

Parking Bay Suspensions & Dispensation Waivers

IMPORTANT: You will need to complete **one** form per vehicle.

Please complete this form including payment and return to us by post to:
Parking Department, Mole Valley District Council, Pippbrook, Dorking, Surrey RH4 1SJ.

Minimum Notice for applications:

- 10 days prior to when you want the bay suspended.
- 10 days prior to when you want the dispensation waiver to start.

Please note that applications that are received late will NOT be processed.]

Suspension/Dispensation Waiver Details

You can apply for a maximum of 4 continuous weeks. This can include Saturdays if the area you want to work in is controlled on this day.

Start Date	Day	Month	Year		End Date	Day	Month	Year

Please note that all Dispensation Waivers are valid for a 24 hour period.

Reason for Suspension/ Dispensation Waiver	
Location Address	
Vehicle Registration	

Dispensation Waiver Pricing Information – (All prices include VAT)

The charge for a Dispensation Waiver is £15.00 for a minimum 3 day period. An additional fee of £5.00 is charged for each day beyond the initial period of 3 days. Please calculate the total amount to pay and make your cheque for this sum payable to: Mole Valley District Council.

Calculating your charge

Number of Days: <u>3 days minimum</u>	£15.00 = £ <u>15.00</u>
Additional Days: _____	x £5.00 = £ _____
	Total = £ _____

Bay Suspension Pricing Information – (All prices include VAT)

The charge for a 6 metre Suspension is £65.00 for a minimum 3 day period. An additional fee of £10.00 is charged for each day beyond the initial period of 3 days. Please calculate the total amount to pay and make your cheque for this sum payable to: Mole Valley District Council.

Calculating your charge

Number of Days: <u>3 days minimum</u>	£65.00 = £ <u>65.00</u>
Additional Days: _____	x £10.00 = £ _____
	Total = £ _____

Contact Details

Name	<input type="text"/>	Name of Company	<input type="text"/>
Address	<input type="text"/>	Daytime Tel/ Mobile Details	<input type="text"/>
Postcode	<input type="text"/>	Email Address	<input type="text"/>

Declaration

I declare that the information I have provided is correct to the best of my knowledge and agree to the conditions of use. I authorise Mole Valley District Council to take payment on successful completion of my application.

Signature: _____ Date: _____

Thank you. Once we have processed your application we will send you your Waiver by post. Please see below for Conditions of Use.

CONDITIONS OF USE

1. The Dispensation Waiver must be placed against the windscreen inside the vehicle to which it applies. Please ensure all the Dispensation details can be clearly seen from the outside.
2. The Dispensation Waiver is only valid for use during the times and on the days shown on the Waiver.
3. The vehicle may only be parked on a single yellow line within the street shown on the Dispensation Waiver. In exceptional circumstances a Dispensation Waiver may be given for a double yellow line.
4. The vehicle must not be parked in such a manner as to cause an obstruction.
5. The vehicle must be relocated if requested to do so by a Police Officer or Civil Enforcement Officer in uniform.
6. The Dispensation Waiver is not transferable and no refunds will be given for periods of unused time. A refund will only be offered if your application is unsuccessful.
7. The Council reserves the right to inspect the vehicle named overleaf by an Authorised Officer or Authorised Agent of the Council, at all reasonable times for the purposes of verifying the work and/or authenticity of the dispensation application.
8. The Dispensation Waiver remains the property of the Council and must be surrendered to the Council and/or the authorised agents of the Council in accordance with the Order(s) associated with the issue of the Dispensation Waiver.

For Office Use Only

Date Completed	Waiver Issue Number
<input type="text"/>	<input type="text"/>