



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. For full details please refer to the Suspensions booklet. You may also speak to a Customer Services Officer on the number below.
2. A suspension costs £20 for each space, every day. For example, if you want three spaces for two days it will cost £20 x 3 spaces = £60 x 2 days. 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 working days to suspend a resident, disabled, diplomatic or doctors' parking bay.
6. We need 2 full working days to suspend a pay-and-display or a blue-badge disabled parking bay.

See booklet for further details.

You must renew a suspension before 3pm on the day prior to your suspension expiring.

We do not count bank and public holidays or Sundays as working days, so you should take these into account when arranging a suspension.

Please complete the reverse side of this form.

If you have any problems please contact Customer Services on the number below.

Parking Operations Division, 19 to 27 Young Street, London, W8 5EH

Phone: 020 7361 4385

Fax: 020 7361 4239

Suspensions Application continued

YOUR DETAILS

Customer number:

Your 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: Contact phone number:

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 Not including Saturday Including Sunday Not including Sunday

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

Why you need the suspension:

Where you need the suspension:

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

Type of vehicles that will use the spaces: (We only grant suspensions for vans or lorries)

I would like to suspend: Pay-and-display bay Resident bay Other

Number of spaces you will need: 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 you will pay for the suspension? Cash Cheque Credit or debit card

Credit or debit card number: Expiry date:

(We do not accept Amex or Diners Club cards)

Valid from: Security code (3 digits):

Card issue number (where this applies): Amount to be paid: £

Name as it appears on your credit or debit card (You must fill this in)

Your signature

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

Your signature: Date: