



YELLOW LINE DISPENSATION - APPLICATION FORM

IMPORTANT: You will need to complete one form per vehicle.

Please complete this form and return it to parkingsuspensions@westminster.gov.uk
or post to: Westminster Council Parking Permissions,
PO Box 353,
Sheffield,
S98 1ER.

Minimum Notice for applications:

- 3 days prior to when you want this permission to start.

Please note that applications that are received late may NOT be processed.

If you have any questions or require assistance with your application, please contact us on 020 7823 4567 (Mon to Sat 8am to 8pm).

Eligibility

You may be eligible for a dispensation if:

1. Your vehicle is too big to fit in a normal parking bay and you need to park as close to the premises as possible on a yellow line.
2. You're carrying out one of the following types of work or handling one of the following substances:
 - substances: carrying or towing a tar boiler,
 - removal and loading of asbestos,
 - carrying hazardous or dangerous chemicals for use at the premises,
 - glass or window installation where a glass rack is fitted to the vehicle's side,
 - sand blasting or equivalent where cables or tubes run from the vehicle to the facade or inside of a building,
 - a mobile workshop having equipment fitted to the floor of the vehicle (e.g. generators or welding equipment),
 - handling roofing equipment,
 - handling drainage equipment.
3. You need to organise one of the following activities (no charge applies in these circumstances):
 - funerals – 3 vehicles only (hearse and 2 family cars).
 - weddings – 3 vehicles only (main car and 2 family cars).
 - charity events (as determined by our City Promotions, Events & Filming team www.westminster.gov.uk/events-filming).
4. You wish to place a skip on-street on a single yellow line (this must be covered by a valid skip licence www.westminster.gov.uk/suspensions-dispensations-and-skips).

Yellow Line Dispensation Details

You can apply for a maximum of 7 continuous days. This may include Saturdays and Sundays if the parking sub zone in which you want to work is controlled on these days. A longer period may be granted in exceptional circumstances.

	Day	Mth	Year		Day	Mth	Year
Start Date				End Date			

Please Note that all Yellow Line Dispensations are valid for a 24-hour period

Reason for Yellow Line Dispensation	
Location/Street	
Vehicle Registration Number	
Highways Licence/permit number (if applicable)	

The Council reserve the right to cancel or withdraw a dispensation without notice as and when it is deemed necessary to do so, for example in connection with a major event, incident or emergency. Any payments made will be refunded as appropriate.

Pricing Information

The City of Westminster operates a tiered dispensation charging system depending on duration as per the table below.

Dispensation Duration	Charges per vehicle
Day 1	£51.00
Days 2-5	£55.00 per day
Day 6 onwards	£84.00 per day

Please do not send payment with your application. Once your application has been approved, we will contact you to confirm the details of your dispensation and take payment. We accept the following Debit/Credit card types: Visa, Mastercard, Maestro, Switch, Delta. If paying by cheque please make cheques payable to 'City of Westminster'.

Please ensure that we receive the application within the notice period specified on the first page of this form.

Contact Details

Name		Name of Company	
Address			
Postcode		Daytime Tel/Mobile Details	
Email			

To find out why Parking Services needs to collect and store personal data, how this is used and your rights to access your information, please refer to our Privacy Policy at www.westminster.gov.uk/parking-services.

Declaration

I declare that the information I have provided is correct to the best of my knowledge and agree to the conditions of use. I authorise Westminster to take payment on successful completion of my application.

Signature

Date

CONDITIONS OF USE

1. This Dispensation is only valid for use during the times and on the days stated.
2. The vehicle may only be parked/the skip may only be placed on a Single Yellow Line within the street for which the Dispensation applies. In exceptional circumstances a yellow line dispensation may be given for a double yellow line.
3. The vehicle must not be parked within the boundaries of the Royal Parks, nor in such a manner as to cause an obstruction.
4. The vehicle must be relocated if requested to do so by a Metropolitan Police Officer, Traffic Warden, City of Westminster Marshal or Duty Officer.
5. The Dispensation is not transferable and no refunds will be given for periods of unused time. Refunds for unrequired Dispensations will only be granted up to 3 days in advance of the Dispensation starting.
6. The City Council reserves the right to inspect the vehicle named overleaf by an Authorised Officer or Authorised Agent of the City Council, at all reasonable times for the purposes of verifying the works and/or authenticity of the Dispensation application.

