



**APPLICATION TO APPLY FOR A DISPENSATION (WAITING RESTRICTION PARKING)**

BEFORE COMPLETING THIS FORM PLEASE READ THE TERMS & CONDITIONS ON PAGE 2

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

**PART 1 – YOUR DETAILS** (please use BLOCK capitals)

Name:..... Company:.....  
 Address:.....  
 .....Post code:.....  
 Telephone:..... EMAIL (required):.....

**PART 2 – DISPENSATION REQUIREMENTS - You may have up to 3 locations on one application**

Please refer to the Terms & Conditions on page 2, in section 1 for guidance.

Date(s) required (from/to/single day)	Location	Ref Point i.e. outside No.5
to		
to		
to		

**Q1. Why do you need to park on the waiting restriction and not within designated parking bays e.g. Pay & Display bays?**

.....  
 .....

**PART 3 – VEHICLE DETAILS - (VRM - Vehicle Registration Mark)** If more vehicles are required please use a separate sheet

If bays are required for a skip or large vehicle please refer to the Terms & Conditions on page 2, Section 1

VRM (1).....Make:.....Size (LxWxH).....metres  
 VRM (2).....Make:.....Size (LxWxH).....metres  
 VRM (3).....Make:.....Size (LxWxH).....metres

**PART 4 – NCT / HIGHWAYS APPROVAL**

Please refer to page 2 Section 1 (2, 10, & 14) and Section 2 for contact details

Q2. What date was this work authorised by NCT / Highways? .....

Q3. Which Officer(s) authorised the work involved? .....

**Where possible, please include any copies of TM plans**

**PART 5 - Declaration:** *Application will not be processed if this is not signed and dated*

I have read the Terms & Conditions in full and accept that if any part of this application is not completed in full or the correct information is not provided this application will not be processed. I understand that the dispensation is granted solely for the use of work vehicles and that all information provided regarding the vehicle make/model is correct; I acknowledge that if I have provided any false information in order to obtain a dispensation permit, this will invalidate the application and any vehicles parked may be liable for a Penalty Charge Notice. I acknowledge that if any vehicle is causing an obstruction, parked on pavement or near to a junction it will be liable for a Penalty Charge Notice under the restriction in place.

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: ..... Approved: YES / NO If No, please advise .....

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



## Section 1

- 1) Please allow a minimum of 5 working days for processing.
- 2) **Highways/NCT authorisation must have already been approved (where applicable).**
- 3) All sections of the form MUST be completed; any sections left blank will result in your application not being processed.
- 4) The applicant is responsible for checking out the requested location **first** before submitting an application and being aware of what restrictions are in place, if there are pay & display bays available where parking is required, you will need to apply for a suspension of bays.
- 5) Vehicles must not park until the dispensation application has been approved. You will be notified by email when approval has been granted and a reference number will be provided.
- 6) You MUST provide the precise location the vehicle is required to be parked.
- 7) Dispensation applications will NOT be approved for private goods vehicles (cars), if an application is made with false information then regardless of whether the dispensation permit is displayed, a Penalty Charge Notice will be issued for the restriction on which the vehicle is parked.
- 8) Vehicles MUST be essential for the work being completed i.e. machinery required is attached to the vehicle, or it is being used to store hazardous chemicals or glass. Any tools or equipment that is required for a job should be unloaded and stored on-site. **Dispensation permits will not be granted for convenient parking or for vehicles that are not essential.**
- 9) PROOF OF WORK must be provided e.g. schedule of work, letter from employer/contractor, purchase order/invoice, or any other documentation that will help us consider the application.
- 10) **Anything other than a standard sized vehicle i.e. cherry pickers, flatbed trucks, elevated vehicles, skips, scaffolding, crates, equipment/vehicles that will obstruct or pose a Health & Safety risk to pedestrians etc. must be referred to Highways and Transportation (address below).**
- 11) Dispensation permits will only be granted for a maximum of two weeks (14 days); any requests for a longer period may be considered at the discretion of Liverpool City Council.
- 12) Dispensations are generally for single yellow lines; anything else is at the discretion of Liverpool City Council.
- 13) Requests for Bus Stops/Stands MUST be referred to Merseytravel (contact details below) prior to applying to Parking Services. Please include the authorisation from Merseytravel.
- 14) **If the vehicle is associated with work that affects Health & Safety of the public, e.g. scaffolding, other building work, you must supply the authorisation by Highways (and where applicable NCT) to carry out that work.**
- 15) If the vehicle (standard sized) overhangs any pay & display bays, the vehicle must purchase a valid pay & display ticket. If the vehicle is any listed in 10) then it will be liable for a PCN.
- 16) If your application is approved you will be copied into the Operational email. No permits are issued, the details will be entered into the Civil Enforcement Officers (CEO) handheld (HHC).
- 17) \*Parking Services working days are Monday – Friday, excluding Bank Holidays.

## Section 2

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)

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/>

### Highways and Transportation (formally AMEY)

Liverpool City Council  
Newton Road  
Liverpool L13 3HS  
Telephone: 0151 233 3001

Email: [LCCHighwaysCustomerServices@liverpool.gov.uk](mailto:LCCHighwaysCustomerServices@liverpool.gov.uk)

For road closures/Temporary Traffic Regulation Orders (TTROs), please contact: -

Traffic Management  
Liverpool City Council  
Cunard Building  
Water Street  
Liverpool L3 1AH  
Telephone: 0151 233 3000

Email: [transportation@liverpool.gov.uk](mailto:transportation@liverpool.gov.uk)

Website: [www.liverpool.gov.uk](http://www.liverpool.gov.uk)

For Bus Stops (suspension or temporary diversion) please contact Merseytravel at: -

[comments@merseytravel.gov.uk](mailto:comments@merseytravel.gov.uk) Telephone: 0151 227 5181