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| THTopRight2**OFFICAL USE ONLY** | |
| Emailed for Payment |  |
| Payment |  |
| Ref |  |
| Amount |  |

LONDON BOROUGH OF TOWER HAMLETS SUSPENSION OF PARKING SPACES REQUEST FORM

Car Pound, 585 – 593 Commercial Road, London, E1 0HJ Telephone No: 0207 364 6586 Email Address: [suspensions.dispensations@towerhamlets.gov.uk](mailto:suspensions.dispensations@towerhamlets.gov.uk)

COMPLETE IN BLOCK CAPITALS AND RETURN TO THE ABOVE EMAIL/ADDRESS AT LEAST 7 WORKING DAYS BEFORE THE SUSPENSION IS DUE TO START

Road Traffic Regulation Act 1984, The Local Authorities (Transport Charge) Regulations 1998

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|  | | | | | | |
| **Company Name** |  | | | | | |
| **(if Applicable)** | | | | | | |
| **Address** |  | | | | | |
|  | | | | | | |
| **Contact Name** |  | | | | | |
|  | | | | | | |
| **Contact Number** |  | | | | | |
|  | | | | | | |
| **Email Address** |  | | | | | |
|  | | | | | | |
| **Suspension Start Date** |  | | | | | |
|  | | | | | | |
| **Suspension Finish Date** |  | | | | | |
|  | | | | | | |
| **Street** |  | | | | | |
|  | | | | | | |
| **Location** |  | | | | | |
| (Door No Land Mark) | | | | | | |
| **Number of Car Spaces Required** | |  | | | | |
| (1 car Space = Approx 5.5 Meters) | | | | | | |
| **Type of Bay** | Resident | | Pay by Phone / Pay & Display | Permit | Multi | Other |
|  | | | | | | |
| **Reason for Suspension** |  | | | | | |
|  | | | | | | |
| **Further comments** |  | | | | | |
|  | | | | | | |
| **I agree to the above Terms and Conditions:** | | | | | | |
| Print Name | | Signature | | Date | | |



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| --- |
| **Privacy Notice**  We are committed to protecting your personal information when you use Parking & Mobility Services. The Service can ensure that your privacy is respected and protected.  We need to collect your personal information so that we can provide you with the full range of our services and carry out our statutory functions. Below in the link, we outline our obligations and your rights under the General Data Protection Regulations (GDPR), which regulates the use of personal information by all public sector organisations.  https[://w](http://www.towerhamlets.gov.uk/lgnl/council_and_democracy/data_protection)ww[.to](http://www.towerhamlets.gov.uk/lgnl/council_and_democracy/data_protection)w[erhamlets.gov.uk/lgnl/council\_and\_democracy/data\_protection](http://www.towerhamlets.gov.uk/lgnl/council_and_democracy/data_protection) freedom\_of/data\_protection freedom\_of.aspx |
| **TERMS AND CONDITIONS:**   1. Unless there are exceptional circumstances, no more than 10 car spaces will be approved per application per day for a suspension. 2. Although the Council will erect appropriate suspension signs no guarantee can be given that the site will be clear of illegally parked vehicles. 3. Full payment of the suspension charges must be received by LBTH Parking Services at least 7 working days in advance of the date on which the suspension is due to start. Failure to comply with this time limit may result in the suspension not being implemented. 4. Suspension charges are not negotiable. 5. Unauthorised vehicles are not permitted to park in suspended spaces for any reason and may be removed. 6. Unauthorised vehicles are those that are not actively in use for any activity for which the space has been suspended. 7. Requests for cancellation may be made in writing to LBTH and approval is subject to LBTH’s discretion. All cancellation requests must be received at least three full working days prior to the commencement date of the suspension. 8. If the suspension needs to be extended, you need to give 3 working day notice and send an email to the suspension team before the suspension is due to end.   **i)** Price for suspension as from 12st May 2020  Charges are £45.00 per space per day across the borough. There is an £92.00 Non-Refundable Service Charge for all approved applications.   1. Domestic Removals (for up to two spaces for one day) is charged at £92.00 any additional spaces is £45.00 per space 2. In some exceptional circumstances suspensions can be arranged at short notice (minimum 3 Days’ notice) with discretion of Tower Hamlets, additional supplementary Emergency Surcharge of £76.30 applicable per application. Payment must be made within an timeframe given by Tower Hamlets Suspension Team some examples of acceptable reasons:  * Gas/water Leaks * Road Collapse * Police for security purpose.  1. Emergency suspension must be agreed by Tower Hamlets Suspension Team by phone (0207 364 6586) before application is submitted. If application is submitted without agreement application may be rejected. 2. Amendment of dates on suspension after suspension is processed and paid for are subject to £92.00 Non-   Refundable Service Charge. |