

Dispensation application – our terms and conditions

1. Dispensations will only be issued where Transport for London considers that no alternative options are available.
2. Dispensations will normally only be issued for use in marked bays in place on the red route.
3. A dispensation will not allow parking in any other location other than that specified on the dispensation.
4. A vehicle displaying a dispensation must be moved on the instructions of a Police Officer, Police Community Support Officer or a Traffic Warden.
5. A dispensation does not guarantee that a bay will be available to park in and will not entitle the holder to reserve a bay by obstructing its use by other vehicles. Obstructing a bay on a red route is an offence.
6. Dispensations must be applied for in writing using this form. The completed form may be submitted using the following methods:

By Post to **Transport for London**
2nd Floor, Centre Tower
Whitgift Centre
Croydon, CR0 0XB

By Fax to **020 8774 7683**

7. When you make you application, our team will advise you how long it will take to process; this will normally be within 5 working days
8. The dispensation must be clearly displayed within the windscreen of the vehicle at all times to be considered valid.
9. A dispensation becomes invalid if it is altered or defaced in any way.
10. Where a dispensation has been granted to allow loading to be carried out, once the loading process is completed, the dispensation ceases to be valid.
11. Where charges are applicable for use of a parking bay, the charges must be paid during the period of parking in order for the dispensation to be considered valid.
12. Dispensations will not be issued retrospectively to cover a period of parking where a penalty charge notice was issued.
13. The granting of a dispensation does not affect the Traffic Management Order governing the use of the highway or any penalty charge notices issued.
14. Charging will apply to all applications received from Monday 4th April 2005
15. Applications for dispensation must be received by Transport for London 5 working days before the dispensation is required. Late applications are subject to additional charges and also may be refused.

The charges are as follows:

Dispensation length	Red lines	Parking/loading bays
First day	£48	£30
Each additional day thereafter	£24	£12
Late application (made with less than 5-working days notice)	N/A	45 (including first day fee) additional days charged at £12

These charges are being introduced to cover the administrative cost of providing this service.

16. Payments for dispensations must be received by Transport for London prior to a dispensation being issued. Payment can be made in the following way:

Post

Cheques or postal orders can be sent to the address below with the dispensation form **(Dispensations will not be issued for cheques received without the application form)**.

Cheques are to be made payable to **Transport for London**.

**Transport for London
2nd Floor, Centre Tower
Whitgift Centre
Croydon, CR0 0XB**

Telephone

To make a payment by telephone please call **0845 603 4545** (Mon to Fri 08.30 to 17.00).

The following debit / credit cards are accepted;

Visa / Mastercard / Delta / American Express / Diners Club / Switch.

Payments in person

Payments can be made at the address above (Mon to Fri 09.00 to 17.00) or the following Transport for London Parking Shops (Mon to Fri 07.00 to 19.00). Payments can be made by cash, cheque (with a valid guarantee card), postal order and debit / credit card.

- Environmental Local, 13/15 Guildford Street, Camden, London, WC1N 1DW
- NCP Enforcement Office, Units 9-10, The Alpha business Centre, 60 South Grove, Walthamstow, London, E17 7NX
- 1 Milner Square, off Barnsbury Street, Islington London N1 1TY
- Lewisham Parking Shop, 2 Rennell Street, Lewisham, London SE13 7HD
- 50 Grove Road, Sutton, Surrey, SM1 1BT