

1 ## Parking Bay Suspensions

This document sets out the application process and principles for Parking Bay Suspensions. Applicants can suspend parking bays in line with the Traffic Regulation Orders for the following reasons:

1. Moving house
2. Skip Placement
3. Utility works
4. Special events
5. Photo shoots or filming
6. Weddings or funerals
7. Building works

Each bay is 5.5 metres long. Applicants must ensure enough space is suspended for the intended purpose.

The suspension is indicated with bright yellow 3-sided signage. The sign will have information about where the suspension is and the dates it will be suspended.

Unauthorised vehicles parked in the suspended bay could be liable for a Penalty Charge Notice and relocation. The relocation service operates until 1pm 7 days a week (except bank holidays) and there is no guarantee to remove vehicles obstructing the suspended area.

Eligibility

Parking Services need 7 full working days' notice for standard applications and 3 full working days' notice for skip suspensions. Applications must be received by 2pm, otherwise they will be dated from the next working day.

For long term and large scale (30 parking bays or more in one location) suspensions, 10 weeks' notice is required.

Applicants should complete the application form on the website. Long term and large-scale applications should be directed in the first instance to the Council to review.

Where we cannot suspend parking

Parking Services cannot suspend on yellow lines or in unrestricted parking areas. Suspensions cannot be arranged on a bank holiday without prior written approval from the Council.

Parking bays are not suspended in Car parks, Bus stops or Taxi ranks. Dedicated bays (disabled, loading, doctor bays) are only suspended in exceptional circumstances providing alternative provision is available.

Not all suspension requests will be accepted because of events in the city or areas already suspended. In this case applicants will be made aware of the next available date.

Fees and charges

Bay suspension cost:

The charge for suspension is based on 1 parking bay per day (5.5m). The suspension team will email applicants with a payment link advising payment should be made by the date specified in the email. If payment is not received by the deadline, the application will not be processed.

Administration fee:

An administration fee is applicable for each application with a 50% discount for residents or businesses with an address in Brighton & Hove. New residents moving to the city applying for a suspension for removals will also be applicable for the discount. The fee is non-refundable and will be included within the total cost of the suspension.

Amendment fee:

If any changes are made to the application such as date, location, or number of bays 4 days before the suspension start date, an amendment fee will apply. If the amendment fee is not paid, the suspension will be cancelled and refunded. The cancellation fee will apply.

Cancellation fee:

The cancellation fee applies if the suspension is cancelled after the signage has been implemented. The cancellation fee will only apply to applications cancelled by the applicant or where the amendment fee hasn't been paid. When the refund is processed, the cancellation fee will be deducted from the refund amount.

Community event discount:

The community event discount of 50% applies to community events with an estimated attendance of 15,000 or fewer. This number will be based on the outdoor events team listing. The Council will agree the criteria with eligible applicants.

Utility Suspensions:

Utility suspensions are for water, gas, electric and telecom works. The cost varies depending on where the suspension is.

Long-term applications:

A long-term application has duration of more than 4 weeks. The relevant daily charge applies for the first 28 days. From the 29th day, the long-term application charges will

be applicable until the end of the suspension. Parking bay suspensions cannot exceed a 6-month period.

Refunds

If the suspension is no longer required, applicants may be eligible for a full or partial refund. If vehicles are parked in the suspended bay, applicants need to contact the enforcement team before 11.30am on the day of suspension. Refunds will not be considered if there is no record of contact from the applicant. All refund requests will be reviewed on a case-by-case basis. If the removal request is made after 11.30am on the day of the suspension, a refund will not be provided.

A full refund will be issued if the suspension:

1. Did not take place due to an internal error.
2. Is cancelled by the applicant before the suspension is put in place and the team are made aware by midday the day before the suspension is not required.
3. Is cancelled by the police for security reasons.

Partial Refund:

If the suspension has been booked for longer than required, the applicant may request a refund for the unused days. The refund will be calculated based on the number of bays multiplied by the number of full unused days remaining. The Council should know by midday the day before the bay or bays is not required.

Parking in a suspended bay

If vehicles must park in the suspended bay, the vehicle registration numbers must be provided when the application is submitted. Only these vehicles can park in a suspended bay.

Unauthorised bay use

If items such as building materials or skips are observed in parking bays without a suspension in place, the Council will charge the full suspension costs to those responsible. In addition, if extra space has been taken than initially agreed on the application, the relevant charges will be requested from the applicant. If non-compliance is observed, the case will be passed to the Highway Enforcement team.

Complaints

If there are any problems or applicants want to question the enforcement of the suspended bay, this must be submitted in writing and sent to the Council within 28 days of the suspension end date.

Privacy and Data

We receive and share information with third parties. This is usually with other public authorities or government departments, like the police and court service, the NHS, HM Revenues and Customs, and the Department for Work and Pensions.

It can, however, also be with other local authorities, contractors who provide services for us and from members of the public. Details of when information is shared and who it is shared with can be found in service specific privacy notices.