

**LONDON BOROUGH OF MERTON**

**APPLICATION FOR PARKING BAY SUSPENSION / YELLOW LINE WAIVER FROM 1<sup>ST</sup> APRIL 2016**

Please return by ONE of the following methods:

Post to: London Borough of Merton, Parking Services, Merton Civic Centre, London Road, SM4 5DX

Fax to: 020 8545 4655 Email to: [parkingpermits@merton.gov.uk](mailto:parkingpermits@merton.gov.uk)

We require **7 full working days** notice (in the parking office) to process a parking bay suspension or yellow line dispensation. Please telephone 020 8545 4661 if you have any query concerning this form.

**Charges:** There is a £25.00 non-refundable administration fee per application for a bay suspension. Bay suspensions cost £25.00 per bay, per day.

Yellow line dispensations cost £13.20 per day, per vehicle. No admin fee applies.

Should you require a car park bay suspension, please call the office for further details.

**The onus is on the applicant to read the full terms and conditions on this form and the web page at [www.merton.gov.uk/parking](http://www.merton.gov.uk/parking)**

Date of application

Name of applicant / company

Address  Tel:   
Fax:

Email

Suspension dates From:  To:

Location of suspension and zone

Reason for suspension

No: of bays (each bay is 5/6 metres)

No: of yellow line dispensations -  
Vehicle registration & dimensions must be supplied

## **PAYMENT:**

Once the request has been authorised we will contact you for payment. Please provide your contact telephone number in the space below:

Telephone No:

If you would like to pay by cheque or postal order please make payable to the London Borough of Merton. Please write the applicant's name and address on the reverse of the cheque.

## **Terms and Conditions**

### **Parking bay suspensions and yellow line dispensations**

Parking bays may be suspended within a Controlled Parking Zone (CPZ) so that necessary works and services may be carried out, for example domestic removals or building works. Single yellow line dispensations (i.e. our consent to park on a yellow line) may also be issued for these requirements.

**We are unable to suspend, or sign and cone an area which is not within Controlled Parking Zone.**

### **Cost of a bay suspension or dispensation**

There is a £25.00 administration fee that applies to all applications made for bay suspensions only. This is non-refundable in the event of a cancellation.

The cost to suspend a parking bay is £25.00 per bay, per day. To suspend parking for any length of time, we must be satisfied that the bays will be used for its intended purpose.

A yellow line dispensation costs £13.20 per day, per vehicle, and you are advised to provide us with the vehicle registration. The admin fee does not apply to a yellow line dispensation.

### **How to apply**

We require **7 full working days** notice to process a parking bay suspension and yellow line dispensation and you are required to submit an application form.

The form must be filled out correctly and neatly ensuring you have read and understood the terms and conditions. The boxes must be signed either by hand or type print as any application without some form of signature will not be accepted and this may delay your application.

A waiver notice will be emailed to you, or, in the absence of an email address, sent through the post. You must print this and display it clearly in the windscreen of the vehicle located in the suspended bay/s or parked on the yellow line.

### **Signs and cones**

Signs and cones are generally placed 48 hours before the actual date of the suspension (although we do not cone for utilities). However, should someone park in the suspended bay on the actual day, *you* are required to find alternative legal parking, ensuring you are not causing an obstruction to other road users.

The London Borough of Merton do not operate a towing service. Refunds (less the £25.00 administration fee) will only be issued if we are provided with a minimum of 24 hours notice. Regardless of obtaining a waiver or dispensation, the vehicle must be parked without causing an obstruction, and you must move the vehicle(s) if requested to do so by a Police Officer or Civil Enforcement Officer.