

## Parking Bay Suspension and Parking Waiver Application Form

**Important:**

- You will need to complete one form for each vehicle
- Ten days notice is required for all applications
- Applications can be made by post or e-mail
- Full payment must be made at the time of application. No refunds will be made.

Suspension/ Waiver details.

Start date:..... End date:.....

Reason for Suspension/Waiver:.....

.....

Location address:.....

Vehicle registration number:.....

Make/Type:.....

**Dispensation Waiver Pricing Application- All prices include VAT.**

The charge for a dispensation waiver is £15 for a minimum of three days. Each additional day is charged at £5 per day.

**Calculating your charge:**

Initial application: 3 days minimum	£15	=	£15
Additional days : _____	x £5	=	£_____
		Total	£_____

**Bay Suspension Pricing Information – All prices include VAT.**

The charge for a bay suspension is £65 for a minimum of three days. Each additional day is charged at £10.

**Calculating your charge:**

Initial application: 3 days minimum	£65	=	£65
Additional days : _____	x £5	=	£_____
		Total	£_____

**Applicant Details:**

Name:.....

Company name:.....

Address:.....

Post Code:.....Telephone/Mobile:.....

E-mail:.....

**Conditions of use:**

1. The waiver certificate must be clearly displayed in windscreen of the vehicle so that all of the relevant information can be read from outside the vehicle.
2. The vehicle must be moved at the request of a police officer, a civil enforcement officer or a council officer.
3. The waiver certificate remains the property of Runnymede Borough Council and must be surrendered on request.
4. The waiver certificate is issued solely at the Council's discretion and can be withheld or withdrawn with immediate effect.
5. It remains the driver's and the registered keeper's responsibility to ensure that the vehicle is parked legally and safely and no obstruction or danger is caused.
6. Materials and goods must not be placed or stored on the footway or carriageway.
7. Only under very exceptional circumstances will a waiver be granted on yellow lines.

**Declaration**

I declare that the information I have provided is correct to the best of my knowledge and belief. I have read and agree to the conditions of use.

Signature:..... Date:.....

Application forms and cheques made payable to 'Runnymede Borough Council', should be returned to: **Technical Services Administration, Civic Centre, Station Road, Addlestone, KT15 2AH**

**E-mail applications should be sent to: [parking@runnymede.gov.uk](mailto:parking@runnymede.gov.uk)  
We will telephone you on the provided telephone number to arrange payment by credit/debit card for e-mail applications.**

For further information or queries please contact Parking Services on 01932 425194

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**For Office use only:**

Waiver number:..... Date of issue:.....