



# APPLICATION TO SUSPEND PARKING BAYS

BEFORE COMPLETING THIS FORM PLEASE READ THE GUIDANCE NOTES ON PAGE 3

**Any sections left incomplete will result in the application being delayed or not processed**

**Q1: Is this suspension request required as part of scaffolding work?** Yes  No   
*If you have answered "Yes" then you must have already had the appropriate licence approved by Highways (See page 3 for contact information).*

**Q2: Is this suspension request required as part of a road closure?** Yes  No   
*If the pay & display machine requires removal (for long term requests) you need to contact Parking Services (see page 3).*

## PART 1 - PAYMENT

**Payments for Suspensions are now required in advance.** ONE pay & display bay is measured at 5 metres in length and each bay is charged at £24.00 per separate day, plus £25.00 admin fee. You must ensure that when applying you pay for the correct amount of bays to accommodate all vehicles and equipment – see *Guidance Notes for further information.*

*(Please tick)*

I am enclosing a cheque payable to LIVERPOOL CITY COUNCIL to the value of £\_\_\_\_\_

*(Please refer to Part 3 below and the Guidance Notes for charges or telephone 0151 233 3011 to confirm).*

**If you require a receipt, please enclose a stamped addressed envelope.**

I have paid via BACS for the amount of £\_\_\_\_\_ to: Barclays Bank Plc

Sort Code: 20 51 01 Account No: 50294217 Ref: DTCST94299

Please submit a screen shot of the payment to [parking.services@liverpool.gov.uk](mailto:parking.services@liverpool.gov.uk) and subject your email "Suspension Payment"

Unfortunately we are unable to provide a receipt for BACS payments, we can only confirm payment via email.

No VAT is charged for on-street bays, only car park suspensions.

## PART 2 – YOUR DETAILS (please use BLOCK capitals)

Name:..... Company:.....No.....

Address:.....

.....Post code:.....

Telephone:.....EMAIL (required):.....

**Purchase Order** (if applicable): ..... Account No: .....  
*(Only applies to existing customers with Liverpool City Council)*

## PART 3 – SUSPENSION REQUIREMENTS

ONE pay & display bay (or part of) is charged at £24.00 per separate day and is measured at 5 metres in length, you must ensure you apply for the correct amount of bays to accommodate your vehicles or equipment

Date(s) required (from/to/single day) <i>Please also indicate hours if required</i>	Location (Street/Car park)	Ref Point <i>i.e. outside No.5</i>	No. of bays
to			
to			
to			
to			
to			



### PART 4 – VEHICLE DETAILS

If bays are required for a skip or large vehicle please refer to the Guidance Notes on page 3 (Part 4)

VRM - Vehicle Registration Mark

If more vehicles are required please list (without spaces) on a separate sheet

VRM (1).....Make:.....Size (LxWxH).....metres

VRM (2).....Make:.....Size (LxWxH).....metres

VRM (3).....Make:.....Size (LxWxH).....metres

VRM (4).....Make:.....Size (LxWxH).....metres

VRM (5).....Make:.....Size (LxWxH).....metres

### Please advise why a suspension is required

.....  
.....  
.....

PLEASE RETURN PAGES 1 AND 2 OF THIS COMPLETED APPLICATION to [parking.services@liverpool.gov.uk](mailto:parking.services@liverpool.gov.uk) AND ALLOW A MINIMUM OF 10 WORKING DAYS FOR PROCESSING

### PART 5 – Declaration / Terms & Conditions:

I understand and accept that: -

By submitting this form – even if not signed, I have read the Guidance Notes in full and I accept all charges for bay suspensions. If any part of this application is not completed, does not allow the required processing time, or the correct information is not provided, this application may be rejected without notice. I have already had the relevant licences / approval from other City Council departments (*where applicable*).

I am fully aware that: - Pay & Display machines must not be obstructed or covered up and must still be available to motorists in adjacent streets. If I have hoardings or fencing around the bays I must have the relevant approved signage in place to direct motorists to use an alternative machine.

Any Pay & Display machine that is removed without prior notification or authorisation will be classed as theft.

Any Pay & Display machine that is damaged by me, my employees / contractors / client will be my responsibility and added to the final bill.

Any Equipment I leave in pay & display bays which have not been suspended may be removed with fees added to the final bill.

If a suspension of bays is no longer required I will inform Parking Services a **minimum** of 48 hours before the start date/time. I am aware that failure to do so will result in me / the company still being charged for the bays.

Parking Services reserve the right to amend or alter an application where the appropriate number of bays have not been applied for and add the appropriate charges to the final bill.

Any Parking cones that are not returned, taken by me, my employees or my client may be added to the final bill.

**Signed:**

**Print Name:**

**Date:**

Privacy Notice: our Privacy notice can be viewed on the City Council website at [liverpool.gov.uk/parkingprivacy](http://liverpool.gov.uk/parkingprivacy)

### Office Use Only

Date application received: ..... Charge: .....

Approved: YES / NO If not approved please state reason:.....

.....

Signed: ..... Date: .....



## GUIDANCE NOTES for the Suspension of bays

A minimum of 10 working days is required for processing, where *possible* and at the discretion of Liverpool City Council, some applications may be able to be processed in a shorter period. You are responsible for ensuring a suspension has been approved prior to agreeing to any work involved.

Suspensions are generally only for Pay & Display bays, however they may be granted for other types of bay where the work / vehicle is essential. If the suspension of designated bays e.g. motorcycles, disabled, are required, you may be asked to suspend pay & display bays in an adjacent street to accommodate the misplacement of the designated users.

Pay & Display bays within a road closure must be paid for.

**Fees: The charge for Pay & Display bays is £24.00 per bay (or part of), per separate day. There is a £25.00 administration fee for ALL applications, the admin fee is non-refundable. For other types of bay, there is no charge, only the £25.00 administration fee.**

If a Suspension is approved, you will be copied into the Operational email which will be subjected with the application reference number and the location / start date. Any vehicle details will be input into the Civil Enforcement Officers (CEO) handheld (HHC) so they are aware the vehicles are entitled to be using the bays.

**If a suspension of bays is no longer required**, you must inform Parking Services a **minimum** of 48 hours before the start date/time. Failure to do so will result in you / the company still being charged for the bays. You must email [parking.services@liverpool.gov.uk](mailto:parking.services@liverpool.gov.uk) or "REPLY ALL" on the confirmation email you have received – this will be titled with your application reference number.

### PART 1 (Payment): -

RE: Q1 and Q2 on the form, Licences for scaffolding, excavation, skips, cranes and other similar vehicles / work must have already received approval from Highways **before** a suspension is requested – contact details further below.

**For existing Liverpool City Council Account holders only** - If a PURCHASE ORDER No. / PROJECT No. needs to be quoted on the invoice, please ensure this is provided.

### PART 2 (Your Details): -

All details in this part should be set out clearly and accurately.

### PART 3 (Suspension Requirements): -

If the suspension is only required for one day, then please set out on the form as 01/01/19 to 01/01/19. If you require the bays during certain hours then please also specify. The operational hours of pay & display bays are 8:00am – 6:00pm (Mon-Sun). Our Operations Team normally suspend bays between 6:00am and 8:00am on the commencement date; if you require the bays out of hours, then this is at the discretion of the City Council and additional charges may apply.

One (1) pay & display bay is measured at 5 metres in length and each bay (or part of) is charged at £24.00 per separate day. You must ensure you apply for the correct amount of bays to accommodate any vehicles or equipment. This includes vehicles that require space at the rear e.g. removal vans. If more bays are used on the dates of the suspension, Liverpool City Council have the right to adjust the fees accordingly and issue an invoice for any charges that exceed the payment already received.

You must clearly give the precise location you wish the bays to be suspended e.g. outside a particular building, or if possible supply a map.

Locations on busy roads may need approval at a Road Works - meeting; please allow additional time for these locations to be approved first in addition to the notice required for Suspension applications, please use contact details for Highways and Transportation.

### PART 4 (Vehicle Details): -

If you are unable to supply vehicle registrations, then please advise of the number of vehicles that will be used and their measurements.

**Any vehicles such as a cherry picker, mobile crane, or a skip with a chute, scaffolding etc.** that will be obstructing or overhanging pedestrian areas i.e. pavement must have already had the relevant licence/approval from Highways (details below).

You (the applicant) are responsible for ensuring that sufficient bays have been applied for, vehicles parked in any bays other than those applied for will be liable for a Penalty Charge Notice unless a valid pay & display ticket is purchased and clearly displayed (the P&D machines state the maximum parking time) – this does not apply to HGV, LGV or solo motorcycles which are not entitled to park within pay & display bays.

### Other Information:

For any queries on Suspensions or Dispensations, please contact Liverpool Direct on 0151 233 3011, alternatively, you can email [parking.services@liverpool.gov.uk](mailto:parking.services@liverpool.gov.uk) (**Monitored Mon-Fri**) Website: [www.liverpool.gov.uk](http://www.liverpool.gov.uk)

**For maintenance or any other work that will affect the carriageway or any larger vehicles/skips/scaffolding/cherry pickers etc. Visit:** <http://liverpool.gov.uk/business/licences-and-permits/roads-and-highway-licences/>

#### FOR LICENCES:

Highways and Transportation (*formally AMEY*), Liverpool City Council, Newton Road, Liverpool, L13 3HS  
Email: [LCCHighwaysCustomerServices@liverpool.gov.uk](mailto:LCCHighwaysCustomerServices@liverpool.gov.uk) Telephone: 0151 233 3001

#### FOR ROAD CLOSURES / TEMPORARY TRAFFIC REGULATION ORDERS (TTROs):

Traffic Management, Liverpool City Council, Cunard Building, Water Street, Liverpool, L3 1AH  
Email: [Transportation@liverpool.gov.uk](mailto:Transportation@liverpool.gov.uk)

**FOR BUS STOPS / STANDS (suspension or temporary diversion) please contact Merseytravel at:** -  
[comments@merseytravel.gov.uk](mailto:comments@merseytravel.gov.uk) Telephone: 0151 227 5181