



08/2015

Milton Keynes Council Suspension/Dispensation for Parking

FOR OFFICIAL USE ONLY

Cheque		Date received		Suspension code	
Postal Order		Date issued			
Credit/Debit Card		Processed by			

A. Application Details

Mr/Mrs/Miss/Ms _____ Surname _____ Forename _____

Company Name and Address _____

Postcode _____ Daytime telephone number _____

B. Vehicle Details:

VRM _____ Make _____ Model _____ Colour _____

Please use separate sheet if more than one vehicle required.

C. Suspension/Dispensation details.

Reason for suspension/dispensation _____

Street name _____

Location in road (e.g. outside No 7) _____

Type of bay(s) Resident Meter (P&D) Shared Use Business

Free Bay Disabled bay Police Bay Other (please specify)

Date(s) Suspension/dispensation is needed : ____/____/____ to ____/____/____

Between hours _____ and _____

Total number of bay's _____ @ £15.00 per bay per day.

Total Day(s) Required _____

Total Cost _____

D. Method of Payment *(Please tick appropriate box)*

Postal Order (PO) Cheque Credit/Debit Card

Cheques and PO's should be made payable to **Milton Keynes Council**. Please print name, address and vehicle registration number on the reverse.

CREDIT CARD DETAILS: For your personal protection we are only able to process card payments if you provide a day time contact number for the card holder, we will contact you when we are ready to process your transaction.

Day time Contact Number _____
Best time to call _____

E. Suspension of bays

You can apply to have a parking bay(s) temporarily suspended. This means that it will be coned off exclusively for your use for a designated period of time. Signs will also be erected advising other motorists that they cannot park in that bay(s). If other motorists do park in the bay, we can issue a parking fine. We will not suspend disabled parking bays unless absolutely necessary.

The more notice you allow, the higher the chance of the suspension being permitted. We recommend that you allow a minimum of 10 days notice, however, it may be possible to accommodate your request with less notice.

F. Applications

Send the completed application form with payment (cash not accepted) to: **Milton Keynes Parking**, Suite 401, Margaret Powell House, Midsummer Boulevard, Milton Keynes, MK9 3BN. Tel: 0845 2308855 option 3 or email:

parkingpermitapplications@milton-keynes.gov.uk

Please note that to process card payments Milton Keynes Council will need to contact the card holder or authorised user at the time of processing to complete the card transaction, this is so we comply with all legislation and for your personal protection

G. Dispensation of Restriction.

You can apply for a dispensation of restrictions: this will allow you to park in a place where you would otherwise not be permitted, e.g. on yellow lines or for longer than allowed in a time limited area.

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

A suspension/dispensation will normally be permitted for

- Building, industrial or demolition purposes
- Maintenance, improvement or reconstruction of the parking place or highway
- For the removal of furniture
- For weddings and funerals
- For special occasion