

# Parking Services

## Dispensation Application Form

### NOTES ON APPLYING FOR DISPENSATIONS

#### **Reasons for dispensations**

Consideration will be given to the issue of dispensations to allow vehicles which are being used as a workshop to park on yellow lines. Dispensations are unlikely to be granted if a loading ban applies, if the vehicle is likely to cause an obstruction to traffic flow, or if the vehicle may be hazardous to other road users. Occasionally they may be issued to allow vehicles to park in bays for longer than the restrictions allow. The definition of a workshop vehicle is one where there is equipment which needs to be used directly from the vehicle as part of the work being carried out at an adjacent property. In general, where tools, equipment or materials are required, these items should be unloaded into the relevant premises and the vehicle should then be parked legally elsewhere. However, if the vehicle is carrying a large range of tools, equipment or materials such that any or all of them may be required from time to time throughout the work, such a vehicle *may* be considered for the issue of a dispensation. The vehicle must be moved if instructed by the police or Civil Enforcement Officer; the vehicle should not obstruct other road users (including pedestrians). If a dispensation is not used in accordance with the terms and conditions stated above, or the stated activities are not observed, a parking ticket (Penalty Charge Notice) may be issued and the dispensation may be cancelled. In such circumstances no refund of the dispensation fee will be made.

Dispensations are vehicle, time / date and location specific.

#### **Charges**

There is a charge of £16.50 per vehicle per day (or part day) for a dispensation as well as a £27.50 non-refundable administration fee per vehicle.

#### **To apply**

Please complete a Dispensation Application form. We need to receive this at least 7 working days before the start date. Please contact the Parking Services Office (Tel: 0114 273 4567 / Email: [suspensions@sheffield.gov.uk](mailto:suspensions@sheffield.gov.uk)) if you wish to discuss arrangements for a dispensation.

#### **If you need to cancel the dispensation**

We must receive written notification from you at least two working days before the dispensation was due to commence. This should be sent to [suspensions@sheffield.gov.uk](mailto:suspensions@sheffield.gov.uk) (or to the PO Box address on the application form).

*The information provided by you on this form is required for the purpose of administration, enforcement and monitoring by Sheffield City Council's Parking Services and Sheffield City Council's Highways Team, who undertake these activities in line with the Traffic Management Act 2004, Local Authorities (Transport Charges) Regulations 1998 and the Highways Act 1980. If you require further information about how we may use your personal data, please see privacy notice information on Sheffield City Council's website: <http://www.sheffield.gov.uk/privacy>*



## Dispensation Application form

Office Use Only	
Officer: _____ Date of issue: _____ Payment amount: _____ Payment type: _____ Applicant ID No: _____ Permit No: _____	
<b>Surname:</b>	<b>First name(s):</b>
<b>Email address:</b>	<b>Telephone number:</b>
<b>Address:</b>	
<b>Location of Dispensation, e.g. outside house number/property name, on ***** Road (please specify exact location and attach a plan if possible):</b>	
<b>Type of Restriction, e.g. single yellow line:</b>	
<b>Reason for Dispensation, e.g. building works, filming:</b>	
<b>Date and time from:</b>	<b>Date and time to:</b>
<b>Vehicle Registration number*:</b>	<b>Vehicle Description, i.e type, size:</b>
<b>Signature:</b> _____ <b>Date:</b> _____ (to confirm you have read the notes)	
<b>Payment is needed prior to the dispensation being authorised and would need to be made by credit / debit card.</b>  <b>Do not supply your card details with the application – we will contact you to take payment once the dispensation is authorised.</b>	<b>The completed form should be returned to:</b>  <b>Parking Services</b> <b>PO Box 3830</b> <b>SHEFFIELD</b> <b>S1 9AQ</b>  <b>Email: <a href="mailto:suspensions@sheffield.gov.uk">suspensions@sheffield.gov.uk</a></b>