

# Bay Suspension Application Form

- Please read the attached guidance notes before completing this form.
- Please complete all numbered sections of the application form and write clearly using BLOCK CAPITALS

## 1. Applicant Details

Full Name:

Company Name:

(If applicable)

Full Address:

Postcode:

Telephone number:

Email Address:

## 2. Suspension Details

Start Date:

Finish Date:

Street:

Postcode:

Exact Location:

(e.g outside property number)

No of car spaces:

(1 car space = 5 meters)

Vehicle registration

(if applicable)

Type of space: Pay and display

Resident

Business

Disabled

Loading

Purpose of suspension:

## 3. CHARGES

The charge for a suspension is £40.00 per car space (5 meters) per day and will incur a £30.00 administration fee. A minimum of 7 days' notice is required. Short notice suspensions MAY be possible please contact us by email using the details overleaf for us to consider a short notice arrangement.

## 4. PAYMENT

Please ensure you have entered your correct telephone number so we can call to arrange payment once your request has been approved. We accept the following payment cards; Mastercard, Visa Credit/Debit and Switch. If you are paying by cheque or postal order please write your Name/address and 'Suspension' on the back. All payments must be made payable to 'London Borough of Redbridge' and sent to Parking Management (Suspensions), Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY. Please Note payment cannot be taken by cash via any method.

## 5. DECLARATION

I confirm that I have read and understood the guidance notices/ conditions attached.

Signature:

Date:

# Bay Suspension Guidance Notes and Conditions

**Please read these guidance notes carefully before you complete the application form**

## COMPLETING THE APPLICATION FORM

- Please write clearly in BLOCK CAPITAL LETTERS, remember to TICK ALL THE RELEVANT BOXES.
- Please be advised that if your application form is incorrectly or partially completed, your application will be returned to you and the suspension may be delayed.

## SUBMITTING YOUR APPLICATION

- **BY POST** - Please return the completed form, payment(s) to Parking Management (Bay Suspensions), Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY.
- **BY EMAIL** – Applications can be completed electronically but will require a signature for card payments. Please email your application to [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk).

## PAYMENT

- We will call you if you are paying by card.
- If you are paying by cheque or postal order please write your Name/address and 'Suspension/Dispensation' on the back. All payments must be made payable to 'London Borough of Redbridge'.  
**Please Note payment cannot be taken by cash via any method.**

## CHANGES AND CANCELLATIONS

- Should you need to change or cancel your suspension please allow adequate time for us to process.
- All changes and cancellations must be arranged by email to [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk).

## CHARGES

- If bays are not individually marked a measurement of 5 meters will constitute a car space.
- The cost for a suspension is £40.00 per space per day (or part of day) and will incur a £30.00 administration fee.
- Late notice suspensions may be possible at an additional fee, the cost of which will be calculated on an individual basis due to a number of factors.

## LATE NOTICE APPLICATIONS

- We require 7 clear days' notice for a suspension unless you have a prior arrangement in place.
- If you require a suspension in less time than this we will consider if this is possible. Please email [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk) who will advise if your required suspension is possible in the time period required.

## SUSPENDED BAYS

- Suspension signs will be placed at the location the day before the suspension is due to start.
- The signs will indicate when, where and how long the suspension is in place.
- If you require a vehicle to be parked within the suspension you will have to inform us of the vehicle registration. Vehicles may not wait within the suspension without prior agreement.

## ENFORCEMENT OF REGULATIONS

- The Council is responsible for enforcing parking bays and restrictions. Civil enforcement officers regularly patrol the area to ensure adequate enforcement and any driver of an unauthorised parked vehicle will be liable to be issued with a penalty charge notice.
- We are unable to remove unauthorised vehicle(s) parked at the location, however a Penalty Charge Notice may be issued.

## CONTACTING THE PARKING MANAGEMENT TEAM

- If you have any questions or need help filling in your application form, contact us by telephone on 020 8708 5000 or e-mail [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk).

## DATA PROTECTION STATEMENT

- The London Borough of Redbridge uses your personal data for the administration and sale of dispensation/suspension. We collect your name, address and vehicle registration is applicable. This information is provided consensually by anyone wishing to purchase a dispensation/suspension, it is not mandated by legislation. The information is needed to verify the request submitted. We share information with internal departments such as those responsible for highways maintenance for emergency works that may arise. Your information will be retained for 3 years after the application, after which time it will be destroyed. If you are concerned about how the council is using your data, please contact our Data Protection Officer via [data.protection@redbridge.gov.uk](mailto:data.protection@redbridge.gov.uk) or on 0208 708 3890. More information about your rights is available on our website ([www.redbridge.gov.uk](http://www.redbridge.gov.uk)), or via the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).