



**SUSPENSION OF PARKING SPACES - REQUEST FORM**

**PLEASE COMPLETE IN BLOCK CAPITALS AND RETURN TO THE ABOVE AT  
LEAST 5 WORKING DAYS BEFORE THE SUSPENSION IS DUE TO START**

**Road Traffic Regulation Act 1984  
The Local Authorities (Transport Charge) Regulations 1998**

COMPANY NAME & CONTACT ADDRESS:

CONTACT PERSON/TEL NO:

SUSPENSION START DATE:

SUSPENSION FINISH DATE:

STREET:

LOCATION:

NUMBER OF CAR SPACES TO BE SUSPENDED:   
*(1 car space = 6 meters), sketch map desirable*

TYPE OF BAY:   
*(Resident, Pay & Display, Permit or Multi Bays)*

REASON FOR SUSPENSION:

FURTHER COMMENTS:

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**Term and Conditions:**

- a) Generally no more than 10 car spaces will be approved per day for a suspension.
- b) Although the Council will erect appropriate suspension signs no guarantee can be given that the site will be clear of illegally parked vehicles.
- c) ***The Council Charges £65 for the 1<sup>st</sup> car space (6 meters) and £15 for subsequent car spaces per day.***
- d) Please wait for an invoice to be forwarded prior to payment. (Suspension charges are not negotiable).
- e) Suspension of bay is not for private vehicle parking under any circumstance. All unauthorised vehicles will be removed.
- f) Private vehicle parking refers to all vehicles not registered for commercial use or not actively in use for construction or filming purposes or any activity for which the bay has been suspended.
- g) Cancellations are accepted in writing at the discretion of LBTH. All cancellation must be received at least three working days prior to commencement date and a minimum **£55** will be charged for any cancellation.

***I agree to the above Terms and Conditions:***

SIGNATURE:

DATE:

