

## TERMS AND CONDITIONS FOR THE SUSPENSION OF PARKING BAYS (UTILITY COMPANIES & COUNCIL WORKS ONLY)

1. We suspend parking bays for utility companies to carry out works to enable access to the requested site. Suspensions are given for the first day of work only in order to preserve the space(s).
2. If a suspension is for Traffic Flow we will suspend for each day.
3. Suspension of bays requires at least 8 days' notice. Applications including payment must be received no later than **12pm** on the 8th day before the date requested. We count Saturdays and Sundays as notification days, you should therefore take these days into account when arranging a suspension.
4. If you require suspension of bays longer than 30 metres or for more than 3 days this requires more notice therefore, please telephone Parking Services on 0207 371 5678, Monday to Friday 8am to 5pm (excluding bank holidays) and speak to the Duty Suspension Officer for further advice or information. A bay is approximately 5 metres in length.
5. A suspension fee applies for each chargeable day. The fee is calculated as follows;

Days 1 to 5	£40 per bay per day
Days 6 to 42	£60 per bay per day
Days 43+	£80 per bay per day
6. We accept Credit/Debit card telephone payments. We do not accept cheques by Post. There is a handling fee for credit card payments. It may also be possible to pay amounts over £5,000 by bank transfer. It is the responsibility of the applicant to ensure that payment is received on time; if payment is not received within the specified time, the application will be **DECLINED**.
7. The London Borough of Hammersmith & Fulham provides the parking suspension service in accordance with statutory powers and duties. Reasonable care will be taken in processing applications. However, no liability is accepted for any financial loss (either direct or consequential) that may arise as a result of accepting an application.
8. Suspensions are not granted for cars, people carriers and 4x4s, please seek advice to avoid receiving any unnecessary parking fines.
9. Suspensions only apply during the controlled hours of the zone. If you have any problems with illegally parked vehicles in the suspended area booked, contact Parking Services on 020 7371 5678, Monday to Friday 8am to 5pm and Saturday 9am to 5pm, excluding bank holidays. Even if you have booked a suspension, we cannot guarantee to remove all vehicles parked in a suspended area.
10. We **MUST** be given at least 2 working days' notice in writing for all cancellations; otherwise no refund will be issued. There is a £35 fee for any cancellation of a parking suspension.
11. Should you need to amend the suspension you have booked, you must contact Parking Services in writing, at least 8 days before the new date. There is a £35 fee for any amendment to a parking suspension.
12. You **MUST** provide the council permit number or works order number on the application form.
13. When renewing or extending a suspension, the charges due will continue to apply as per the fees above, unless there is one week between the expiry of the current suspension and the start date of the renewal.

**UTILITY COMPANIES & COUNCIL WORKS ONLY  
APPLICATION FOR THE SUSPENSION OF PARKING BAYS  
PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

We can be contacted Monday to Friday 8am to 5pm, (excluding bank holidays) on 0207 371 5678

If you are renewing your current suspension, please give the consent number \_\_\_\_\_

Once completed either,

**Scan and Email to:** [parkingsuspensions@lbhf.gov.uk](mailto:parkingsuspensions@lbhf.gov.uk) or, **Fax to:** 020 8753 3267 or,

**Post to:** Parking Services, PO Box 67734, London W6 6FW (using this method, you must give ample time for us to receive your application within the applicable notice period).

Applicants name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone number \_\_\_\_\_

Fax \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

I would like to request the suspension of \_\_\_\_\_ bays at the following location

(Outside or opposite) \_\_\_\_\_

Reason for suspension \_\_\_\_\_

A map of the location to be suspended **MUST** be submitted with each application

From (Date) \_\_\_\_\_ to \_\_\_\_\_ being \_\_\_\_\_ day(s)

Council Permit No/Job Order No: \_\_\_\_\_

**I confirm that I have read the terms and conditions (failure to sign this application will result in it being declined).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment (Please refer to terms and conditions)**

It is the responsibility of the applicant to ensure that full payment is received by the deadline date, or the application will be **DECLINED**.

**Credit/Debit card by telephone - call our number at the top of this page (We do not accept Amex or Diners Club Cards)**

**If the cost of your suspension is over £5,000 it may be possible to make payment by bank transfer. If you wish to make payment this way please call or email us to discuss the matter. If you make a payment this way you will need to provide us with payment confirmation from your bank to allow us to trace it.**

**For Council Works Only:** Cost Centre Code \_\_\_\_\_