

PARKING SUSPENSIONS – APPLICATION FORM

Please complete this form including your payment information and return to us by fax on **020 7641 3323** or post to: **Parking Suspensions, PO BOX 5744, DINGWALL, IV15 9WW**

Minimum Notice for applications:

- **7 days** (before 2pm) for Meters, Pay & Display spaces and Pay by Phone only bays
- **9 days** (before 2pm) for all other spaces (i.e. **Resident, Shared Use Pay & Display, Disabled and all other spaces**)

Please note that applications that are received late will **NOT** be processed.

If you have any questions, please contact us on **020 7641 6850** (Monday to Friday 8.30am – 5.30pm) and **020 7823 4567** outside these hours.

Suspension Details

Start Date	Day	Mth	Year	End Date	Day	Mth	Year	
	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>		<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	
Start / End Time - All suspensions start at 8.30am and end at 5.30pm unless otherwise stated.				<input style="width: 100%; height: 20px;" type="text" value="0830-1730 (unless stated)"/>				
If the suspension spans (a) weekend(s) but is not required on the Saturday and Sunday and the space(s) may be released for normal parking, please tick the following box. You will not be charged for the suspension over the weekend if this applies. Tick Here <input style="width: 30px; height: 20px;" type="checkbox"/>								
Reason for suspension <input style="width: 100%; height: 20px;" type="text"/>								
Number of car spaces required (1 space is considered to be 6 metres)							<input style="width: 50px; height: 20px;" type="text"/>	
Type of space (e.g. Resident, Meter, Pay & Display, Pay by Phone only, Motorcycle)							<input style="width: 100%; height: 20px;" type="text"/>	
Machine ID numbers required (if Meter/Pay & Display/Shared Use)							<input style="width: 100%; height: 20px;" type="text"/>	
Street name: <input style="width: 100%; height: 20px;" type="text"/>				Postcode <input style="width: 100%; height: 20px;" type="text"/>				
Outside Building no(s) from <input style="width: 30px; height: 20px;" type="text"/>			to <input style="width: 30px; height: 20px;" type="text"/>		Lamp column no(s) from <input style="width: 30px; height: 20px;" type="text"/>			to <input style="width: 30px; height: 20px;" type="text"/>
Other location details: i.e. landmarks <input style="width: 100%; height: 50px;" type="text"/>								

Pricing Information

The charge for a suspension is **£36.00** per space per day. Check the table below to assist you in calculating your total amount to pay. Some exceptions apply (e.g. weddings / funerals) - please check the Westminster Website for more details at <http://www.westminster.gov.uk>.

No. of Spaces	Number of Days						
	1	2	3	4	5	6	7
1	£36.00	£72.00	£108.00	£144.00	£180.00	£216.00	£252.00
2	£72.00	£144.00	£216.00	£288.00	£360.00	£432.00	£504.00
3	£108.00	£216.00	£324.00	£432.00	£540.00	£648.00	£756.00

Calculating your charge

No. spaces X No. of days X Daily charge per space = Total cost

Payment Details

We accept the following Debit/Credit card types: **Visa, Mastercard, Maestro, Solo, Switch, Delta.**

Credit / Debit Card Type	<input type="text"/>
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Issue Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Expiry Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Issue No.	<input type="text"/> (Maestro / Switch only)
Name on Card	<input type="text"/>
Amount	<input type="text"/>

We **do not accept cash payments** for suspension applications.

If paying by cheque, please make payable to 'City of Westminster'. Only postal applications can be accepted for cheque payments. We need to receive the application within the timeframes specified on the first page of this form. Applications received late will not be processed.

Personal Information

Name	<input type="text"/>	Company (if applicable)	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Tel / Mobile No	<input type="text"/>
Postcode	<input type="text"/>	Fax No	<input type="text"/>
Email address for confirmation	<input type="text"/>		

Declaration

I declare that the information I have provided is correct to the best of my knowledge and agree to the Terms and Conditions. I authorise Westminster to take payment on successful completion of my application.

Signature

Date

Thank you. Once processed, you will receive confirmation by email.

Please see next page for terms and conditions.

Terms and Conditions

1. How to Apply

1.1 Applications by email should be sent to parkingsuspensions@westminster.gov.uk.

1.2 Applications by fax should be sent to 020 7641 3323.

1.3 Postal applications should be sent to:

City of Westminster
Parking Suspensions
PO BOX 5744
DINGWALL
IV15 9WW

2. Payment

2.1 Payment can be made by cheque, credit card and debit card. Your payment must accompany your application.

2.2 Cheques should be made payable to 'City of Westminster'.

2.3 If correct payment is not received by 2.00PM on the last working day before the suspension is due to commence, the suspension may be cancelled.

2.4 If designated parking is required to be suspended, the applicant will also be charged for a parking suspension for the designated user.

3. Conditions of Use

3.1 Westminster City Council may revoke the suspension if work has not started as agreed unless advised of an alternative start time. No refund will be provided.

3.2 Suspended spaces are not to be used for parking, privately owned vehicles or company cars. Please ask if you are unsure.

3.3 If any difficulties are encountered while the suspension is in place, please telephone 020 7641 6850 during normal business hours, or Parking Services on 020 7823 4567 at any other time.

4. Refunds

If the suspension is no longer necessary (e.g. work finished after 5 days instead of 10) a refund for the days that were not needed may be applied for. Applications for refunds where only part of a suspension may be returned to normal service are not eligible. Westminster must be notified by 2pm the day before the space is no longer required. The customer must call the Suspensions Team on 020 7641 6850 between 08.30-14.00 Monday to Friday. The request will additionally need to be confirmed in writing (e-mail or fax acceptable).

4.1 Full Refund

4.1.1 A full refund will only be issued in the following circumstances:

(i) The suspension sign was not erected due to an error on the part of the City Council and the City Council was notified but did not or could not take action to allow the planned work to go ahead.

(ii) If the suspension is cancelled by the customer in advance of the suspension being put in place.

(iii) If the police cancel a suspension for security reasons.

4.1.2 Refunds are either made to the credit/debit card used to pay for the suspension OR paid by BACS (bank transfer) if the original payment was made by cash or cheque, in which case customers must provide their bank details.

4.2 Partial Refund

4.2.1 If the customer has paid for a suspension for longer than becomes necessary (e.g. customer has paid for 10 days, but finished the work after 5 days) the customer is eligible for a refund for the days that were not needed.

4.2.2 A refund is calculated based on the number of spaces multiplied by the number of full un-used days remaining (minus administration fee as below).

4.2.3 An administration fee of £20.00 per space will be withheld.

4.2.4 Westminster must be notified by 2pm the day before the space(s) is(are) not needed. The customer should call the Suspensions Team on 020 7641 6850 between 08.30-14.00 Monday to Friday.

4.2.5 Refunds are either made to the credit / debit card used to pay for the suspension OR paid by BACS (bank transfer) if the original payment was made by cash or cheque, in which case customers must provide their bank details.

If you would like to receive the above Terms and Conditions in larger text, please visit our website at www.westminster.gov.uk/parking or call 020 7823 4567.