

**London Borough of Hounslow  
Parking Bay Suspension Application**

Please complete this form including your payment information and return to us by fax on 020 8583 4889 or post to: Parking Services – First Contact Team – Civic Centre, Lampton Road, Hounslow TW3 4DN.

**DETAILS OF APPLICANT:**

<b>Applicant's name:</b> _____	
Removal Company _____	
Address: _____	Postcode: _____
Telephone no: _____	Mobile: _____
Fax no: _____	Email: _____
Date of Application _____	Signature of Applicant _____

**SUSPENSION DETAILS:**

Street _____	Number of Bays (each bay = 6meters) _____	
Location _____		
Start date: _____	End date: _____	Total Days: _____
<b>Reason for the suspension:</b> _____		
_____		

**COST:**

Please read <u>all</u> notes on part 2 of this form before completing this form	
Number of Bays _____ x Number of days _____ x £10.00 _____	(Sub Total)
+ Administration Fee £30.00 =	Total _____

**NOTES:**

- Applications for Bay to Suspension must be received at least 7 calendar days prior to the first operational day of the suspension (including payment).
- Applications that are partially or incorrectly filled out will be returned.
- Any Suspension request, which falls outside the 7 days notification period, will not be processed.
- In instances where a suspension is required in less than seven calendar days prior to the first operational day, do not fax or post this form. Please contact the Parking Office on 020 8583 666 for advice.
- A bay is approximately 6m in length.
- Suspensions only apply during the controlled hours of the parking place / Controlled Parking Zone.
- Suspensions cannot be used to provide parking for private cars

**Costs**

Each individual Bay is charged at £10.00 per day (or part of). An administration fee of £30.00 is charged on all Suspensions. Example: two bays (12mts) for four days.

Bays: 2 X Days: 4 x £10.00 = £80.00 + Admin Fee of £30.00 = £110.00

**PAYMENT:**

Tick the type of card you wish to use to make payment.  <input type="checkbox"/> Delta <input type="checkbox"/> MasterCard <input type="checkbox"/> Solo <input type="checkbox"/> Switch <input type="checkbox"/> Visa  No others are acceptable.	Card Number:	
	Card Expiry Date:	
	Switch issue number/start date:	
	Name on card (block capitals):	
	Signature of the card holder:	
	Address of cardholder (if different to address on application):	

Or Cheque made payable to: The London Borough of Hounslow