

# Gloucester City Council

## SUSPENSION APPLICATION FORM

PLEASE ENSURE THIS FORM IS PRINTED DOUBLED SIDED.

APPLICATIONS RECEIVED WITHOUT THE TERMS AND CONDITIONS ON THE REVERSE WILL NOT BE ACCEPTED

### APPLICATION FOR THE SUSPENSION OF PARKING PLACES

<b>APPLICANT</b>	
<b>NAME</b>	_____
	Individual, Trading Name or Limited Company / Organisation
<b>ADDRESS</b>	_____ _____ _____
<b>Tel. No.:</b>	_____ <b>Fax No.:</b> _____

I/We request the suspension of the Meter / Pay & Display / Residents Space(s) shown below:

<b>SUSPENSION DETAILS</b>	
Number of spaces required _____	Meter / P&D Nos. _____
Precise Location	_____ _____
Reason for suspension	_____ _____ _____
From _____	To _____ Number of days _____
<b>VEHICLE DETAILS (IF APPLICABLE)</b>	
Make _____	Colour _____ VRM _____
Make _____	Colour _____ VRM _____

I confirm that I/we will be responsible for placing and removal of cones **YES**   
**NO**

Payment of £ ..... enclosed.

Applicant's Signature ..... Date: .....

**\*\* PLEASE REFER TO GUIDANCE NOTES SHOWN ON REVERSE \*\***

## REGENERATION

Gloucester City Council Direct Line 01452 396723  
Herbert Warehouse Tel 01452 522232 (SWB) Fax 01452 396899  
The Docks Minicom 01452 396161  
Gloucester GL1 2EQ www.gloucester.gov.uk



**GLOUCESTER**  
**CITY COUNCIL**

## **GUIDANCE NOTES**

1. A space is a single P&D bay or approximately 4.9 metres of a parking space.
2. An administration charge will be made of £30 plus £10 per space per day.
3. Suspensions will not normally be granted in respect of cars. The motorist must park these in accordance with the regulations.
4. The Council reserves the right to refuse any application.
5. Advance notification of a request for a suspension must be made on this form and received by the Council at least 3 working days before the required date.
6. If an extension is required, the applicant must contact the Council in writing no later than 1 working day before the expiry date. Failure to do this will result in the space(s) being reinstated and the request can only be considered as a new application subject to the notice periods set out in 5 above.
7. In the event of difficulties (including but not limited to vehicles being parked in the suspended space(s)), the applicant should contact the Council immediately by telephone.