The Royal Borough of Kensington and Chelsea

APPLICATION FORM FOR SUSPENDING PARKING BAYS

Terms and conditions
We suspend parking places so that necessary work can be carried out by the public utilities (gas, water and electricity companies). Also, so that private companies and individuals may carry out removals and provide services.

An application for the suspension of a parking bay is available to vans, lorries and trucks. 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.

The Council reserves the right to cancel an application if the suspension charge has not been paid before the date shown on the invoice.

How to apply

• 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
• E-mail: 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:

• Resident bays, numbered
disabled bay, diplomatic,
car club, or doctors’
parking bay. • 10 working days
• Pay-and-display or a blue
badge disabled
parking bay. • 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 and Bank/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
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.
An administrative fee will be charged, per application, if you cancel or make changes to the application as follows:

- **Any changes, including cancellation, to the suspension application after the sign has been put up**
  - £18

- **Two or more changes, including cancellation, to the suspension application before the sign has been put up**
  - £13

Cancellation requests must be received in writing. Requests received before 3pm will be processed for the following day.

The admin fee will be charged if we have to cancel your suspension because it is not being used for the purpose approved.

All administration charges for skip permits, temporary structures and plant and material licenses must be paid in addition to the suspension fees.

All requests for refund must be received in writing by the Suspension Team before any action can be taken. Email: parking.suspensions@rbkc.gov.uk or send a faxination to 020 7368 0290.

A refund will not be considered if the request is sent after the original finish date.

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.

If you have any difficulties with vehicles obstructing the suspended bays then please telephone our contractor on 01285 238 956 or fax details to 020 7352 0528.
The Royal Borough of Kensington and Chelsea

APPLICATION FORM FOR SUSPENDING PARKING BAYS

PLEASE FILL IN THIS FORM (IN BLOCK CAPITALS)

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

Name of person or Company applying:

Tick a box: Individual  Limited Company  Trading as:

Your registered address and postcode:

Contact name:

Email:

Telephone Number: Mobile:

SUSPENSION DETAILS (see Terms and Conditions pages)

Location of suspension:

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

Total number of days: (see Terms and Conditions pages)

The suspension starts from: ………/………/……… to: ………/………/………

Including Saturday: Yes  No  Including Sunday: Yes  No

Including Bank holiday: Yes  No

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.

Purchase order or job number (if this applies)

Reason for suspension:
Do the works related to this application require planning permission? Tick one of the following options: *

☐ I confirm that planning permission is not required or where it is, planning permission has been granted without a requirement to agree a Construction Traffic Management Plan (CTMP).

☐ I confirm this planning permission for the works has been obtained and the associated CTMP has been agreed. I enclose a copy of the approved CTMP as evidence.

*Compulsory information

**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.

**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:

The Council reserves the right to cancel an application if the suspension charge has not been paid before the date shown on the invoice.

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

Your signature:

Your name (in block capitals):

Date: