

# Utility Company Only Application For Suspending Parking Bays

We suspend parking places for utility companies for road works on the first day only (unless the reason is for traffic flow) to enable them to access the requested site to carry out necessary works.

**We do not grant suspensions for cars, people carriers, four-wheel-drive vehicles or minibuses.**

Submission of this form is not an agreement that the suspension will be agreed.

**The Council reserves the right to cancel an application if the suspension charge has not been paid before the date shown on the invoice.**

## Terms and conditions

<b>How to apply</b>	<ul style="list-style-type: none"><li>• <b>Website:</b> Complete and submit an online application form via this link: <b><a href="http://www.rbkc.gov.uk/Parking">http://www.rbkc.gov.uk/Parking</a></b> or</li><li>• <b>E-mail:</b> <a href="mailto:parking.suspensions@rbkc.gov.uk">parking.suspensions@rbkc.gov.uk</a></li><li>• <b>Online:</b> <a href="https://www.rbkc.gov.uk/parking/suspensionsform.asp">https://www.rbkc.gov.uk/parking/suspensionsform.asp</a></li></ul>		
<b>Contact us</b>	<p><b>E-mail:</b> <a href="mailto:parking.suspensions@rbkc.gov.uk">parking.suspensions@rbkc.gov.uk</a> <b>Phone:</b> 020 7361 4385 for suspension enquiries. We do not accept applications over the phone.</p>		
<b>Notice Period</b>	<p>The application must be submitted prior to the suspension start date as follows for:</p> <table border="1"><tr><td><ul style="list-style-type: none"><li>• Resident bays, numbered disabled bay, diplomatic, car club, or doctors' parking bay.</li><li>• <b>Pay-by-phone</b> or a blue badge disabled parking bay.</li></ul></td><td><ul style="list-style-type: none"><li>• <b>10 working days</b></li><li>• <b>2 working days</b></li></ul></td></tr></table>	<ul style="list-style-type: none"><li>• Resident bays, numbered disabled bay, diplomatic, car club, or doctors' parking bay.</li><li>• <b>Pay-by-phone</b> or a blue badge disabled parking bay.</li></ul>	<ul style="list-style-type: none"><li>• <b>10 working days</b></li><li>• <b>2 working days</b></li></ul>
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We must receive your application before **3pm** for it to be accepted for that day.

**Working days are Monday to Friday; excludes Saturdays, Sundays, Bank and Public Holidays. Allow an extra day for each holiday within the notice period as these do not count as working days.**

Where chargeable days are not booked as cumulative, seven consecutive days (includes weekend) are required between the end of an application and the start of a new one for the same location.



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<b>Extend or renew a suspension</b>	<p><b>TRAFFIC FLOW SUSPENSIONS ONLY</b></p> <p>You must renew a suspension in writing before 3pm on the day prior to your suspension expiring.</p> <p>If your suspension expires on Sunday or Monday, we must receive your written request and payment before 3pm on the Friday prior to expiry.</p>																												
<b>Conditions of use</b>	<p><b>Suspensions will apply from:</b></p> <ul style="list-style-type: none"> <li>Monday to Friday: 8.30am to 6.30pm.</li> <li>Saturdays: 8.30am to 1.30pm or 6.30pm, depending on the zone hours for the location.</li> <li>Sundays: 1pm to 5pm.</li> </ul> <p>Email us if you finish early with your suspension.</p>																												
<b>Suspension fees</b>	<p>The suspension fee is chargeable per day, per space required as follows:</p> <table border="1" data-bbox="316 600 1453 792"> <thead> <tr> <th>Chargeable days</th> <th>Fee per day, per space</th> </tr> </thead> <tbody> <tr> <td>From 1 to 5 days</td> <td><b>£72</b></td> </tr> <tr> <td>From 6 to 42 days</td> <td><b>£108</b></td> </tr> <tr> <td>From 43 or more days</td> <td><b>£144</b></td> </tr> </tbody> </table> <p>Example fee calculation: If you want a suspension for 3 chargeable days and for 2 spaces, calculate as follows: 3 days x £72= £216x 2 spaces = £432 Use the table below to calculate your fees:</p> <table border="1" data-bbox="316 990 1453 1227"> <thead> <tr> <th>Enter number of days needed</th> <th>Rate</th> <th>Spaces needed</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>From 1 to 5</td> <td><b>x £72</b></td> <td><b>x</b></td> <td></td> </tr> <tr> <td>From 6 to 42</td> <td><b>x £108</b></td> <td><b>x</b></td> <td></td> </tr> <tr> <td>From 43+ days</td> <td><b>x £144</b></td> <td><b>x</b></td> <td></td> </tr> <tr> <td colspan="3">Total amount due</td> <td></td> </tr> </tbody> </table>	Chargeable days	Fee per day, per space	From 1 to 5 days	<b>£72</b>	From 6 to 42 days	<b>£108</b>	From 43 or more days	<b>£144</b>	Enter number of days needed	Rate	Spaces needed	Total	From 1 to 5	<b>x £72</b>	<b>x</b>		From 6 to 42	<b>x £108</b>	<b>x</b>		From 43+ days	<b>x £144</b>	<b>x</b>		Total amount due			
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<b>Admin and Cancellation charges</b>	<p>An administrative fee will be charged, per application, if you cancel or make changes to the application as follows:</p> <p><b>Any changes, including cancellation, to the suspension application after the sign has been put up</b> <span style="float: right;"><b>£24</b></span></p> <p><b>Two or more changes, including cancellation, to the suspension application before the sign has been put up</b> <span style="float: right;"><b>£19</b></span></p> <p>Cancellation requests must be received in writing. Requests received before 3pm will be processed for the following day.</p> <p>The admin fee will be charged if we have to cancel your suspension because it is not being used for the purpose approved.</p>																												
Refunds	<p>All requests for refund must be received in writing before any action can be taken.</p> <p>Email: <a href="mailto:parking.suspensions@rbkc.gov.uk">parking.suspensions@rbkc.gov.uk</a> . A refund will not be considered if the request is sent after the original finish date.</p>																												

The Royal Borough of Kensington and Chelsea provide the parking suspension service in accordance with statutory powers and duties and reasonable care will be taken in processing applications. However, no liability is accepted for any financial loss (whether direct or consequential) that may arise as a result of accepting an application.

**If you have any difficulties with vehicles obstructing the suspended bays then please telephone our contractor on 01285 238 956.**

## Please fill in this form (in block capitals)

Please read the Terms and Conditions before completing this application.

To **renew** an existing suspension, provide the current suspension reference number:

**We must receive your application form by 3pm prior to the day/weekend your suspension expires.**

### Your details

Company name:

Working on behalf of:

Address and full postcode:

Office contact name:

Office tel no:

Site contact name:

Site tel no:

Email:

### SUSPENSION details (see Terms and Conditions pages)

Utility companies working within RBKC usually book the suspension for the start date only to enable them to access the site and then barricade the work area until the works are finished.

When do you need the suspension? Start date:

End:

(end date only applicable for Traffic Flow)

Streetworks Opening Notice number (compulsory):

Purchase/Order number:

Where are the works taking place?

Carriageway

Footway

Is this part of a road closure? Yes

No

Nature of Works:

Location of suspension:

In the section below please indicate the amount of bays of each type in the box:

Resident bay:

Pay-by-phone bay:

Other:

Please state type (see over)

In order to facilitate better use of parking in the Borough for Residents, please indicate the time you expect the suspension to end each day:

4pm

4.30pm

5pm

5.30pm

6pm

Nominated time

Please call 020 7361 4385 if you are unaware of the controlled hours in the location requested.

## VEHICLE details (see Terms and Conditions pages)

Vehicle registration(s):

Type of vehicles: Van  Lorry  Truck

(We only grant suspensions for these vehicles. Any other type may be issued with a penalty charge notice.)

## Suspension of parking bays for traffic flow

Location of traffic flow suspension:

If the bays are required to allow for traffic flow while works are being carried out, please complete this section. The full suspension costs are charged for the bays suspended for traffic flow purposes.

Bays used for any other reason by you or your contractors, such as vehicles or contractor's vehicles, parked within the designated traffic flow area will receive a penalty charge notice.

Location of traffic flow suspension:

Time suspension is required: 24hrs  Nominated time Start:  End:

In the section below please indicate the amount of bays of each type in the box:

Resident bay:  Pay-by-phone bay:  Other:  Please state type (see over)

## Payment details (see Terms and Conditions pages)

How will you pay for the suspension? Credit or debit card  BACS

If you require a member of the Suspension team to contact you between 9am to 5pm from Monday to Friday to arrange payment by credit/debit card or by any other method, please tick this box

Applications and payment by post must reach us before 3pm on the deadline day of the notice period so allow plenty of time for it to reach us.

Provide an alternative telephone and mobile contact number if different from the ones given earlier in the form.

Telephone Number:

Mobile:

**The Council reserves the right to cancel an application if the suspension charge has not been paid before the date shown on the invoice.**

Your signature – I confirm that I have read and understood the notes that accompany this form.

Your signature:

Your name (in block capitals):

Date: