

Parking Dispensations and Suspensions Guidance Notes

Dispensation

A dispensation can be requested for a maximum of 14 consecutive days to allow a vehicle to be parked lawfully in a location where it would normally be in contravention of the Traffic Regulation Order, ie. on a single or double yellow lines. **For longer periods of time, dispensation requests will be considered on their own merits via the application process.**

Suspension

A suspension temporarily removes the waiting restrictions in a parking place, such as in a limited waiting bay or Pay and Display bay. It can be requested for a maximum of 14 consecutive days to prohibit parking by all vehicles other than that which is arranged and permitted by the suspension. **For longer periods of time, suspension requests will be considered on their own merits via the application process.** Temporary signing and cones must be provided when a parking bay is suspended.

Examples of where parking dispensations or suspensions may be allowed.

Location	Circumstances
Single or double yellow lines.	When and where there are no loading restrictions in force. Where a parked vehicle will not cause an unnecessary obstruction or interfere with traffic flow.
Permitted parking bays such as in residents parking bays.	Where visitors require to park their vehicles and visitors' permits (scratch cards) are not available. Where parking is required for longer than the permitted time.
Pay & Display bays.	Where the required time exceeds the permitted time in the bay.
Pedestrianised zones.	Emergency work and approved public activities only.

Examples of where dispensations or suspensions are not allowed:

Location	Circumstances
Traffic sensitive routes.	Free flow of traffic is required during traffic sensitive times.
Yellow line(s) with kerb marking(s) where or when a loading / unloading restriction is in operation.	Free flow of traffic is required.
Within 50 metres of traffic signals.	Manoeuvres at junctions need to be free flowing.
On entry and leaving zig zag markings at pedestrian crossings.	Pedestrian safety could be at risk.
Bus stops.	Only buses may stop.
Taxi ranks.	Only taxis may stop.
Disabled Persons' Parking Bays.	Parking may adversely affect disability issues.
Emergency service vehicles' parking bays.	Emergency vehicles only in these bays.
On School Keep Clear markings	Children's safety
Within 200 metres of a level crossing	Road / rail safety

****Please note that inconvenience or difficulty alone are not suitable justifications for a dispensation or suspension to be issued.***

- General enquiries can be made to via the Carparks Support Office on 01482 395411 although applications cannot be made over the telephone.
- An application for a public activity parking dispensation or suspension **must be received at least 7 working days before the start date of the dispensation or suspension** to allow for the full administration process to be undertaken.
- Note that should a fee be required for the dispensation or suspension, you will be notified accordingly and must provide confirmation that you wish to progress with the process.
- Details of dispensation and suspension fees are detailed below.
- If the vehicle spaces are subject to a pay and display system, an additional fee of £5.40 per space per day will be charged.
- Should an application for parking dispensation or suspension be approved, payment must be received in full before the dispensation / suspension is coordinated.
- **For applications to be considered, the attached agreement for provision of no waiting cones must be agreed and returned with your application.**

Application fee for Dispensation per vehicle space (6 metres)	Application fee for Suspension per vehicle space
£15 for first day £10 per day for the first week, and £5 per day thereafter	£20 for first day £15 per day for the first week, and £7.50 per day thereafter plus loss of parking fee

Completed applications must be submitted to Carparks.Support@eastriding.gov.uk or alternatively posted to:

Permits Office
PO Box 299
Beverley
HU17 6FH

In all cases please ensure that telephone contact details are included. The council will then contact you by telephone to take payment for your application and credit or debit card details can be taken over the phone. Under no circumstances will payment be accepted via post.

APPLICATION FOR PARKING DISPENSATION OR SUSPENSION

In order to be considered, applications must be received at least 7 working days before the start date of the dispensation to allow for the full administration process to be undertaken. Please refer to the supporting guidelines for further information.

Name of applicant				
Name of company/ organisation				
Nature of business				
Address of applicant				
Email address(es)				
Contact number(s)	1.			
	2.			
	3.			
Contact number(s) to be displayed on signage at dispensation or suspension location (if application approved)	1.			
	2.			
	3.			
Details of activity taking place				
Vehicle(s) Details (if known) <i>Please add additional sheets if required</i>		Make	Model	Registration Number
	Vehicle 1			
	Vehicle 2			
Tick box for dispensation or suspension	<input type="checkbox"/> Dispensation <input type="checkbox"/> Suspension			
Please specify why dispensation or suspension is essential.				
Locaton of dispensation or suspension	Name of Village or Town			
	Name of Street or Car Park			
Full description of dispensation / suspension location.	Description:			

<p><i>Please also provide detailed plans / maps / photos to demonstrate exact location.</i></p>		
	Documents Attached (Please tick)	
	<input type="checkbox"/> Plans	
	<input type="checkbox"/> Maps	
		<input type="checkbox"/> Photos
		<input type="checkbox"/> Other (Please specify below)
Dates of work (inclusive)	First Day	
	Date:	Start Time:
	Last Day	
	Date:	Finish Time:

Completed applications must be submitted by email to Carparks.Support@eastriding.gov.uk or alternatively by post to:

Permits Office
PO Box 299
Beverley
HU17 6FH

****Applications must be received with the relevant fee at least 7 working days before the start date of the dispensation to allow for the full administration process to be undertaken. Please note that under no circumstances will payment be accepted via post.**

AGREEMENT FOR THE PROVISION OF NO WAITING CONES

This agreement relates to the provision of no waiting cones by the East Riding of Yorkshire Council.

The cones are to be supplied by the East Riding of Yorkshire Council for the purpose of:-

a parking dispensation / a parking suspension / an event (delete as necessary)

and placed out at:-

Location:-

.....

Date to be supplied:

.....

for a duration of day(s).

I hereby accept liability for the loss of / damage to / unusable condition on return of any no waiting cones used. I agree to pay the sum of £10 for each cone which is damaged, in an unusable condition on return or not returned.

Contact details:-

Name:

Address:

.....
.....

Email:

Telephone number:

Signature:-

.....

If acting on behalf of a company, please sign this agreement below.

I confirm that I am authorised to enter into and sign this agreement on behalf of:-

(company name and address / contact details)

.....
.....

Signature:-

.....