

Parking services

Application for the suspension of parking bays



Fax back to: **020 8753 3267**

Parking Services, PO Box 57142, London SW6 2WZ

Surname

First name

Company (if applicable)

Address

Postcode

Telephone number

Mobile

Fax number

I would like to request the suspension of bays at the following location (please specify exact location required enclosing map if possible)

Reason for suspension

From To Being day(s)

Please note that suspensions are not granted for cars, people carriers, four-wheel drive vehicles or minibuses, please seek advice to avoid receiving any unnecessary parking fines.

Method of payment: (We accept Mastercard, visa, Maestro, Delta, Electron, Switch and Solo cards only)

Credit/debit card (details below) Credit/debit card by telephone Cheque/postal order Cashiers

Amount £

Credit/debit card type

Cardholder's name

Card number

Expires / Valid from / Signature strip no Issue no (if shown)

(NB. The signature strip number is the last three digits on the signature strip, which is on the reverse of your card)

I confirm that I have read and understood the notes attached (failure to sign this application will result in it being declined).

Date

Signed

Notes

The suspension opening hours are Monday - Friday 8.00am - 6.00pm

1. Suspension of bays requires at least 8 days notice in writing. Applications including payment must be received no later than 4.00pm on the 8th day before the date requested. If you require suspension of bays longer than 30 metres or for more than 3 days this requires more notice; please telephone the parking office on **020 7371 5678** for further information.
2. A bay is approximately five metres in length.
3. Suspensions only apply during the controlled zone hours. If you have any problems with illegally parked vehicles in the suspended area booked, contact the parking office on 020 7371 5678.
We cannot guarantee to remove all vehicles parked in a suspended bay.
4. At least two suspension warning signs will be erected at the location depending on the availability of street furniture.

Cost

1. £26 per bay per day, plus an administration fee of £55 payable on application.

You may also pay at Hammersmith Town Hall - 8.45am to 5.00pm (Monday to Friday), or at Fulham Town Hall - 8.00am to 5.00pm (Monday to Friday). Excluding bank holidays. No cash payments taken at Fulham Town Hall.

Cancellations or changes

1. Should you need to change the suspension you have booked, you must contact the parking control office in writing at least 8 days before the new date required.
2. We must be given at least two working days notice for all cancellations otherwise no refund will be issued. The administration fee of £55 is non-refundable.

FOR OFFICIAL USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE

Consent no.

Date(s) authorised:

Authorising officer:

After completion please fax to **020 8753 3267** or post to **LBHF Parking Services, PO Box 57142, London SW6 2WZ**

Hammersmith & Fulham Council

Ref: Fm.ES Suspension of parking bays