

Parking Dispensation Permit / Parking Bay Suspension Application Form



ASHFORD
BOROUGH COUNCIL

You can apply for a Dispensation Permit which will allow you to park in a place where you would otherwise not be permitted, e.g. for longer than allowed in a time limited area or on a single yellow line.

You can apply to have a parking bay(s) temporarily suspended. This means that it will be reserved exclusively for your use for a designated period of time. Signs will be erected advising other motorists that they cannot park in the parking bay(s). If other motorists do park in the bay(s), we can issue a Penalty Charge Notice (Please note this is the limit of our powers in this respect, we cannot remove vehicles). We will not suspend Disabled Persons Parking Bays unless absolutely necessary.

There must be a valid reason for the Dispensation Permit or Parking Bay Suspension, please see the list below. You cannot have a Dispensation Permit or Parking Bay Suspension simply to allow you to go to work or to park outside your house.

A Dispensation Permit or Parking Bay Suspension will normally be permitted for:

- Building, maintenance, demolition purposes where close proximity to the site is essential
- Furniture Removals
- Funerals - the hearse and chief mourners' vehicles
- Weddings – the bridal vehicles
- Other circumstances where the council might reasonably regard the requirement to be essential

Applications are processed Monday to Friday. We will assess your request and confirm when your application has been accepted. Until you receive confirmation from the council you should not assume that your request has been granted. If you park before you receive a) your Dispensation Permit or b) confirmation that a parking bay has been suspended a Penalty Charge Notice may be issued. You will receive an email or telephone call for the following:

- Confirming your application has been successful
- Asking you for more information or,
- Advising you why your application has not been accepted

Charges:

- **Dispensation Permit Monday – Friday (Non Pay & Display Parking Bay) - £30.00 per week or part week**
- **Dispensation Permit Monday – Friday (Additional charge for occupying a Pay and Display parking bay) - £10.00 per day or £30 per week**
- **Parking Bay Suspension Monday - Friday - £50.00 per week or part week**
- **Weekend Permit required, please email: permitcustomer@ashford.gov.uk**
- Longer works may be subject to a further application

(All charges will be reviewed annually as a part of the general parking charge review.)

At least **ten days' notice** is required in most circumstances. Please note cones are not a requirement for a dispensation permit or parking bay suspension.

Terms and conditions – please retain for your records

1. The Dispensation Permit or Parking Bay Suspension may be subject to a subsequent site survey to verify that there is a relevant need and that the location is suitable for parking. As a result the terms may be amended or the dispensation withdrawn. In the latter instance, a full refund of any payment will be arranged.
2. A parking space cannot be guaranteed.
3. The Dispensation Permit must be clearly displayed at all times when in use.
4. The Dispensation Permit will be issued for an individual vehicle registration number and must only be used on the vehicle specified unless otherwise agreed.
5. If you have requested a non-vehicle specific dispensation and fail to clearly display the permit you may be liable for payment of a Penalty Charge Notice.
6. Do not alter the Dispensation Permit as this will make it invalid. If you require any changes please contact Parking Services at permitcustomercare@ashford.co.uk
7. Please comply with the local parking regulations and on site notices. If you are unsure contact the Parking Services who will be happy to answer your questions.
8. We are happy to replace damaged or worn permits if they are returned to the Council office.
9. The Council does not provide refunds or time extensions for Dispensation Permits for periods of absence or for early completion of works. Please bear this in mind when choosing the time period you require.
10. The Council reserves the right to withdraw any Dispensation Permit or change the conditions applying to it. Should this be necessary you will be notified of the reasons in writing, prior to the effective date, offering you the opportunity to respond to the decision.
11. Your Dispensation Permit will not allow parking where it might cause obstruction in any way to pedestrians or vehicles.
12. Your Dispensation will generally not allow for parking in the following areas unless **specifically** stated on your permit:
 - Disabled Bays
 - Bus Stops
 - Taxi Ranks
 - Limited Waiting Bays
 - Loading Bays
 - Single Yellow Lines
 - Pay and Display Parking Bays
 - Bays reserved for specific users (e.g. Doctor/Police/Motorcycles)
 - Streets where a loading ban is enforce
 - Double yellow lines

Privacy notice – please read

Data Protection – Ashford Borough Council is the data controller for any personal information collected in this form. Your information will be used to administrate your application, processing is being conducted relying upon a contractual legal basis. Your data may be shared with other departments within the council for the purpose of processing the application and the management of parking enforcement. We will not share your information with any third parties unless we are required or permitted to do so by law. Your information will be retained from the period required + 2 years. For more information about your data protection rights please read the privacy policy on our webpage: <https://www.ashford.gov.uk/transparency/data-protection/privacy/>, or contact the Data Protection Officer at Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL or email FOI@ashford.gov.uk.

Parking Dispensation / Parking Bay Suspension Application Form

Please supply us with your personal and business details

Name:	Title:	Initial(s):	Surname:
Trading Name:			
Company Name:			
Address:			
Post Code:			

Contact Telephone number:
Email:

Vehicle Details: Make:	VRM:	Colour:
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Reason for: *Dispensation / *Suspension * Delete as appropriate which permit required:	
Address where vehicle will be parked:	
Post Code:	
Period required - Date from:	to:

Declaration:	
I confirm the above information is correct and I agree to the terms and conditions on this form.	
Signed:	Date:
Signed by:	

To help us process your application quickly and efficiently please complete all above sections in full and print clearly.

For all enquiries please email permitcustomercare@ashford.gov.uk

For official use only
Date received:
Authorised:
Payment reference:
Date issued:
Date instructions to CEOs:
Processed by: