

TERMS AND CONDITIONS FOR THE SUSPENSION OF PARKING BAYS

1. Suspension of bays requires at least 8 days' notice in writing. Applications including payment must be received no later than 3pm on the 8th day before the date requested. We count Saturdays and Sundays as notification days, you should therefore take these days into account when arranging a suspension.
2. If you require suspension of bays longer than 30 metres or for more than 3 days this requires more notice, therefore please telephone Parking Services, on 0207 371 5678, Monday to Friday 8am to 5pm and Saturday 9am to 5pm (excluding bank holidays) and speak to the Duty Suspension Officer for further advice or information. A bay is approximately 5 metres in length.
3. A suspension fee applies for each chargeable day. The fee is calculated as follows;

Days 1 to 5	£40 per bay per day
Days 6 to 42	£60 per bay per day
Days 43+	£80 per bay per day
4. We accept Credit/Debit card telephone payments (we do not accept Amex or Diners Cards or cheques by post); there is a fee for credit card payments but no fee for debit payments. It may also be possible to pay amounts over £5,000 by bank transfer. It is the responsibility of the applicant to ensure that full payment is received by the deadline date, or the application will be **DECLINED**.
5. The London Borough of Hammersmith & Fulham provides the parking suspension service in accordance with statutory powers and duties. Reasonable care will be taken in processing applications. However, no liability is accepted for any financial loss (either direct or consequential) that may arise as a result of accepting an application.
6. Suspensions are not granted for cars, people carriers and 4x4s, please seek advice to avoid receiving any unnecessary parking fines.
7. Film companies must detail on a separate sheet the types of vehicles and include a map of the location requested (only essential vehicles will be authorised).
8. Suspensions only apply during the controlled hours of the zone. If you have any problems with illegally parked vehicles in the suspended area booked, contact Parking Services on 020 7371 5678, Monday to Friday 8am to 5pm and Saturday 9am to 5pm (excluding bank holidays). Even if you have booked a suspension, we cannot guarantee to remove all vehicles parked in a suspended bay.
9. We must be given at least 2 working days' notice in writing for all cancellations; otherwise no refund will be issued. There is a £35 fee for any cancellation of a parking suspension.
10. Should you need to amend the suspension you have booked, you must contact Parking Services in writing, at least 8 days before the new date. There is a £35 fee for any amendment to a parking suspension.
11. When renewing or extending a suspension, the charges due will continue to apply as per the fees above, unless there is one week between the expiry of the current suspension and the start date of the renewal.

APPLICATION FOR THE SUSPENSION OF PARKING BAYS

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS

We can be contacted Monday to Friday 8am to 5pm, (excluding bank holidays) on 0207 371 5678

If you are renewing your current suspension, please provide the consent number _____

Once completed either,

Scan and Email to: parkingsuspensions@lbhf.gov.uk or, Fax to: 020 8753 3267 or,

Post to: Parking Services, PO Box 67734, London W6 6FW you must ensure that you give ample time for us to receive your application within the applicable notice period).

Applicants name _____

Company (if applicable) _____

Address _____

Postcode _____ Telephone number _____

Fax _____ Mobile _____ Email _____

If you have a skip/materials permit, please provide the permit number _____ & expiry date _____

I would like to request the suspension of _____ bays at the following location (outside or opposite) _____

Reason for suspension _____

From (Date) _____ to _____ being _____ day(s)

I confirm that I have read and accept the terms and conditions (failure to sign this application will result in it being declined).

Signature _____ Date _____

Payment (Please refer to terms and conditions)

It is the responsibility of the applicant to ensure that full payment is received by the deadline date, or the application will be **DECLINED**.

Credit/Debit card by telephone - call our number at the top of this page (We do not accept Amex or Diners Cards or cheques by post)

If the cost of your suspension is over £5,000 it may be possible to make payment by bank transfer. If you wish to make payment this way please call or email us to discuss the matter. If you make a payment this way you will need to provide us with payment confirmation from your bank to allow us to trace it.

You may also pay at the Pay and Park office (cheques and credit cards only) at Hammersmith Town Hall, King Street, W6 9JU - 9.00am to 5.00pm (Mon to Fri excluding bank holidays)