



# UTILITY COMPANY ONLY APPLICATION FORM FOR SUSPENDING PARKING BAYS

1. We suspend parking places for utility companies on the first day only (unless the reason is for traffic flow) to enable them to access the requested site to carry out necessary works. If you have any queries regarding this application form please contact a Customer Services Officer on the number below.
2. A suspension costs £44 for each space booked. Each space is about 16 feet (or 5 metres) long. **You will need to pay this fee when you apply for a suspension.** We charge a fee for suspensions in line with the Local Authorities (Transport Charges) Regulations 1998. This fee covers our costs to provide the suspension service, but does not include the cost to enforce the suspension. Even if you have booked a suspension, it does not mean you can use one of our parking attendants or removal crews.
3. The Royal Borough of Kensington provide the parking suspension service in accordance with statutory powers and duties and reasonable care will be taken in processing applications. However, no liability is accepted for any financial loss (whether direct or consequential) that may arise as a result of accepting an application.
4. If the suspension is within a controlled parking zone where resident parking bay controls apply from 8.30am to 10pm Monday to Friday, the suspension will start at 8.30am and finish at 6.30pm Monday to Friday. If the suspension is within a controlled parking zone where resident parking bay controls apply from 8.30am to 1.30pm on Saturdays, the suspension will start at 8.30am and finish at 1.30pm on Saturdays. If the suspension is within a controlled parking zone where resident parking bay controls apply from 1pm to 5pm on Sundays, the suspension will start at 1pm and finish at 5pm on Sundays.
5. We need 5 full notification days to suspend a resident, diplomatic, numbered disabled bay, car club or doctors' parking bay. We need 2 full notification days to suspend a pay-and-display or a blue badge disabled parking bay.
6. Cancellation requests must be received in writing. Requests received before 3pm will be processed for the following day. A £15 admin fee will be charged if you cancel the suspension before it starts and where the signs have already been erected. Visit our website to view the full list of fees.

**We do not count bank and public holidays or Sundays as notification days, so you should take these into account when arranging a suspension.** See website for further suspension notice details.

## **TRAFFIC FLOW SUSPENSIONS ONLY**

**You must renew a suspension before 3pm on the day prior to your suspension expiring.** If your suspension expires on Sunday or Monday, we must receive your renewal and payment before 3pm on the Friday prior to expiry.

**Please complete the reverse side of this form.**

**If you have any problems please contact Customer Services on 020 7361 4385.**

Postal address only: Parking Operations, Annexe Building, Council Offices,  
Pembroke Road, London W8 6LZ

Personal visits can be made to the Customer Service Centre, The Town Hall Hornton Street,  
London, W8 7NX between 9am and 5pm Monday to Friday.

Phone: 020 7361 4385

Fax: 020 7361 4239

e-mail: [parking.suspensions@rbkc.gov.uk](mailto:parking.suspensions@rbkc.gov.uk)

Website: [www.rbkc.gov.uk/parking](http://www.rbkc.gov.uk/parking)

# Utility Suspensions Application continued

## YOUR DETAILS

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

Company name:

Working on behalf of:

Address and full postcode:

Office contact name:  Office tel no:

Site contact name:  Site tel no:

## SUSPENSION DETAILS (see notes over the page)

Utility companies working within RBKC usually book the suspension for the start date only to enable them to access the site and then barricade the work area until the works are finished.

When do you need the suspension? Start ...../...../.....

End: ...../...../.....  
(end date only applicable for Traffic Flow)

Streetworks Opening Notice Number:  Purchase/Order number:

Where are the works taking place? Carriageway  Footway

Is this part of a road closure? Yes  No

Nature of works:

Location of suspension:

In the section below please indicate the amount of bays of each type in the box:

Resident bay:  Pay-and-display bay:  Other:

Please state type (see over)

In order to facilitate better use of parking in the Borough for residents, please indicate the time you expect the suspension to end each day:

4pm  4.30pm  5pm  5.30pm  6pm  nominated time:

## SUSPENSION OF PARKING BAYS FOR TRAFFIC FLOW

If the bays are required for traffic flow while works are being carried out, please complete this section. Charges are made for the first day only for a traffic flow suspension regardless of the amount of days required so that the flow of traffic can be maintained.

Bays used for any other reason by you or your contractors, such as vehicles or contractor's vehicles, parked within the designated traffic flow area will receive a penalty charge notice.

Location of traffic flow suspension:

Time suspension is required: 24hrs  Nominated time: Start:  Finish:

Resident bay:  Pay-and-display bay:  Other:

Please state type (see over)

## PAYMENT DETAILS (see note 2 over the page)

How will you pay for the suspension? Cash  Cheque  Credit or debit card

Make your cheque payable to RB Kensington and Chelsea

Visit the Customer Service Centre to pay in person with any of the above options (the address can be found on the front page). Applications and payment by post must reach us before 3pm on the deadline day of the notice period so allow plenty of time for it to reach us.

If you require a member of the Suspensions team to contact you between 9am and 5pm Monday to Friday by telephone to arrange payment by credit/debit card, please tick this box. (We do not accept Amex or Diners Club cards)

Provide an alternative telephone and mobile contact number if different from the ones given earlier in the form.

Telephone Number:  Mobile:

A suspension cannot be granted unless full payment has been received in advance.

Your signature – I confirm that I have read and understood the notes that accompany this form.

Your signature:  Date: