

The Royal Borough of Kensington and Chelsea

UTILITY COMPANY ONLY APPLICATION FOR SUSPENDING PARKING BAYS



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Terms and conditions

We suspend parking places for utility companies for road works 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.

We do not grant suspensions for cars, people carriers, four-wheel-drive vehicles or minibuses.

Submission of this form is not an agreement that the suspension will be agreed.

How to apply	<ul style="list-style-type: none">• Website: Complete and submit an online application form via this link: http://www.rbkc.gov.uk/Parking or• Post to: RBKC Parking Suspension Team, PO Box 67735, London W6 6FX or• Email: parking.suspensions@rbkc.gov.uk• In person: Customer Service Centre, Kensington Town Hall, Hornton Street, W8 7NX (between 9am and 5pm Monday to Friday)• Faxination: 020 7368 0290	
Contact us	Phone: 020 7361 4385 for enquiries We do not accept applications over the phone.	
Notice Period	The application must be submitted prior to the suspension start date as follows for:	
	<ul style="list-style-type: none">• Resident bays, numbered disabled bay, diplomatic, car club, or doctors' parking bay.• Pay-and-display or a blue badge disabled parking bay.	<ul style="list-style-type: none">• 10 working days• 2 working days
	Where chargeable days are not booked as cumulative, seven consecutive days are required between the end of an application and the start of a new one for the same location and by same applicant.	
	We must receive your application before 3pm for it to be accepted for that day Working days are Monday to Friday; excludes Saturdays, Sundays, Bank and Public Holidays. Allow an extra day for each holiday within the notice period as these do not count as working days.	
Extend or renew a suspension	TRAFFIC FLOW SUSPENSIONS ONLY You must renew or extend a suspension in writing before 3pm on the day prior to your suspension expiring. If your suspension expires on Sunday or Monday, we must receive your written request and payment before 3pm on the Friday prior to expiry.	

Conditions of use	<p>Suspensions for resident parking bays apply from:</p> <ul style="list-style-type: none"> Monday to Friday: 8.30am to 6.30pm (includes areas where zone hours end at 10pm). Saturdays: 8.30am to 1.30pm or 6.30pm, depending on the zone hours for the location. Sundays: 1pm to 5pm. <p>Suspensions for any other type of parking bays apply from:</p> <ul style="list-style-type: none"> Monday to Friday: 8.30am to 6.30pm. Saturday: 8.30am to 1.30pm or 6.30pm, depending on the zone hours for the location. 																												
Suspension fees	<p>The suspension fee is chargeable per day, per space required as follows:</p> <table border="1"> <thead> <tr> <th>Chargeable days</th><th>Fee per day, per space</th></tr> </thead> <tbody> <tr> <td>From 1 to 5 days</td><td>£51</td></tr> <tr> <td>From 6 to 42 days</td><td>£77</td></tr> <tr> <td>From 43 or more days</td><td>£102</td></tr> </tbody> </table> <p>Example fee calculation: If you want a suspension for 3 chargeable days and for 2 spaces, calculate as follows: 3 days x £51 = £153 x 2 spaces = £306 Use the table below to calculate your fees:</p> <table border="1"> <thead> <tr> <th>Enter number of days needed</th><th>Rate</th><th>Spaces needed</th><th>Total</th></tr> </thead> <tbody> <tr> <td>From 1 to 5</td><td>x £51</td><td>x</td><td>=</td></tr> <tr> <td>From 6 to 42</td><td>x £77</td><td>x</td><td>=</td></tr> <tr> <td>From 43+ days</td><td>x £102</td><td>x</td><td>=</td></tr> <tr> <td colspan="3">Total amount due</td><td>=</td></tr> </tbody> </table>	Chargeable days	Fee per day, per space	From 1 to 5 days	£51	From 6 to 42 days	£77	From 43 or more days	£102	Enter number of days needed	Rate	Spaces needed	Total	From 1 to 5	x £51	x	=	From 6 to 42	x £77	x	=	From 43+ days	x £102	x	=	Total amount due			=
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Admin and Cancellation charges	<p>An administrative fee will be charged, per application, if you cancel or make changes to the application as follows:</p> <table border="0"> <tr> <td>Any changes, including cancellation, to the suspension application after the sign has been put up</td><td>£17</td></tr> <tr> <td>Two or more changes, including cancellation, to the suspension application before the sign has been put up</td><td>£12</td></tr> </table> <p>Cancellation requests must be received in writing. Requests received before 3pm will be processed for the following day.</p> <p>The admin fee will be charged if we have to cancel your suspension because it is not being used for the purpose approved.</p>	Any changes, including cancellation, to the suspension application after the sign has been put up	£17	Two or more changes, including cancellation, to the suspension application before the sign has been put up	£12																								
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Refunds	<p>All requests for refund must be received in writing by the Suspension Team before any action can be taken.</p> <p>Email: parking.suspensions@rbkc.gov.uk or send a faxination to 020 7368 0290</p> <p>A refund will not be considered if the request is sent after the original finish date.</p>																												
<p>The Royal Borough of Kensington and Chelsea 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.</p> <p>If you have any difficulties with vehicles obstructing the suspended bays then please telephone our contractor on 020 7361 3949 or fax details to 020 7352 0528.</p>																													

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Please read the Terms and Conditions before completing this application.

To **renew** or **extend** an existing suspension, provide the current suspension reference number:

We must receive your application form by 3pm prior to the day/weekend your permit expires.

YOUR DETAILS

Company name:

Working on behalf of:

Address and full postcode:

Office contact name:

Office tel no:

Site contact name::

Site tel no:

Email:

SUSPENSION DETAILS (see Terms and Conditions pages)

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

Streetworks Opening Notice number (compulsory):

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

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

VEHICLE DETAILS (see Terms and Conditions pages)

Vehicle registration(s): (compulsory)

Type of vehicles: Van ☐ Lorry ☐ Truck ☐

(We only grant suspensions for these vehicles. Any other type may be issued with a penalty charge notice.)

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.**SUSPENSION OF PARKING BAYS FOR TRAFFIC FLOW**

Location of traffic flow suspension:

If the bays are required to allow for traffic flow while works are being carried out, please complete this section. The full suspension costs are charged for the bays suspended for traffic flow purposes.**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 End

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)**PAYMENT DETAILS** (see Terms and Conditions pages)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.**

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

Your signature: Your name (in block capitals): Date: