



# Brent

**Email or Postal Applications Only**

Serco

Unit 20-22

Whitby Avenue

Park Royal NW10 7SF

Email: [parking.suspensions@brent.gov.uk](mailto:parking.suspensions@brent.gov.uk)

## Parking Bay Suspension Application Form

Name: .....

Address: .....

Telephone: .....

Email: .....

Date suspension request made: .....

Reason for suspension: .....

Requested suspension start date: .....

Requested suspension end date: .....

Number of days requested (inclusive of above): .....

Number of bays (length of suspension): .....

Location: .....

### **Suspension charges**

**All charges must be paid in advance in order for suspensions to be implemented.**

Applications received prior to 14 days - £48 per bay, per day.

Applications received less than 14 days will have an additional fee of £96.

Cancellation of approved suspension applications will incur a fee of £94.

\* Requests made to change suspension dates of approved applications, would be considered, however maybe rejected.

**Please note:** A minimum notice period of 7 working days is required including postal applications. Less than 7 working days' notice may result in applications not being processed or refused.

### **Payment methods**

By phone once applications have been accepted and approved, our suspensions team will contact applicants to process payment.