



London Borough of Sutton

Application for parking dispensation

Please either post this form to: London Borough of Sutton, Parking Services, Civic Offices,
St Nicholas Way, Sutton, SM1 1EA

Or email to: parking.enquiries@sutton.gov.uk

Dispensations can be arranged to allow vehicles to park on most restrictions however they will not be issued for Disabled Persons' or Motorcycle Bays and on any Footway or Verge. Once issued the dispensation must be placed behind the windscreen of the vehicle so that it can be clearly seen from the outside. Failure to comply with the terms of this dispensation may result in the issue of a Penalty Charge Notice.

Dispensation Details

Our reference

A

Start Date

End Date

Mon Tue Wed Thur Fri Sat Sun

If you wish to exclude certain days from your dispensation please mark the days opposite with a cross that you **do not** require the dispensation to cover.

Reason for dispensation

The charges listed below are per day per vehicle.

Other (please specify)
(£12)

Location

Type of restriction (e.g. pay & display, residents, single yellow line etc.)

Street name

Post code

Outside building no. from to or lamp column no. from to

or description of location:

Personal Information & vehicle details

Name

Company

Address

Phone no.

Mobile no.

Email

Purchase
Order no.

Vehicle registration number(s)

Vehicle Make

Vehicle colour

Declaration

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

Signature

Date

Once your application has been processed by the dispensations team, you will receive an email with confirmation detailing the amount due. This will include a link to our website where payments can be made by debit or credit card.

Dispensation requests must be received a minimum of 2 working days prior to the operational date. We are unable to guarantee that your dispensation will be in place on time if it is received outside of this timescale.

Your application is only confirmed once payment has been received.

Costing (office use only)

Total Cost

Terms and Conditions

1. How much notice is required when requesting a dispensation?

We require a minimum of 2 working days notice to consider any dispensation application. However it may be possible to arrange a last minute dispensation where unplanned emergency works need to take place.

2. What happens once I have submitted my dispensation application?

The dispensation team will consider your application and contact you by email to confirm if it is feasible and the total cost. This may take up to 2 working days as a site visit may be necessary.

If you have not heard from us within 2 working days please contact us on 0208 7704161 or email parking.enquiries@sutton.gov.uk If your application is infeasible (e.g. it would cause a traffic hazard) the dispensation team will contact you to discuss alternative options.

Once your application has been approved the dispensation team will contact you with a total price and a link to the Council's payment site.

3. Emergency dispensations

In certain circumstances, dispensations can be arranged at short notice. You would need to contact the dispensation team directly on 0208 7704161, if you are unable to give 2 working days notice. Permission will not generally be granted, however there are some exceptions such as:- Gas/water leaks, road collapse, seepage, other emergency utility works. Please note that dispensations cannot be arranged retrospectively, if you have parked without authorisation and received a penalty, purchasing a dispensation will not exempt you from paying the penalty.

4. Displaying your dispensation

The printed dispensations are printed on A4 headed Council paper and **must** be displayed at all times on the dashboard of the vehicle so that all of the details can be clearly seen from outside the vehicle. If any part of the dispensation is obscured or not on display as described above, a penalty charge notice may be issued to your vehicle.

5. Parking with your dispensation

Please ensure that your vehicle is parked at the exact location described on the dispensation. If you need to park elsewhere this must be discussed with the dispensation team prior to parking. If your vehicle is not parked at the agreed location a penalty charge notice may be issued.

6. High Street dispensations (pedestrian zone)

If you require a dispensation for the pedestrianised section of Sutton High Street, you will need to obtain authorisation from Opportunity Sutton prior to submitting your application. They can be contacted by email at the following address opportunitiesutton@sutton.gov.uk