Sefton Council
www.sefton.gov.uk

Suspension / Dispensation Application

The following details <u>must</u> be provided in full for your application to be considered – please use BLOCK CAPITAL LETTERS

Contact Details

Applicant's name	
Company name (if applicable)	
Applicant's address	
	Post code
Contact telephone number	
Contact email address	

Suspension/Dispensation Details

Location of suspension/dispensation	
Address of work to be carried out	
Number of spaces required	
Date of suspension/dispensation	**From** **to**
Time	**From** **to**

Reason for suspension/dispensation

Vehicle Details *(continue on separate sheet if necessary)*

Vehicle 1 – Registration no		Make & Model	
Vehicle 2 – Registration no		Make & Model	
Vehicle 3 – Registration no		Make & Model	
Vehicle 4 – Registration no		Make & Model	

Declaration <small>(<u>must</u> be signed and dated)</small>

- I have read the eligibility guidelines (see page 2) in full and accept the conditions of issue
- All the information I have provided above is correct.
- I understand that the charge must be paid in full before the start of the suspension/dispensation.

Signed _____   **Emergency contact no.** _____

Print name _____   **Date** _____

Completed applications can be emailed to parkingcc@sefton.gov.uk, or posted to Parking Services, PO Box 225, Bootle, L20 3WD.

FOR OFFICE USE ONLY

Approved by		Date			App no	
Notes					**Days**		**Bays**	
					Payment	
					Receipt no	

Conditions

PART 1 - APPLICABLE TO SUSPENSION OF BAYS ONLY

1. Application for a suspension must be submitted at least three working days* before the start of the suspension – the application form must be completed in full.
2. Payment of any fees must be made before the start of the suspension.
3. Pay and display bays, limited waiting bays and residents parking bays are measured at 5 metres each – the charge for a single (or part of a single) bay is £10 per day.
4. Applications pertaining to larger vehicles must take into account the number of bays required to accommodate that vehicle – please supply the size of the vehicle in metres if longer than 5 metres.
5. The Council must be advised of any cancellation of a suspension by 3pm the previous <u>working</u> day*. A refund of any charge made will not be authorised if the Council is informed after this time.
6. If an extension is required the applicant must contact the Council no later than 1 working day* before the expiry date. Failure to do this will result in the space being reinstated and the request can only be considered as a new application subject to the notice period set out in 4 above.
7. The Council <u>may</u> consider suspensions for other types of restriction, e.g. loading bay, providing the applicant present sufficient reason to indicate the necessity of such a suspension and will be decided at the discretion of the Parking Services department.
8. Any works involving the alteration of the carriageway, scaffolding, cherry pickers or skips must first be approved by the Council's Network Management department.
9. Payment for the suspension of pay and display parking bays still applies during road closures.
10. The suspension of pay and display bays will not be allowed for the purpose of selling goods or advertising from the vehicle while parked in the bay or the sale of the vehicle from within the bay.
11. Failure to comply with these conditions will result in the withdrawal of the suspension authorisation.
12. The Council reserves the right to refuse any application.
13. In the event of difficulties (including but not limited to other vehicles being parked in the suspended space) the applicant should contact the Council immediately by telephone – 0151 934 2312 or 0345 140 0845.
14. The applicant/driver must move the vehicle immediately if so directed by a Police Officer or Parking Services personnel.
15. The applicant/driver must park safely at all times and not obstruct access to side roads or adjacent premises.
16. Loss of cones/barriers may result in a charge being levied against the applicant.

PART 2 – APPLICABLE TO TEMPORARY WAIVER FOR A RESIDENT PERMIT AREA ONLY

1. Points 1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14, & 15 from part 1 of these conditions apply to temporary waivers issued in resident parking permit (RPP) areas or permit parking areas (PPAs), with the substitution of "waiver" wherever a "suspension" is referenced.
2. Temporary waivers in resident permit areas are valid for the shortest period of either the length of the works for which they have been applied to facilitate or for one calendar month.
3. Waivers will only be issued for works that cannot be carried out without the vehicle parking in resident parking area.
4. The charge for a temporary RPP waiver is £10 per permit for either the duration of the work or for one calendar month.
5. Permits may be issued for more than one month at the discretion of the Council but must not be used after the work for which they have been issued to facilitate has been completed.
6. A maximum of two waivers will be issued to any one applicant, dependent on the available space.

PART 2 - APPLICABLE TO DISPENSATIONS ONLY

1. Points 1, 2, 4, 5, 6, 8, 11, 12, 13, 14, 15 & 16 from part 1 of these conditions apply to dispensations, with the substitution of "dispensation" wherever a "suspension" is referenced.
2. Dispensations are measured in 5-metre sections of carriageway – the charge for one standard 5 metre space is £10 per day.
3. Vehicles must not park on the restriction until the application is received and only if it is subsequently approved.
4. Vehicles must be **essential** to facilitate the work being carried out i.e. being used to hold hazardous materials or has machinery attached – dispensations will not be granted to unload goods from the vehicle. Any tools or equipment required for the job should be unloaded and an alternative parking place found.

*Monday – Friday, excluding Bank Holidays

Any further queries relating to Suspensions/Dispensations should be directed to Parking Services on 0151 934 2312 or emailed to parkingcc@sefton.gov.uk.