



# APPLICATION FORM FOR SUSPENDING PARKING BAYS

1. We suspend parking places so that necessary work can be carried out by the public utilities (gas, water and electricity companies), and so that private companies and individuals may carry out certain work and services.
2. A suspension fee applies for each chargeable day, per space required. The fee is £44 for 1 to 5 chargeable days; £66 for 6 to 42 days; £88 from day 43 or more. For example, if you want three spaces for two days calculate 3 spaces x £44 = £132 x 2 days. Each space is about 16 feet (or 5 metres) long. This fee must be paid when you apply for a suspension.
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. 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.
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 working days to suspend a resident, diplomatic, numbered disabled bay, car club or doctors' parking bay. We need 2 full working days to suspend a pay and display or a blue-badge disabled parking bay. (Where chargeable days are not booked as cumulative, one clear week is required between the end of an application and the start of a new one for the same location and by same applicant.)
6. Cancellation requests must be received in writing. Requests received before 3pm will be processed for the following day. A £10 admin fee will be charged for any change to the application. A £15 admin fee will be charged if you cancel the suspension before it starts and where the signs have already been erected or £10 if the sign has not yet been put up.

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

**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)

# Suspensions Application continued

## YOUR DETAILS

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

Your/Company name:

(Name of the person or company applying. Please say whether you are an individual, 'trading as' or a limited company.)

Your registered address and postcode:

Contact name:  Email:

Telephone Number:  Mobile:

## SUSPENSION DETAILS (see notes over the page)

If you are renewing your current suspension, you must give the suspension reference number

When you need the suspension from: ...../...../..... to: ...../...../.....

Including Saturday: Yes  No

Including Sunday: Yes  No

Please call 020 7361 4385 if you are unaware of the controlled hours in the location requested.

Reason for suspension:

Location of suspension:

Vehicle registration(s):  (You must give these)

Type of vehicles: Van  Lorry  Truck  (We only grant suspensions for these vehicles. Any other type may be issued with a penalty charge notice.)

Number of bays required: Pay-and-display bay  Resident bay  Other

Total number of days:  (see note 2 over the page)

Purchase order or job number (if this applies)

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

Please call 020 7361 4385 if you are unaware of the controlled hours in the location requested.

You may use the bay after the nominated time, the vehicles you indicate for the suspension will not receive a Penalty Charge Notice as long as they leave by 6.30pm.

## 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: