

**APPLICATION FORM FOR
THE SUSPENSION OF PARKING PLACES**



**Car Parking Team
Time Square
Market Street
Bracknell
Berkshire
RG12 1JD**

APPLICANT'S DETAILS

Date of Application:- / / * *A minimum notice of 10 working days required*

Full Name :-

Address :-

Post Code:- Tel. Number:- Fax Number:-

SUSPENSION REQUEST DETAILS

Number of parking spaces required:- P&D Nos.

Precise Location:-

Reason for Suspension:-

Date From:- / / To / / No. of Days

* *The Charge per suspension is £150*

VEHICLE DETAILS

VRM:- Make:- Model:- Colour:-

VRM:- Make:- Model:- Colour:-

VRN:- Make:- Model:- Colour:-

I declare that the particulars given above are true and I have read and understood the provisions relating to the issue of a suspension. I hereby apply for a suspension for the vehicle/s specified above and tender the fee of £150 to Bracknell Forest Borough Council. I understand that I will be required to prove the need to be at the location above, by producing a works order, job sheet or estimate.

Applicant's Signature:- **Printed Name:-**

****PLEASE REFER TO GUIDANCE NOTES SHOWN ON REVERSE****

For Office Use:-	
Date Received:- / /	Leafleting required?
Payment received / method:-	Date EO notified to implement / /
Date approved:- / /	Date EO notified to lift / /

Suspension of Parking Places Application Form Guidance Notes

- A single parking space is approximately 4.9m in length and 2.4m in width.
- The Council reserves the right to refuse any application.
- The application for the Suspension of Parking Spaces must be received 10 working days prior to the required suspension date.
- If an extension is required the applicant must contact the Council in writing no later than 2 working days before the expiry date. Failure to do this will result in the parking space(s) being reinstated and the request can only be considered as a new application subject to the notice periods set out above.
- In the event of difficulties (including but not limited to vehicles being parking in the suspended parking space(s) the applicant should contact the Council immediately by telephone
- An administration charge of £150 per suspension is to be made to cover administrative, operational and other costs.
- Fees are payable in full for successful applications prior to issue.

Notes to Applicant

- Ordinary parking in parking places and permit or loading bays may be suspended in exceptional circumstances, when demonstrated to be necessary, to enable construction or maintenance works or in other special circumstances where the need for the suspension is demonstrated.
- Suspensions may only be made:-
 1. to accommodate works on or near the parking place or permit bays;
 2. for public safety; or
 3. if it is needed to enable litter clearing and cleaning.