

## **Waltham Forest Council parking suspension - terms and conditions**

1. Each parking space or bay is equal to 5 linear meters
2. Charges are based on a seven-day week including public holidays and application fees are non-refundable
3. Applications must be submitted at least 14 days before expected start date
4. Confirmed receipt of your application form is not confirmation of approval. Suspensions approval is finalised on receipt of payment which must be made no less than 10 days before the requested start date
5. Upon approval of the suspension request, Waltham Forest Enforcement Services will be notified accordingly
6. Should unauthorised vehicles be parked within suspended bays, please contact our parking enforcement on 0203 092 0112 and select option 4
7. If a suspension needs to be extended; the request must be made via application form at least 4 working days prior to the initial completion date. Date changes may also be granted for postponing suspensions providing a minimum of 4 working days' notice has been provided (before original start date). Suspension start dates cannot be brought forward
8. All cancellation must be communicated to Waltham Forest suspension team in writing. A cancellation can be made at any time before the scheduled suspension start date. A full refund (minus the application fee) can only be awarded providing that 7 working days notification has been provided (prior to scheduled start date).
9. If a parking suspension is granted but is not in-use by close of business the first day; all signage will be removed, and the suspension cancelled without notice. There will be no entitlement to a refund.
10. Early terminations or date change requests must be made in writing, emails are accepted. A refund may be arranged for the remaining days, minus 1 day's bay fee and minus the application fee
11. On-Street equipment provided by Waltham Forest Parking Services may not be removed under any circumstances. Suspension warning notices remain the property of Waltham Forest and will be removed by Waltham Forest Parking Services only
12. All applicants are expected to leave the highway/footway in the same condition that it was found; thus, reinstating all road markings and signage that may have been temporarily displaced. Failure to comply will result in reparation charges being incurred by the applicant and may also result in future applications being rejected
13. Only sign written vehicles belonging to applicant (for the purpose of equipment access or safe storage of mobile machinery) are permitted to remain within the suspended area at no extra cost. Unmarked vehicles or subcontracted vehicles, essential to carrying out works, are required to display a dispensation to remain within the suspended bay/area. Private vehicles belonging to the employees of contractors or sub-contractors are not permitted to park within the suspended area for site visits etc. These employees are required to purchase either a dispensation to park outside of the suspended area, to pay and display outside of the suspended area or to use the nearest public car park. This is to deter bays being suspended for private parking purposes.
14. To store objects other than a vehicle on the carriageway, a license must be obtained from the highways department. Failure to obtain the appropriate license may result in being issued a fixed penalty notice.
15. Parking suspensions are typically enforced 24 hours daily. However, contractors are encouraged to limit the operational hours if it will be safe for residents/road users to park within the bays outside of the contractors working hours
16. Failure to complete the application form in full may result in your application being rejected
17. Additional charges may be applied after the suspension has ended, if any vehicle relocation or removals were requested. (Only applies to Commercial applicants, Utility companies and any other non-resident applications).