

# Application Form For Suspending Parking Bays

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 space 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.**

## Terms and conditions

<b>How to apply</b>	<ul style="list-style-type: none"><li>• <b>Website:</b> Complete and submit an online application form via this link: <a href="http://www.rbkc.gov.uk/Parking">http://www.rbkc.gov.uk/Parking</a> or</li><li>• <b>E-mail:</b> <a href="mailto:parking.suspensions@rbkc.gov.uk">parking.suspensions@rbkc.gov.uk</a></li><li>• <b>Online:</b> <a href="https://www.rbkc.gov.uk/parking/suspensionsform.asp">https://www.rbkc.gov.uk/parking/suspensionsform.asp</a></li><li>• <b>Faxination:</b> 020 7368 0290</li></ul>	
<b>Contact us</b>	<p><b>E-mail:</b> <a href="mailto:parking.suspensions@rbkc.gov.uk">parking.suspensions@rbkc.gov.uk</a></p> <p><b>Phone:</b> 020 7361 4385 for suspension enquiries.</p> <p>We do not accept applications over the phone.</p>	
<b>Notice Period</b>	The application must be submitted prior to the suspension start date as follows:	
	<ul style="list-style-type: none"><li>• Resident bays, numbered disabled bay, diplomatic, car club, or doctors' parking bay.</li><li>• <b>Pay-by-phone</b> or a blue badge disabled parking bay.</li></ul>	<ul style="list-style-type: none"><li>• <b>10 working days</b></li><li>• <b>2 working days</b></li></ul>

We must receive your application before **3pm** for it to be accepted for that day.

Short notice Suspension bookings (5 working days notice) will incur a one off charge of £330 per application. It is a limited service and at the Council's discretion.

**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.**

Where chargeable days are not booked as cumulative, seven consecutive days (includes weekend) are required between the end of an application and the start of a new one for the same location.



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<b>Extend or renew a suspension</b>	You must renew 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.					
<b>Conditions of use</b>	<b>Suspensions will apply from:</b> <ul style="list-style-type: none"><li>Monday to Friday: 8.30am to 6.30pm</li><li>Saturdays: 8.30am to 1.30pm or 6.30pm, depending on the zone hours for the location.</li><li>Sundays: 1pm to 5pm.</li></ul> Email us if you finish early with your suspension.					
<b>Suspension fees</b>	The suspension fee is chargeable per day, per space required as follows:					
	<b>Chargeable days</b>			<b>Fee per day, per space</b>		
	From 1 to 5 days			<b>£66</b>		
	From 6 to 42 days			<b>£99</b>		
	From 43 or more days			<b>£132</b>		
	Example fee calculation: If you want a suspension for 3 chargeable days and for 2 spaces, calculate as follows: 3 days x £66 = £198 x 2 spaces = £396 Use the table below to calculate your fees:					
	Enter number of days needed		Rate	Spaces needed		Total
	From 1 to 5		<b>x £66</b>	<b>x</b>		
	From 6 to 42		<b>x £99</b>	<b>x</b>		
	From 43+ days		<b>x £132</b>	<b>x</b>		
Total amount due						
<b>Admin and Cancellation charges</b>	An administrative fee will be charged, per application, if you cancel or make changes to the application as follows:  <div><b>Any changes, including cancellation, to the suspension application after the sign has been put up</b><b>£22</b></div> <div><b>Two or more changes, including cancellation, to the suspension application before the sign has been put up</b><b>£17</b></div> 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.					
<b>Refunds</b>	All requests for refund must be received in writing 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.**

## 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 suspension 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)

Location of suspension:

Fill in the number of bays for the type of space (appx. 5m per space) needed:

Resident bay:  Pay-by-phone bay  Other  Please state type and quantity

The suspension starts from:  to:

Total number of days:  (see Terms and Conditions for notice period required)

Does this include: Yes No

Saturday: ☐ ☐

Sunday: ☐ ☐

Bank holiday: ☐ ☐

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.

Your reference (if this applies)

Reason for suspension:

## Planning Permission

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

Is this suspension for a construction site? Yes ☐ No ☐

☐ 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.

The suspension will only be approved if it's in line with your CTMP agreement.

\*Compulsory information

## VEHICLE DETAILS (see Terms and Conditions pages)

Vehicle registration(s):

Type of vehicles: Van ☐ Lorry ☐ Truck ☐

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

## Payment details (see Terms and Conditions pages)

How will you pay for the suspension? Credit or debit card ☐ BACS ☐

If you require a member of the Suspension team to contact you between 9am to 5pm from Monday to Friday to arrange payment by credit/debit card or by any other method, please tick this box ☐

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.

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: