

Further to your recent enquiry with regards to securing a temporary dispensation notice which will allow your vehicle to park in contravention in an agreed location where traffic regulation order restrictions apply, please find below details of Terms and Conditions along with an application form.

Written application for dispensation must be made to the Council's parking manager.

1. Broxtowe Borough Council and/or Rushcliffe Borough Council reserve the right to remove/deactivate any dispensation without notice.
2. Permits not collected after application has been processed by Parking Services may still incur an admin charge.
3. The current cost for a dispensation is:

£15.00 per dispensation per period with more than 5 working days' notice
£25.00 per dispensation per period with less than 5 working days' notice
4. Use is limited to agreed locations approved by an authorised officer.
5. **The dispensation may only be used on the vehicle nominated registration and must be clearly and visibly displayed inside the windscreen at all times.**
6. The dispensation will stipulate on which street/restriction and at what times it is applicable. The dispensation does not permit parking anywhere else and will not guarantee a parking space in limited/residential parking places.
7. Unless there are significant extenuating circumstances discretionary dispensations will not be issued for continuous periods in excess of 14 days. Further dispensations beyond this period will be subjected to a further application and will incur an additional charge.
8. Dispensations will not be issued for locations where there is any possible danger to pedestrian or highway safety. Please see NCC webpage for more details.
[Nottinghamshire County Council Parking Good Practice](#)
9. The vehicle must be fully road legal and hold a valid tax disc, test certificate and motor insurance.

Failure to comply with the above terms and conditions will result in a penalty charge notice being issued for the relevant contravention.

Please complete form below and return to:

Derek Musto
Parking Manager – Broxtowe & Rushcliffe Borough Council
Directorate of Housing, Leisure & Property Services
Council Offices
Foster Avenue
Beeston
Nottingham NG9 1AB
Tel: 0115 9173620
Email: parkingservices@broxtowe.gov.uk

APPLICATION FOR PARKING DISPENSATION

Please complete in block capitals – all information is mandatory. Failure to provide the correct information may result in the delay or refusal of the dispensation.

Applicant Details

Applicant name: _____

Company name: _____

Company Address: _____

Postcode: _____

Contact number: _____ Email Address: _____

Vehicle Details

Make: _____

Model: _____ Colour: _____

Registration no.: _____

Dispensation Details

Charges (based on date application received by Parking Services):

£25 less than 5 working days' notice

£15 more than 5 working days' notice

PAYMENT IS REQUIRED ON COLLECTION OF THE DISPENSATION. You will be advised by telephone or email when the dispensation is ready for collection.

Date required from: _____ to _____ (2 weeks maximum)

Street name: _____

Town: _____

I agree to be bound by the Terms and Conditions as stated overleaf and confirm the details I have given are correct.

Signature: _____ Date: _____

Privacy Notice

To find out how we collect, store and retain your personal information please visit our Privacy Notice <https://www.broxtowe.gov.uk/for-you/roads-parking-travel/parking-services-privacy-policy/>

For office use only

Dispensation no.: _____ Date: _____ Payment: £15 £25