**APPLYING FOR A PARKING DISPENSATION, OR A PARKING BAY SUSPENSION**

**INFORMATION FOR APPLICANTS**

**1. Why must I apply?**

At some time or other you may want to use a parking bay or a section of yellow line for a skip or to park a removal vehicle. These are just two of the more usual requests the Council receives seeking a **dispensation** from the parking regulations or for a **suspension** of a parking bay. When such requests are received, the Council will, in certain defined circumstances, issue a parking dispensation to allow a vehicle or vehicles to park lawfully in what otherwise would be a contravention of a Traffic Regulation Order and where, in normal circumstances, the Council’s Civil Enforcement Officers would issue a Penalty Charge Notice. All applications for parking dispensations and the suspension of parking bays will always be subject to the advice from the Council’s Traffic Services Manager regarding safety issues and applications may be refused if there are safety concerns. Instances of locations where dispensations will not be agreed are:

* On bends;
* On brows of hills;
* On clearways or fast flowing roads;
* Adjacent to pedestrian crossing points;
* Adjacent to school entrances;
* Where pedestrian or driver sight line visibility is impaired.

**2. What must I apply for?**

A **suspension** is defined as “a parking bay that has had the traffic regulation order suspended for an agreed time period.” e.g. a pay and display parking bay; a residents parking bay;or a disabled bay. This may refer to an individual parking bay or to one or more lengths of bay in an area where the parking bay is not sub-divided into individual bays. If you want to use a parking bay for any purpose then you must seek a **Parking Bay Suspension.** See section 6 for more information.

A **dispensation** is where approval has been given to park at a specific location on a length of road where there is a traffic regulation order e.g. a waiting restriction. This normally means parking on a single or double yellow line. If you want to park on a section of yellow line then you must seek a **Parking Dispensation**. See section 5 for more information.

**3. How much will it cost?**

In either case, each request will be for one space or the length of one vehicle. The administrative charge for the cost of each parking bay suspension or parking dispensation is **£15** for each three working day period or per part thereof (excluding Sundays and public holidays). If the request received requires more than one parking bay length then the cost will be increased by **£5** per bay for each three working day period or per part thereof (excluding Sundays and public holidays).

4. How to apply

Applications may be made by using the attached form and sending to:

(a) By post to:

Parking Services

West Berkshire Council

Council Offices

Market Street

Newbury

Berkshire

RG14 5LD

(b) By e-mail to:

[parking@westberks.gov.uk](mailto:parking@westberks.gov.uk) . The application form may be downloaded from the Council’s website at “westberks.gov.uk” and then selecting “Parking” from the A-Z of services.

(c) Or in person at the Council’s offices shown at (a) above.

However, all applications must be in writing using the attached form. Faxed application forms are acceptable. Applications should be received at least 5 working days before the required date to enable Parking Services to inspect the site if felt necessary before approval is given. However, Parking Services has discretion to deal with more urgent applications if it is reasonable to do so.

Except in extenuating circumstances dispensations will not be issued for continuous periods in excess of five days and the Council will not authorise parking for more than two vehicles at any one location unless Parking Services is satisfied that the road width and length and precise location permit this safely.

Payment may be made by cash; debit card or credit card; or cheque (payable to West Berkshire Council).

For further information and assistance contact Parking Services on 01635 519213.

Skip Hire

If your application is to place a skip on the highway then please remember that all applications for the placing of a skip in parking bays or on yellow line must also be agreed with the Council’s highways policy for skip hire. Please telephone 01635 519234 for assistance with skip applications.

5. What is a Parking Dispensation?

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

(a) Loading and unloading - where this activity is either normally prohibited or the permitted parking period is insufficient; or

(b) Situations where alternative arrangements would be unsatisfactory.

Based on the above qualification and subject to Council policy, dispensations can be issued in the following circumstances:

* Furniture removals;
* Building/ maintenance/ repair works where close proximity to the site is essential;
* Goods deliveries in respect of which it is reasonable to allow longer than that normally permitted by the regulations;
* The hearse and chief mourners’ vehicles at funerals (no charge levied);
* The bridal and attendants’ vehicles at weddings (no charge levied);
* Vehicles essential to filming operations;
* Other circumstances in which Parking Services 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, bus stops or tram movement;
* 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, and / or serious obstruction / traffic flow impediment ;
* Requests where there are doubts concerning the validity of the application;
* Applications in respect of vehicles where dispensations have been issued more than twice within the four weeks before the date of the application. The Parking Section has discretion to vary this ban if it is considered that it is otherwise reasonable to approve the application.

The Parking Dispensation must be displayed clearly on the lower near side of the vehicle’s windscreen.

6. What is a Parking Suspension?

The Council is permitted to temporarily suspend parking places including residents’ and other permit bays. Usually, this action is taken when it is considered necessary to suspend the parking places for reason of:-

* traffic movement and safety;
* essential building/ maintenance works;
* furniture removals;
* filming;
* special events;
* weddings or funerals; (no charge levied)

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

All applications for the suspension of a parking bay must be received no later than 5 working days (excluding weekends and public holidays) before the required date in respect of resident parking bays and other permit places, including disabled badge holders places.

It will be seen that the vehicle(s) details box (i.e. ‘parking' approval) section of the application requires the applicant to nominate specific vehicles. However, it will be appreciated that for building works there may be deliveries from suppliers or other services and, clearly, the applicant will not know in advance the vehicles involved. Officers accordingly have discretion to allow such activities provided they are directly connected to the works.

A suspension may be extended provided Parking Services receives at least 3 working days 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 Parking Services will refuse the request and will advise the applicant to re-apply. The standard notice periods stated above will apply.

A suspension may be lifted earlier than originally requested. Notice must be received no later than one working day before the new date. Parking Services will amend the records accordingly in order that the new date appears on the appropriate day’s suspension plan.



APPLICATION FORM FOR:

PARKING DISPENSATION\* / PARKING BAY SUSPENSION\*

(\*DELETE AS APPROPRIATE)

1. APPLICANT DETAILS

NAME OF APPLICANT:……………………………………………………………….

ADDRESS:………………………………………………………………………………

…………………………………………………………………………………………..

…………………………………………………TEL NO:………………………………

2. LOCATION (GIVE AN EXACT LOCATION: e.g. *O/S 52 ACACIA TERRACE, NEWBURY*).

I REQUEST: \*THE SUSPENSION OF A PARKING BAY(S) / \*A DISPENSATION

TO PARK ON YELLOW LINE AT (\*DELETE AS APPROPRIATE):

…………………………………………………………………………………………….

…………………………………………………………………………………………….

IF MORE THAN ONE PARKING BAY OR MORE THAN 5 METRES OF YELLOW LINE IS REQUIRED GIVE THE LEGTH OF PARKING REQUIRED (IN METRES)

………………………METRES

3. REASON FOR APPLICATION

(a) THE PURPOSE OF THE APPLICATION IS TO:………………………………….

…………………………………………………………………………………………..

(b) BETWEEN THE DATES OF:

FROM:…………………………… UNTIL………………………………

N.B. IF THE REASON IS TO PLACE A SKIP ON THE HIGHWAY YOU MUST ALSO OBTAIN A SKIP LICENCE FROM THE COUNCIL’S HIGHWAYS SERVICE. TELEPHONE 01635 519234.

4. REGISTRATION NUMBER OF VEHICLES TO BE PARKED (IF KNOWN AND IF RELEVANT):

……………………………………………………………………………………………..

Send completed form and fee to: Parking Services, Council Offices, Market Street, Newbury RG14 5LD (see section 4 for details of methods of application).

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|  |  |  |
| --- | --- | --- |
| **ACTION** | **DATE** | **INITIAL** |
| **Application received** |  |  |
| **Checked and agreed as valid** |  |  |
| **Check with Traffic Services Manager (TSM)** |  |  |
| **TSM decision: Y/N** |  |  |
| **If “No” applicant advised** |  |  |
| **Fee calculated as £** |  |  |
| **Fee paid** |  |  |
| **Receipt No.** |  |  |
| **Is application for Skip hire Y/N** |  |  |
| **Check with highways** |  |  |
| **Skip Licence No.** |  |  |
| **Dispensation No.** |  |  |
| **Posted to applicant** |  |  |
| **Bay suspension notified to applicant** |  |  |
| **Parking Supervisor informed of dispensation / suspension** |  |  |