



PARKING DISPENSATION APPLICATION FORM

PLEASE NOTE

There is at least a 48hr notice period for processing Parking Dispensations except in emergency situations determined by the Council

APPLICATIONS MADE ON THE DAY WILL BE DECLINED

YOU MUST complete the form and forward your application along with the payment to the address on the application form – please leave your contact name/number on the form

You will need to find alternative parking whilst your Parking Dispensation is processed

APPLICATION FOR PARKING DISPENSATION



Completing this application form does not guarantee a Parking Dispensation. 48hrs notice is required for the issue of a Parking Dispensation – Parking Dispensations will not be given on the day. A charge of £15.00 per vehicle for the first day and £5.00 per day thereafter.

Date of Application: Permit No. (Office use only)

Daytime Contact Number:

Name/Company Name:

Company or Personal Address:

DISPENSATION DETAILS

Dates Required: From To

Location Required:

Reason for Dispensation

Please give FULL details of why you require a dispensation and need your vehicle in close proximity

Please note: "access to tools" is NOT considered a valid reason for a parking dispensation

Vehicle Details

Registration Number: Colour:

Make/Model:

APPLICANT DECLARATION

Signature of Applicant _____
Print Name of Applicant _____
I declare that the information I have provided is correct to the best of my knowledge and agree to the Terms and Conditions of Use. Please see over for the Terms and Conditions.

Send to: Town Hall, King Edward Place, Burton upon Trent, DE14 2EB

Dispensation – Terms and Conditions of Use



Completing this application form does not guarantee a Parking Dispensation. We will assess the feasibility of issuing a Dispensation and will advise you on the outcome. Please note that sometimes we are unable to issue Dispensations due to traffic management, health and safety reasons etc.

1. Failure to comply with these conditions will lead to the withdrawal of the Parking Dispensation.
2. The Parking Dispensation must be displayed in the front of the windscreen of the vehicle, with all details clearly visible. Failure to do this may result in the issue of a Penalty Charge Notice.
3. This is not a general Parking Dispensation and is only issued in respect of the vehicle, periods and purposes shown.
4. The applicant/driver must display clearly a telephone number and/or address at which he/she can be contacted immediately should a Civil Enforcement Officer wish to clarify any of the details of the Dispensation.
5. The vehicle must not cause an obstruction to other road users or pedestrians and must not be parked (wholly or partly) on the verge or footway. All verge or footway parking is strictly prohibited. Materials or goods must not be deposited on the footway or public highway so causing a Health and Safety hazard to other road users or pedestrians.
6. The Dispensation does not permit general parking at the location stated. The motorist must move the vehicle elsewhere and within the regulations once the purpose stated has been accomplished.
7. The applicant/driver must move the vehicle if so directed by a Civil Enforcement Officer authorised by the Council or a Police Officer. If the vehicle is requested to move East Staffordshire Borough Council are not required to offer any compensation or alternative parking place.
8. The applicant/driver must park safely at all times and not obstruct access to side roads and/or adjacent premises.
9. Loading bans must always be adhered to – you may NOT use the Dispensation when a loading ban is in force.
10. The Dispensation is non transferable, any alterations made to the document renders it **void. No refunds will be given for unused Dispensations.**
11. Misuse of the Dispensation may result in the issue of a Penalty Charge Notice.
12. East Staffordshire Borough Council reserves the right to allow a Civil Enforcement Officer employed by the Council to inspect the vehicle given the Dispensation at all times for the purpose of verifying the works and/or authenticity of the Dispensation.
13. This Dispensation does not guarantee the vehicle a place to park at/on a specific location or part of the public highway.
14. The Council reserves the right to refuse to issue a Dispensation and takes into consideration, safety of other road users and pedestrians, and previous misuse of a Dispensation covered by these Terms and Conditions.