

**APPLICATION FORM FOR ON-STREET DISPENSATION /  
OFF STREET SUSPENSION CERTIFICATE**



Highway Network Management, Time  
Square, Market Street, Bracknell,  
Berkshire, RG12 1JD

**APPLICANT'S DETAILS:**

Full Name: .....

Address: .....

.....

Post Code:..... Telephone Number: .....

**VEHICLE DETAILS:**

Vehicle Registration Number: .....

Make:..... Model:..... Colour:.....

Vehicle Type:  Car  Goods Vehicle (under 3.5 tonnes)  Other (please state)

**REQUEST DETAILS:**

Dispensation  Suspension

Location: .....

.....

Dates Required: From: ..... / ..... / ..... To: ..... / ..... / .....

*\* A certificate cannot be issued for longer than 5 days \_*

Date Requested: ..... / ..... / ..... *\* A minimum notice of 5 days required.*

Reason Required: .....

.....

I declare that the particulars given above are true and I have read and understood the provisions relating to the issue of the Certificate(s). I hereby apply for a Dispensation / Suspension Certificate for the vehicle specified above and tender the correct fee of £50 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.

Signed:..... Date: .....

**FOR OFFICE USE ONLY**

Dispensation Certificate Issued:  Yes  No Suspension Certificate Issued:  Yes  No

Issued By:..... Date:..... / ..... / ..... Fee Paid:  Yes  No

## **CONDITIONS APPLICABLE TO THE USE OF A PARKING DISPENSATION OR SUSPENSION**

1. The dispensation / suspension certificate must be clearly displayed by attaching it to the inside of the vehicles windscreen in such a manner that all details on the front side can clearly be read by a civil enforcement officer or police officer.
2. The certificate can only be used for the stated vehicle in connection with the purpose and at the location and during the periods shown on the front side of this form.
3. Unless stated to the contrary on the certificate the vehicle must NOT be parked in a disabled person's bay, bays reserved for doctors, ambulances or taxis, bus stops, parking meters or pay & display bays, on an area that is subject to a loading ban, on a footway or grass verge, on a school entrance zig-zag during effective hours or on a pedestrian crossing zig-zag.
4. The vehicle must be parked in such a manner that it creates no hazard to pedestrians or other road users, does not obstruct sight lines at junctions, does not obstruct access or cause obstruction to the free flow of traffic.
5. The vehicle may not park for longer than the maximum stay time between the hours and on the days shown on the front side of the certificate.
6. The person responsible for the vehicle must move it if instructed to by a police officer or civil enforcement officer.
7. This certificate is granted on the understanding that any failure to comply with its conditions will result in a Penalty Charge Notice being served on the vehicle under the terms of the Traffic Management Act 2004.

### **NOTES TO APPLICANTS**

A dispensation gives a special exemption from the issue of a penalty charge notice in respect of a contravention of a traffic regulation order. It allows temporary parking exemptions for on street restrictions at locations where the need is proven and demonstrated that no alternative arrangements are available or feasible.

A dispensation does not allow a general exemption, or for the exemption to continue once the purpose for the dispensation purpose has been fulfilled.

A dispensation may be issued in respect of:-

1. Building/ maintenance/ repair works where close proximity to the site is essential;
2. Loading / unloading where it is prohibited, or where it is necessary to allow longer than that normally permitted where waiting restrictions are in effect, for example for furniture removals; and
3. Other exceptional circumstances where the need for dispensation is proven.

The dispensation is effected by the proper display of a valid temporary permit issued by the Council.

A parking bay suspension may be considered in respect of off street parking. All terms and conditions as outlined above apply.