

# Application for Special Events Parking Suspensions



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

Please complete and return this form to [specialevents@rbkc.gov.uk](mailto:specialevents@rbkc.gov.uk)

Event Manager	
Company	
Company Address	
Contact Telephone Number	
Email Address	
Event Title	
EventApp Reference Number	

**A parking sketch plan is required if you are suspending two or more parking bays.**  
*Extend columns where needed.*

Date & time parking suspension required Refer to parking suspension times explained below	Number & type of parking bays required <i>Specify the type of bay pay &amp; display (P&amp;D) resident, car club, single yellow line etc.</i>	Road name Please include the full address of parking bay(s) including house number and machine number if P&D	Description Please describe the location of the parking bay(s).	KES Ref For parking office use only	Cost For parking office use only
<b>Example:</b> (DATE) 0830 - 1830	<b>Example:</b> 2x P&D bays	<b>Example:</b> 24-26 Portobello Road P&D Number: 324	<b>Example:</b> North side of road, outside of number 24 next to post box		
Dash Board Wording				Total	

## Parking Requirements

- Provide road name(s), precise locations, number of bays required and P&D machine number if you are suspending P&D bays.
- Provide a sketch plan to clarify parking locations and to explain what vehicles and equipment are being located in the bays.
- Indicate whether the type of bay requested is a Pay and Display (P&D), Resident Parking bay, Disabled bay or Car Club bay. Use P&D bays where possible as Resident Parking bays, Disabled and Car Club bays will only be suspended in exceptional circumstances.
- Resident bay suspensions will only be granted if displacement parking for affected residents can be provided. Please contact the office prior to requested resident bay suspensions.
- Single Yellow Line vehicle waivers will be assessed on a case by case basis.
- Provide exact wording of the dashboard notice you will display in each vehicle or state the vehicle registration numbers, if known. This is to avoid vehicles being ticketed, clamped or towed away.
- We are unable to provide suspensions for electric vehicle charging bays.

Parking suspension is charged at £56 (*VAT not applicable*) per bay per day. Usual bay suspension **hours are between 8:30am to 6:30pm Monday to Saturday**. Earlier suspension start times will be considered by written request.

We require 21 **days' notice** (15 working days) to process any RESIDENT parking suspension applications, and 5 days for pay and display (*except from July–August when we require 10 or more days for all*). When 4 or more bays are suspended, an administration fee of £80 (*VAT not applicable*) will apply. Single Yellow Line waivers will be charged at £56 (*VAT not applicable*) per vehicle. Extra-large vehicles will be charged as two vehicles costing £116 (*VAT not applicable*). If we can accommodate a late parking suspension request, a late application fee may be applied. We need a minimum of 48 hours' notice for any parking cancellation and refund. A fee of £17 per parking sign will be charged if signs have already gone up.

The Special Events Office will normally charge an **administration fee** at a set hourly-rate of £100.00 (*VAT not applicable*) to cover officer time where one or more site visits are necessary or where more than one hour is spent dealing with an individual request. **Please note that the Special Events Office will not normally monitor the whole of any on-street event, but retains the right to attend all or any part of an event, should it be deemed appropriate and to charge for this time accordingly.**

**NO PARKING SUSPENSIONS WILL BE ARRANGED WITHOUT PRE-PAYMENT. YOU WILL BE CONTACTED AND INVOICED DIRECTLY BY THE PARKING DEPARTMENT WHO WILL COLLECT PAYMENT EITHER VIA CREDIT/DEBIT CARD OR BACS. WE DO NOT ACCEPT AMEX OR CHEQUES.**

**PAYMENT MUST BE MADE BY 4PM THE SAME DAY THAT THE INVOICE IS ISSUED/ RECEIVED. FAILURE TO MAKE PAYMENT WILL RESULT IN CANCELLATION OF YOUR PARKING REQUEST.**

**IF THERE IS A PROBLEM WITH ANY VEHICLES PARKED ON SUSPENDED BAYS, PLEASE CALL NSL ON 01285 238 956 OR FAX 020 7352 0528.**

## Don'ts

- Remove our parking signs from the lamp posts, our parking department will take these down once the suspension time ceases. If you finish using the bays before the suspension time, please contact the Borough's Event Officer.
- Cone bays before the suspension time, your cones will be removed by our on street enforcement.