**Advisory Parking Restrictions ‘H’ Marking:**

**How to apply**

This document explains how you can apply for a ‘H’ road marking.

**What are ‘H’ road markings?**

* The purpose of the ‘H’ road marking is to discourage other drivers from parking across a driveway or access to a property.
* The ‘H’ marking may be used to protect a properly constructed drive to a property or access to a parking area.
* Unlike double yellow lines, advisory parking restrictions cannot be enforced by the Council’s Civil Enforcement Officers. However, as with any case where a vehicle is causing an obstruction, the police can take enforcement action if you report the matter to them via the 101 service.

**How much does it cost?**

* All applicants are required to make a first payment of **£110**. This is a non-refundable application assessment fee.
* If your application is successful, you will then be asked to make a second payment of **£108** for an ‘H’ marking to cover the cost of providing the marking.
* A further charge will apply if the road marking requires repainting in the future. This charge is currently **£108** for an ‘H’ marking, but may be subject to change.

**Applications**

* Please pay the assessment fee and send your completed application form to:

Traffic Regulations

Howden House

Union Street

Sheffield

S1 2SH

**How long does it take?**

* Please note that due to current workload and resource issues there may be delays in processing applications. It may take up to 12 weeks to process an application and then up to a further 12 weeks for our contractor to paint the road marking. Where possible we will try to complete the process sooner.

***Important Notes – Please read carefully and retain for* future reference**

* Your application **must** be accompanied by the **£110** assessment fee.
* A member of the Council’s Traffic Regulations team will visit your property to check that it is suitable to provide a marking.
* The decision to approve or reject your application for a ‘H’ road marking is made entirely at the discretion of Sheffield City Council. Completion of the application form does not guarantee that a marking will be provided.
* Should the marking require repainting please contact Traffic Regulations on

(0114) 273 6894.

* Markings will only be provided on the Public Highway. We cannot provide bays on car parks, or other off road areas.
* These markings do have a legal meaning and you should not park a vehicle on it. The purpose of the marking is not to provide a personal parking space.
* Misuse of a ‘H’ marking may result in its removal. In such circumstances there will be no refund of any payments made.
* In the event of an unsuccessful application your assessment fee will not be returned to you. However, you can appeal against the decision to the Scheme Design Team Manager.

Should you require further information or wish to discuss your application please telephone (0114) 273 6894 or email traffic.regs@sheffield.gov.uk

**Data Privacy**

The information we collect is required in accordance with the Council’s Policy for Advisory Markings. Your contact information will be retained in case we need to contact you, solely in relation to the marking. It will not be used for other purposes.

Other information that you provide will be retained for 12 months after installation of the marking and will then be deleted.

To help you, we would like to give your contact details to the road marking contractor so that they can contact you before the marking is installed. We will need your permission to do this. The contractor will delete that information after 12 months.

**Advisory Parking Restrictions (‘H’ marking):**

**Application form**

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| --- |
| Name |
| AddressPostcode |
| Telephone No. | Email address |
| Please give the address where the marking is required (if different from above)Postcode |
| Please describe why you need an ‘H’ marking at this address |
| Your application cannot be processed until a **£110** assessment fee has been paid. Please note we cannot accept payment by credit card.- **Debit Card** payment – we will contact you to arrange payment once your form has been received.- **Internet payment** – we will email you with a link to make the payment once your form has been received.- **Cheques** made payable to Sheffield City Council should be sent with the application form. | Please tick payment method - Debit Internet Cheque   |
| **PERSONAL INFORMATION CONSENT**By ticking this box, I agree that I am happy for my contact information to be shared with the road marking contractor.  | *Please tick* |
| I understand that by signing and returning this form I am giving consent for the Council to retain my personal information. Please note that this information will not be shared outside the Council, unless you have agreed to it, when it will only be provided to the road marking contractor. [Privacy notice (sheffield.gov.uk)](https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice.html)<https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice.html> |
|  Signed: Dated: |