USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE

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Consent No		Description of Suspension	
Date(s) of Suspension			
Authorising Officer			