

The Parking Team, London Borough of Barnet, PO Box 27284, London, N11 1YB

**Parking Suspension Application Form**

Please complete the application below using BLOCK CAPITALS and return it to the address above.

**Note: To arrange a parking suspension we require at least five working days notice.**

**Suspension Charges**

	Charge
Initial charge per parking place *	£60
Additional charge per parking space per day *	£5

\* A parking place consists of any amount of parking spaces in a row. A parking space is taken to be a 5-metre length of a parking place. For example, three spaces suspended for two days would cost £60 + ( £5 x 3 ) x 2 = £90.

If two separate parking spaces are suspended on the same day, two initial charges of £60 are payable even if the parking places are in the same street.

**There is no charge for parking suspensions requested for funerals.**

**Contact Details**

Title (Mr/Mrs/Miss/Ms/Other) ..... Full Name .....

Address .....

..... Post Code .....

Telephone No ..... Email Address .....

**First Suspension**

**Initial Charge: £60**

Suspension Location (e.g. o/s 123 High Street) .....

..... Post Code .....

No of Parking Spaces Required ..... Duration ..... Start Date ..... End Date .....

Reason for Suspension .....

Signed ..... Date .....

**Second Suspension**

**Initial Charge: £60**

Suspension Location (e.g. o/s 123 High Street) .....

..... Post Code .....

No of Parking Spaces Required ..... Duration ..... Start Date ..... End Date .....

Reason for Suspension .....

Signed ..... Date .....

**Payment Details**

Payment for a parking suspension is required in advance of the suspension being carried out.

If you are sending in a cheque or postal order to cover more than one suspension please write the dates of the suspensions and the locations on back of the cheque. Cheques and postal orders are to be made payable to the 'London Borough of Barnet'.

**Do Not Send Cash**

If you wish to pay by credit or debit card please complete the following section (in BLOCK CAPITALS).

Card Type ..... Security Digits \* ..... Card Issue No. (Switch only) .....

Card No. 

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Name on card ..... Start Date ...../..... Expiry Date ...../.....

Please debit my account with the amount of £ .....

Cardholder signature .....

Cardholder address .....

..... Postcode .....

**We Do Not Accept American Express or Visa Electron**

\* Security digits are the three digits which appear on the signature panel on the back of your card, immediately following the final four digits of your 16-digit card number.

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**Suspension Details**

Suspending a parking place prohibits people from parking in it. If you need to park a specific vehicle to carry out a removal, please ensure you tell us using the contact details below. If you request a parking suspension for the purpose of building works, vehicles may only park within the suspension parking place whilst loading/unloading materials and must not park all day.

Suspensions are indicated by advance warning notices put up before the suspension starts, and "no-waiting" cones placed during the night before the suspension starts.

We will attempt to send our parking attendants to the location of the suspension to try and ensure that the parking spaces are kept clear, but we cannot guarantee that people will not park in a suspended parking place (though if they do they will be penalised by issue of a penalty charge notice). **Please note:** The council is unable to clamp or remove vehicles parked in a suspended parking place and the charges will still apply.

We require payment in advance of the suspension being carried out. If payment cannot be provided prior to the suspension we require a purchase order number, with payment being provided shortly afterwards.

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If you have any queries about your application please contact the Permit Team:  
The Permit Team, London Borough of Barnet, PO Box 27284, London, N11 1YB.

Tel: **020 8359 7516** between 9am and 5pm Monday to Friday.  
Fax: **0870 889 5484**  
Email: **parking.permit-team@barnet.gov.uk**