



Parking Bay Suspensions

IMPORTANT: You will need to complete one form per location

Please complete this form and return to us by post to: Parking Services, PO Box 527, Redhill, Surrey, RH1 6YT or by email to: parking.services@reigate-banstead.gov.uk.

Minimum Notice for applications:

- 10 days prior to when you want the bay suspended

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

Suspension Details

Start Date	Day	Month	Year

End Date	Day	Month	Year

Please note that all suspensions are for a minimum of 3 days.

Parking Bay Suspensions

Reason for
Suspensions:.....

Location
Address:.....

Bay Suspension Pricing Information - (All prices include VAT)

The charge for a 6 metre suspension is £75.00 for a minimum 3 day period. An additional fee of £12.00 is charged for each day beyond the initial period of 3 days. If your application is successful a member of our team will contact you to take payment over the phone. Please ensure you have provided a telephone number that you can be contacted on.

Calculating your charge

Number of 6m Bays:..... x £75 = £.....

Additional Days:..... x £12 = £.....

Total = £.....

Contact details

Name:.....

Address:.....
.....

Postcode:

Name of
Company:.....

Daytime Telephone/ Mobile
number:.....

Parking Bay Suspensions

Email address:.....

Declaration

I declare that the information I have provided is correct to the best of my knowledge and agree to the conditions of use.

Signature:

Date:

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

CONDITIONS OF USE

1. The vehicle must not be parked in such a manner as to cause an obstruction.
2. The vehicle must be relocated if requested to do so by a Police Officer or Civil Enforcement Officer in uniform.
3. 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 suspension application.
4. No refunds will be given for periods of unused time. A refund will only be offered if your application is unsuccessful.

For office use only

Date Completed	Suspension Reference

RBBC: KK61100 6800