

Notes Parking dispensations (waivers) and suspensions

The Council recognises that on occasions it may be necessary for some vehicles to be parked adjacent to properties governed by waiting restrictions. If it is considered essential that the vehicle must be parked nearby then, in certain circumstances, we will by the issue of a **dispensation**, a vehicle or vehicles to park lawfully in what otherwise would be a contravention of a Traffic Regulation Order.

As a result of the above and to deal with traffic flow needs, maintenance/ works or special events it will also from time to time **suspend** parking places either in total or for the purpose of reserving those places for particular vehicles and/or applicants.

The purpose of this Section is to give guidance on how to apply for either a dispensation or suspension notice and the grounds under which they will be considered.

Dispensations

A dispensation authorises a vehicle (or vehicles) to park in contravention of a Traffic Regulation Order. It allows parking where alternative arrangements cannot be made for the following principal reasons:

- Loading/ unloading where this activity is either normally prohibited or the permitted period is insufficient; or
- Situations where alternative arrangements would be unsatisfactory.

A waiver for parking on single or double yellow lines, in pay and display or restricted bays is only issued where the vehicle is absolutely necessary for the completion of the task at hand.

Inconvenience or difficulty alone is not sufficient justification for a waiver to be issued. A waiver will not be issued where tools etc are portable and the vehicle is being used as a convenient place to keep them.

A dispensation does not permit general 'parking'. It does not allow the vehicle to remain in the restricted/prohibited area once the dispensation purpose has been fulfilled. At that time the motorist is required to park elsewhere and lawfully.

Based on the above qualifications, dispensations can be issued for:

- Furniture removals;
- Building/ maintenance/ repair works where close proximity to the site is essential;

- The hearse and chief mourners' vehicles at funerals;
- The bridal and attendants' vehicles at weddings;
- Vehicles essential to filming operations;
- Other circumstances in which the Council may reasonably regard the requirement to be essential.

Dispensations will **not** be issued for:

- Applications where parking may adversely affect disabled/ doctors/business bays, taxi ranks, or bus stops
- Applications where loading restrictions are in place if the dispensation is requested during the restricted period(s);
- Locations within 50 metres of a signal controlled junction, the entry/ exit pedestrian crossing marking, on a footway and/or other locations where parking may cause danger to pedestrians and road users, serious obstruction / traffic flow impediment;
- Requests where there are doubts concerning the validity of the application;

Applications may be made in person, by post or by fax to 01723 503826

Applications should be received at least 3 working days before the required date to enable the Council to inspect the site if felt necessary before approval is given. However, officers have discretion to deal with more urgent applications if it is reasonable to do so.

On receipt of your application, staff will consider your request. Once the application is approved, the dispensation will be issued to you by e-mail, post or fax, depending on which option you select. Dispensations are uniquely numbered and can only be used for the location described on your application.

The conditions of use are stated on the back of the dispensation and must be adhered to to avoid the issue of a Penalty Charge Notice.

Charges per dispensation are

*	Restricted Bays	Yellow Lines	Pay & Display
First Day	£12.00	£12.00	£17.00
Subsequent days	£4.00	£4.00	£6.00

There will be no charge in respect of funerals.

Suspensions

It will be necessary from time to time to suspend parking places.

The action is taken when it is considered necessary to suspend the parking places for

- traffic movement and safety;
- essential building/ maintenance works;
- furniture removals;
- filming;
- special events and
- weddings or funerals.

The suspension does not permanently remove the legal status of the parking place. Its only affect is to remove it (or the designated part of it) from use during the suspension period.

Public suspension applications must be received no later than 7 working days before the required date to enable necessary preparation.

Such notice is not mandatory in regard to emergencies or in respect of statutory undertakings although in the normal course of events the latter will be notified in advance.

Emergencies may embrace action taken by the police to suspend parking places immediately and without notice for matters of security and public safety. A contravention of a police suspension would normally be dealt with by the police as a criminal matter.

Applications may be made in person, by post or faxed to 01723 503826

On receipt of your application, staff will consider your request.

The appropriate charge must be paid before the suspension is implemented.

A suspension may be extended provided the Council receives at least three working day's notice. This is clearly necessary in order that appropriate on street action may be taken to indicate the continuance and to advise normal users of what is happening. If notice is not received within time the Council will refuse the request and will advise the applicant to re-apply. The standard notice periods stated above will then apply.

A suspension may be lifted earlier than originally requested. Notice must be received no later than two working days before the new date. The officer will amend the records accordingly in order that the new date appears on the appropriate day's suspension plan and will process the refund in accordance with standard procedures.

Charges per suspension are

*	Restricted Bays	Pay & Display
First Day	£40.00	£40.00
Subsequent days	£5.00	£10.00

If you have any queries regarding suspensions or dispensations please contact Parking Services on 01723 232489.

***The Council reserve the right to charge an additional administration fee to cover costs incurred in the processing of this application by prior approval**