

# SUSPENSIONS APPLICATION FORM

APPLICANT CONTACT INFORMATION	
Organisation Name:	
Title:	First Name :
Second Name :	Phone Number:
Email Address :	
CUSTOMER / COMPANY DETAILS	
House number / Name :	Post Code :
Street Name :	Town :
County :	Country :
SUSPENSION REQUEST DETAILS*	
LOCATION DETAILS*	
Start Date :	Start Time :
Completion Date:	Completion Time:
Street Name :	
Exact Location (outside / opposite) :	
Reason For Suspension :	Number of Bays Required:
Type of Bay (Permit Bay / Pay and Display Bay / Shared Use Bay) :	
<u>SUSPENSION TERMS AND CONDITIONS</u>	
<b><u>SUSPENSION SERVICE TERMS AND CONDITIONS</u></b>	
<ol style="list-style-type: none"> <li>1. Parking bay suspensions are available for the purpose of: <ul style="list-style-type: none"> <li>• facilitating the movement of traffic or promoting its safety;</li> <li>• any building operation, demolition or excavation;</li> <li>• the maintenance or cleansing of gullies;</li> <li>• utility works;</li> <li>• road works;</li> <li>• furniture removals;</li> <li>• funerals or special occasions; and</li> <li>• event management.</li> </ul> </li> <li>2. All parking bay suspensions, for all types of parking place, are charged by the individual parking bay / space at the relevant hourly pay and display rate for the bay / street / area. In locations where parking bays are not individually marked a space will be calculated for every 5.5m of the parking place that is required for the suspension.</li> <li>3. All suspensions will be appropriately signed and coned and every effort will be made to ensure that suspensions are kept clear of unauthorised vehicles throughout the period of the suspension. If a vehicle is parked in the suspended area then please alert the suspensions team.</li> <li>4. Parking bay suspensions are only valid during the specified times and dates, as detailed on this receipt. The duration of a parking suspension can be extended providing sufficient notice is given to the suspensions team.</li> <li>5. Suspensions are not transferable and no refunds will be given for periods of unused time.</li> <li>6. The Council reserves the right to inspect the suspension at all reasonable times for the purposes of verifying the works and/or authenticity of the suspension. Any vehicles should be parked responsibly and must not be parked in such a manner as to cause an obstruction to other road users or pedestrians.</li> <li>7. The suspension must be withdrawn if requested to do so by a Parking Attendant or Police Officer. This will only happen in circumstances where emergency access or traffic flow is impeded</li> <li>8. Failure to comply with the suspension terms and conditions may result in the suspension being withdrawn, future suspension requests being refused and/or a Penalty Charge Notice being issued, as appropriate.</li> </ol>	
<p>If you agree to the terms and conditions please complete and email this document to <a href="mailto:edinburghsuspensions@nslservices.co.uk">edinburghsuspensions@nslservices.co.uk</a> and we will endeavor to contact you as soon as possible during normal office hours to take the card payment and set up the dispensation.</p>	