

# Parking Services

## Bay Suspension Application Form and Notes on Applying

Please read the following notes before applying for a suspension:

The Traffic Regulation Orders contain details of the Council's power to suspend the use of parking bays. We cannot suspend sections of the highway that do not have restricted parking bays.

We would not normally suspend disabled bays, taxi ranks or car club bays unless there is no other alternative.

Parking bays may be suspended for the following reasons:-

- To allow maintenance of adjacent property where highway access is required for deliveries, skips etc. If you are placing a skip (or scaffolding / other building materials/machinery) on the highway you will also need to contact the Transport & Highways Division to obtain a permit (Tel: 0114 273 6677 / Email: [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk))
- Maintenance to trees
- At the request of the police
- For security reasons
- Filming - anyone wishing to film in Sheffield should also contact the Communications Service for advice and information in advance on 0114 205 3546)
- Any other reason accepted by the Council.

Parking suspensions are intended to keep the bays clear. Only vehicles that are **essential** for the agreed works would be allowed access to the suspended area. Examples of permitted vehicles:

- if a bay is suspended for utility works, liveried utility vehicles being used in connection with the works
- if a bay is suspended to allow access to a construction site, only works vehicles being used to continuously load or unload goods or materials to that project can use the suspended area
- for filming suspensions only essential filming unit vehicles such as lighting generators and equipment vehicles.

**Bay suspensions are not granted for general parking of personal vehicles (such as cars/vans, people carriers). Alternative parking should be used for such vehicles.**

Parking tickets (Penalty Charge Notices) may be issued to *any* non-permitted vehicle that parks in a suspended bay.

If granted, suspensions of parking bays / spaces will be signposted with temporary restriction signs.

These will indicate the exact location, when the suspension applies and the reason for it.

Signs are placed to deter motorists from parking in the suspended area but we are not able to guarantee that vehicles will not park there. Our enforcement team can be contacted on 0114 27 36255 to report vehicles. We do not remove vehicles from the suspended area, but vehicles seen by the Civil Enforcement Officers parked in contravention of a suspension may receive parking tickets (Penalty Charge Notices).



**Completed application forms for suspensions should be received at least 14 days prior to the required date** and must be made to the Council's Parking Services section. Less notice will be accepted in certain circumstances (e.g. for funerals), subject to discretion. If you want to change details of the suspension this must be put in writing a minimum of 14 days before the suspension is due to commence.

Once received the application will be checked to ensure it can be authorised for processing. If the suspension can be agreed Parking Services will contact you to make payment. **Full payment must be made at least 9 days prior to the suspension start date.**

### Charges

- Are calculated based on the number of bays to be suspended and the duration of the suspension.
- A non-refundable administration fee is also payable for each road or section of street to be suspended.
- These apply to **all** types of parking bay.
- The daily rate depends on the area the suspension is required for:

Area	Daily charge per bay (where individual bays are not marked out approximately 5m is regarded as one bay length)	Non-refundable administration fee
City Centre Controlled Parking Zone	£17.90	£29.85
All other areas	£6.10	£29.85

We may be able to issue a refund if cancellations are received in writing or by email a minimum of two working days before the suspension is due to start. The £29.85 administration fee is not refundable.

Queries about bay suspensions can be made to Parking Services:

Tel: 0114 273 4567

Email: [suspensions@sheffield.gov.uk](mailto:suspensions@sheffield.gov.uk)

The information provided by you on this form is required for the purpose of administration, enforcement and monitoring by Sheffield City Council's Parking Services and Sheffield City Council's Highways Team, who undertake these activities in line with the Traffic Management Act 2004, Local Authorities (Transport Charges) Regulations 1998 and the Highways Act 1980. If you require further information about how we may use your personal data, please see privacy notice information on Sheffield City Council's website: <http://www.sheffield.gov.uk/privacy>



## APPLICATION FOR BAY SUSPENSION

<b>Contact name:</b>	
<b>Company Name (if applicable):</b>	
<b>Address:</b>	
<b>Daytime telephone number(s):</b>	
<b>Email address:</b>	
<b>Alternative contact (name and telephone number) for payment (if applicable):</b>	
<b>Location of suspension, e.g. outside house number/property name, on *****Street</b> <b>Please specify the exact location and <i>if possible attach a plan and / or other images of the area required:</i></b>	
<b>Number of bay(s), or distance (in metres) to be suspended</b> Where individual bays are not marked out approximately 5m is regarded as one bay length	_____ <b>Bays or</b> _____ <b>Metres</b>
<b>Date from:</b>	<b>Date to:</b>

<p><b>Times area needs to be suspended between on each day of the restriction:</b></p> <p>If the area only needs to be kept clear between certain hours, e.g. 9am to 5pm to allow the works to take place please specify these times.</p> <p>State “<i>at any time</i>” if the area needs to be kept continuously clear (for example if a skip may be left in the area throughout the period, or if it needs to be kept clear for traffic management purposes due to nearby works on the highway)</p>	
<p><b>Reason for Suspension:</b></p>	
<p><b>Signature:</b> _____ <b>Date:</b> _____</p> <p><b>(I confirm I have read and understand the notes)</b></p>	
<p><b>We do not accept cheques.</b></p> <p><b>Once the suspension has been agreed in principle, we will contact you to take a credit / debit card payment.</b></p> <p><b>Do not supply your card details with the application.</b></p> <p><b>If you need to pay by BACS or CHAPs, we will supply our account information. Please allow for extra processing time required if you need to transfer money using BACS/CHAPS to make payment.</b></p> <p><b><i>We cannot complete the suspension until payment has been received.</i></b></p>	<p><b>The completed form should be returned to:</b></p> <p><b>Parking Services PO Box 3830 SHEFFIELD S1 9AQ</b></p> <p><b>Email: <a href="mailto:suspensions@sheffield.gov.uk">suspensions@sheffield.gov.uk</a></b></p>

Once we receive your completed application form we will contact you if we have any queries and to take payment.

To ensure we can process your application as quickly as possible please complete all sections of the form and provide as much information as possible with your application.

