

# BAY SUSPENSION

Applicant Details	
Applicant Name: -	
Address: -	
Post Code: -	
Telephone Number: -	
Details of Suspension	
Start date	
End Date	
Total number of days	
Estimated number of bays <i>1 bay is 1 car length (approximately 5 metres)</i>	
Location <i>(Please include as much detail as possible for the location, i.e., loading bay outside of number 1.)</i>	
Reason for request <i>If the bay suspension is for the placing of a skip/compound/materials on the highway, please include a copy of the licence with your bay suspension application</i>	
Charges	
Non-chargeable bays <i>(i.e., Loading bays, time limited bays)</i>	<b>£20.00 per bay per day</b>
Chargeable bays <i>(i.e., Pay and display bays, permit holders only bays)</i>	<b>£30.00 per bay per day</b>
Payment (please tick)	
Credit/Debit card payment	<input type="checkbox"/>
Telephone number to contact to take payment	
Cheque enclosed for required amount <i>(Made payable to Wiltshire Council)</i>	<input type="checkbox"/>
Please tick if you require a receipt for payment	<input type="checkbox"/>
Terms and Conditions	
I agree to abide by the terms and conditions as detailed overleaf.	
Signed:	
Date:	

<i>For Office Use only</i>	
Receipt Number: -	
Officer: -	
Date: -	

**PLEASE ALLOW 14 DAYS NOTICE**

## **BAY SUSPENSION TERMS AND CONDITIONS**

1. The definition of a bay is 1 one car length (approximately 5 metres)
2. The charge is £30.00 per chargeable parking bay, per day and £20.00 per non-chargeable bay, per day. Payment should be made by credit/debit card or cheque. All cheques should be made payable to Wiltshire Council. Please do not enclose cash with the application form.
3. Bay suspensions are non-refundable. Carrying over any unused days to another suspension is not permitted. In the event of amendments, additional charges may apply.
4. If vehicles are parked in the suspended area during the specified times, that are not permitted, the Council is unable to remove them. Whilst the Council will do what it can to ensure the area is kept clear, they cannot be held responsible should the area not be clear of vehicles and a refund will not be issued.
5. Wiltshire Council requires at least 14 days' notice to authorise a request for a bay suspension.
6. On-Street equipment (such as signs, cones etc.) provided by Wiltshire Council Parking Services may not be moved or altered.
7. Where a bay suspension is granted, while the object or vehicle is in the suspended parking bay(s), it must be in use for the purpose specified, at all times during the suspension. If a Civil Enforcement Officer attends and believes that the suspension is not being used for the reasons specified in the bay suspension request, a Penalty Charge Notice may be issued to any unauthorised vehicle parking within the suspended parking place.
8. You will be liable for any damage caused to the suspended parking bays.
9. If the bay suspension is for the placing of a skip/compound/materials on the highway, please include a copy of the licence with your bay suspension application. If you do not have the correct licence your bay suspension may be cancelled and no refund will be given.

### **Data Protection**

*This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.wiltshire.gov.uk/council/dataprotection/nationalfraudinitiative.htm> or contact Parking Services, Wiltshire Council, Monkton Park, Chippenham, SN15 1ER. Tel: 01249 706131 or email: [parking@wiltshire.gov.uk](mailto:parking@wiltshire.gov.uk)*