

NOTICE PERIOD AND CHARGES FOR PARKING BAY SUSPENSION

Notice periods

In order to provide reasonable notice to other road users the Parking Office need to place signs around the parking bays that are going to be suspended. To allow them to do this, there are notice periods for suspension requests. These range from 8 days to 4 weeks. Please check the guidelines for the notice period that applies to your request.

Suspension of bays requires at least 8 days notice in writing. Applications including payment must be received no later than 12pm (midday) 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 and see the notice period information below.

Suspension request notice periods are as follows:

- If you need to suspend up to 6 bays (30 metres) for up to 3 days, we need at least 8 days notice before the suspension date (i.e. if you wanted the suspension to start on 14th October, we would need your request and payment before 3pm on 6th October).
- If you need to suspend up to 6 bays (30 metres) for more than 3 days, we need at least 2 weeks notice before the date of the suspension (i.e. if you wanted the suspension to start on 15th October, we would need to receive your request and payment before 3pm on 1st October).
- If you need to suspend between 6 and 12 bays (between 30 metres and 60 metres) for up to 1 week, we need at least 2 weeks notice before the date of the suspension (i.e. if you wanted the suspension to start on 15th October, we would need to receive your request and payment before 3pm on 1st October).
- If you need to suspend more than 12 bays (60 metres) or need to suspend the bays for more than 1 week, we need at least 4 weeks notice, and you will need to send leaflets to local residents advising them of the suspension (leaflets will have to be sent to Parking Services for approval before distribution.) If you need a large suspension that lasts longer than 1 week, you should contact us on (020) 7371 5678 from Monday to Friday, 8am - 5pm and Saturday 9am to 5pm, except for Bank Holidays to discuss your request.

Costs

Graduated charges apply to parking suspension applications:

Number of chargeable days*	Fee per 5-metre parking bay space, per day
From 1 to 5 days	£40
From 6 to 42 days	£60
Over 43 days	£80

* a chargeable day is any day on which parking controls would normally apply in the area which is being suspended.

NB. the 5-metre bay space length is approximate.

Example charges:

1. For a four day parking suspension for 2 parking bays, the calculation is:

4 days x £40 x 2 bays

= £320 total

2. For an eight day parking suspension for 3 parking bays, the calculation is:

5 days x £40 x 3 bays = £600 (for the first 5 days)

3 days x £60 x 3 bays = £540 (for the next 3 days)

= £1140 total