

## APPLICATION FOR PARKING REGULATION DISPENSATION

<b>Date:</b>	
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<b>Name:</b>	
<b>Address:</b>	

<b>Telephone number:</b>	
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<b>Dispensation Location:</b>	
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<b>Dates required:</b>		
From (Date)	To (Date)	Between (Times)

<b>Reason:</b>	

<b>Vehicle Details:</b>	
Registration number:	
Make and model of vehicle:	
Colour:	

Signature----- Printed Name -----

For office completion only

Payment amount	Payment date & time	Receipt number

## Parking Dispensations

Parking dispensations are permits that may be issued to allow vehicles to park within enforced areas.

A parking dispensation is only issued when it is absolutely necessary for a vehicle to be parked for longer than permitted or in a restricted area. Reasons for the issue of a parking dispensation may include emergency works, building works and essential renovations where it is necessary to have the vehicle close to the location.

A non-refundable administration charge of £10.00 will apply for dispensations that are in excess of 1 working day. Extensions to current dispensations will also incur an additional charge of £10.00

If you wish to apply for a parking dispensation, please download the [parking dispensation application form](#) (115.73 KB) and send it to the address below. In the event that a charge is applicable, we will contact you for a full payment before the dispensation is agreed and issued. Alternatively, please telephone the number stated below for a telephone application.

Parking Services Unit  
Wychavon District Council  
Civic Centre  
Queen Elizabeth Drive  
Pershore  
Worcestershire  
WR10 1PT

Telephone: 01386 565009, between 9am-5pm, Monday-Friday.

Fax: 01386 565119

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

The Parking Services Unit aim to process your application within two working days after receipt of your completed form. Please be aware that if the location and/or time is unsuitable, your request will be rejected.

Please be aware that Civil Enforcement Officers will conduct frequent inspections to ensure that the dispensation is necessary. In the event that the dispensation is being misused, it will be cancelled immediately. The vehicle must not be causing an obstruction at any time.

## Conditions of use

- Due to traffic sensitive areas, the dispensation permit may not be valid during busy times
- This is not a general dispensation and is only used in respect of the vehicle, periods and purposes shown
- Materials and goods must not be deposited on the footway or carriageway (except to the immediate rear of the vehicle); nor shall they be passed across any part of the footway or carriageway in any manner which may interfere with the safety of pedestrians and/or other vehicles
- The motorist must move the vehicle elsewhere and within the regulations once the purpose stated has been accomplished
- The applicant/driver must move the vehicle if so directed by a Police Officer or an employee of the Parking Services Unit
- The applicant/driver must park safely at all times and not obstruct access to side roads and/or adjacent premises
- The charge of £10.00 is non refundable

It is advisable to allow sufficient time in which to complete your application and to receive a response. The vehicle must be parked in adherence with the parking regulations until a permit has been received or authorised.