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# Suspension of Parking Place

## Terms and Conditions and Application Form

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1. The service charge is £42.30 per application for the first day. This can cover several bays or car lengths within a single parking place. Spaces are either clearly marked out within a parking place or taken as 5 linear metre lengths which is approximately 1 car length.
2. For additional days, the charge is £14.15 per bay per day. A bay is defined as 5 linear metres, approximately 1 car length.
3. The charge is payable upon application. Accepted payment methods are debit, credit cards and cheques. Cheques should be made payable to 'Bedford Borough Council'.
4. Cancellations may be subject to charges depending on the notice provided.
5. The area requested, or an equivalent nearby area, will be suspended and the enforcement service will be notified.
6. Advance warning notices of the suspension will be erected at least 4 working days before the start of the suspension. However, we cannot guarantee that the area will be kept clear. Should vehicles be parked in the suspended bays, please contact Parking Services on 01234 718359 to request enforcement. Response will be subject to available resources at the time.
7. If dates are to be extended, notice and payment for the extension needs to be received at least 4 working days prior to the initial completion date. Failure to do so will result in a new application being processed and the initial charge of £42.30 will apply.
8. Vehicles may not wait in a suspended bay and may be issued with a Penalty Charge Notice. However, vehicles that are listed in the application can load and unload from the suspended bay(s) for as long as necessary, or may be used for purposes relating to the works as agreed with Parking Services.
9. The application form together with the payment must be submitted **14 days before** the suspension start date.

Please submit your completed application:

By post to: Bedford Borough Council, Parking Services, Borough Hall, Cauldwell St., Bedford  
MK42 9AP; or

Email: as an attachment to [parking.services@bedford.gov.uk](mailto:parking.services@bedford.gov.uk)

# Suspension of Parking Place Application Form

Please read the terms and conditions carefully before completing this application form. Parts 1 to 4 of this form should be completed in **BLOCK LETTERS**.

## PART 1 – APPLICANT DETAILS

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Name .....  
Address .....  
..... Postcode .....  
Telephone Number ..... Email address .....

## PART 2 – DETAILS OF SUSPENSION

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Location of pay-and-display / permit bay (outside/opposite): .....  
.....  
Number of car spaces required: ..... (please see Condition 1)  
Pay-and-Display machine identity number(s) (if applicable) .....  
(These can be found at the end of the terms and conditions posted on the machine)  
For the purpose of: .....  
For a period of: ..... days Start Date: .....  
Up to and including (please see Condition 7) .....

## PART 3 - VEHICLE DETAILS (if applicable)

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Name and address of firm carrying out works (if different from above)  
.....  
..... Postcode .....  
Vehicle Registration Number .....  
Will be used for .....

## PART 4 - DECLARATION - TO BE SIGNED BY THE APPLICANT

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- I have read and agree with the Terms and Conditions;
- I agree to pay the sum of £ .....by:  
 Cheque  
 Debit / Credit Card (the Applicant’s contact number will be called for card details)

Signature ..... Date .....