Putting Residents first

LONDON BOROUGH OF HARROW

Licence Application
2026/27

Environment Directorate
Strategic Director of Culture, Environment & Economy
Cathy Knubley

Parking Bay Suspension Application

All applications must be accompanied by a plan or photograph detailing the exact location(s) of the bays to be suspended.

Name of Applicant:			
Address of Applicant:			
Postcode:		**Telephone Number:**	
Email Address:			
Reason for Suspension:			
Start Date:		**End Date:**	
Location of Suspension:			
Start Location(s):			
End Location(s):			
Streetworks Permit Reference (if applicable):			
Suspension part of TTRO:	YES ☐		**NO** ☐

Please enter the **number of bays** you wish to be suspended, in the corresponding row/column below.

Type of Bay	Proposed use of bay suspension			
	Excavation within the bay	**Parking vehicles within the bay**	**To allow traffic to flow past works or excavation**	**To use for TM or storage, or a pedestrian walkway**
Pay & Display				
Permit				
Shared Use				
Loading				
Disabled				
Free				

Where individual bays are not marked, or a larger area such as a loading bay is required, a single bay will be deemed as 6 metres.

For internal use only

Signs erected:	**Date:**		**Time:**		**By:**	
Location:						
Number of Signs:			**Photographs:**			
Signs removed:	**Date:**		**Time:**		**By:**	
Notes:						

Fees & Charges

On receipt of a fully completed application form, a council officer will email the applicant to confirm whether the parking bay suspension has been approved/refused. If approved, cost and payment details will also be confirmed. Once payment is received, the parking bay suspension will be processed, and a copy of the permit will be provided to the applicant.

A Parking Suspension is only available where Parking, Loading or Disabled Bays/Areas are marked on the carriageway, if you require the closure/restriction of any other part of the carriageway you will need to apply for a Temporary Traffic Order.

The Fees are split into 2 segments the administration fee (which are standard across the borough) and the bay/equivalent area per day fee (which are scaled in line with the councils on street parking fees strategy) in any area where there are Pay & Display or Shared use bays.

Administration Fees
These are calculated on the number of working days the Application is received before the start of the Suspension and do not include the fee for any bays. Any Application received between 16:00hrs on a Friday and 09:00hrs on a Monday will be deemed as received on the Monday.

Application received with more than 10 working days' notice	£60.00
Application received with 3- 10 working days' notice	£120.00
Application received with less than 3 working days' notice	£178.00
Extension of Suspension administration, before original expiry date	£33.00
Extension of Suspension administration, after original expiry date	£168.00

Bay Charges
These are calculated in line with Harrow's geographical On Street parking fees strategy.
Price bay/equivalent area per day in Pay & Display, Shared Use or Permit bays and Disabled or Loading Bays in the vicinity of On Street Pay & Display areas.

Area	Fee per bay, per day
Central (Metropolitan Tariffs Areas)	£37.00
District (District and Major Tariff Areas)	£23.00
Local (Local Tariffs Areas or Areas with No Paid For Parking)	£11.50

For guidance as to what the equivalent bay charge will be, please check the link below.
On-street parking charges This list is subject to change and should be checked for every new suspension. Also we cannot guarantee that every road will be on the list and roads that do not have Pay & Display bays but are part of a CPZ with P&D bays will be charged at the relevant rate; hence our Network Management Team will have to confirm the actual daily rate.

Location
Location of Suspension should be the Road Name and Post Code.
Start Locations and End Location, e.g. outside or opposite number 1 etc with Street name or side of number 1 etc with Street name where close to a junction, or near a building or other land mark where house numbers etc. are not available.

A PLAN, SKETCH OR MARKED PHOTO MUST BE INCLUDED WITH THE APPLICATION, OTHERWISE THE APPLICATION WILL NOT BE PROCESSED AND RETURNED TO THE APPLICANT.

TERMS AND CONDITIONS

London Borough of Harrow can, at their discretion, suspend parking bays for any of the reasons laid down in the Parking

Order. **Criteria for bay suspension**

- All Bay Suspensions are charged at the rates applicable dependant on location and when the application is received, as detailed on page 2.
- All applications must be accompanied by a plan/photo detailing the locations where the bays are to be suspended.
- All applications will be checked with NRSWA to confirm they do not clash with any other works before the Suspension is granted.
- Harrow Council do not operate a Vehicle Removal system and therefore should a vehicle be parked in a Suspended Bay a PCN can be issued but the offending vehicle cannot be removed. In such circumstances an alternative arrangement will be agreed by the Parking Services management.

NB. It is the responsibility of the applicant to ensure that the information provided is accurate in line with the actual configuration of the location at the time of the application.

The criteria laid down in the parking order allowing for parking bays to be suspended is as follows;

a) Building operation, including Scaffolding, Glazing, Skips and temporary storage;
b) Loading or unloading;
c) Demolition or excavation;
d) Maintenance, improvement or reconstruction of the highway and associated apparatus;
e) The cleansing of gullies;
f) The laying, erection, alteration or repair of any sewer or any main pipe for the supply of gas, water, electricity or telegraphic line;
g) The maintenance or removal of any both illuminated and non-illuminated street furniture.
h) Arboriculture works
i) The removal of furniture from either a domestic dwelling or commercial premises;
j) For special events;
k) For funerals or other special occasions at the council's discretion;
l) Reasons of Health and Safety;

The Council do not:

- Provide no waiting/no loading cones for bay suspensions. The applicants must make their own arrangements.
- Permit Bay Suspensions solely for the purpose of parking.

Duration

The duration will be from the first day to last day, including weekends. The suspension will only apply for the times stated in the Parking Order. Outside of theses hours the bays must be protected by a physical barrier such as a skip, scaffolding or a storage

compound to prevent vehicles occupying the bays. If this is not possible a Temporary Traffic Order (TTRO) will be required to revoke the permanent order for the period of the works. TTRO's can be requested by contacting TTRO.Requests@harrow.gov.uk

Payment

Payment will be requested following review and approval of each parking bay suspension. The amount requested will include the non-refundable administration fee plus the amount calculated for the suspended bay(s).

In the event that the bay suspension application is amended, the request will be reviewed and the applicant informed of any additional charges.

Special Bays

The Council will only suspend disabled, loading and car park bays on special request all the details should be sent to pbs@harrow.gov.uk

Damage

The applicant will be liable for any damage resulting from the activities of the applicant or their employees or agents. In the event of damage resulting from activities carried out by the applicant, the council will re-instate the area/property to its previous condition and recover the costs directly from the applicant.

The applicant must satisfy himself or herself that the area/property at the location where the bay suspension has been requested is in good order. Any defects should be reported to the officer dealing with the bay suspension prior to any activity being conducted by the applicant, their employees or agents.

Enforcement

Normal enforcement procedures will continue outside of the area of the bay suspension. A bay suspension **does not** entitle the applicant, their employees or agents to park vehicles in the suspended area unless for one of the specific purposes defined above. If a vehicle is required for Streetworks purposes, a laminated card must be clearly displayed in the window on company-headed paper showing: the Streetworks permit number, dates of the works and a contact number for the driver. Any vehicle(s) parked in a suspended bay will be liable to a Penalty Charge Notice of up to £100.00.

If bays which have been suspended are occupied by vehicles not associated with the works, please contact Parking Operations on 020 8424 1858 to request that a Civil Enforcement Officer attend to issue a Penalty Charge Notice (PCN). The Council only has the power to remove vehicles parked in suspended bays when the bays have been suspended by means of a TTRO. Please contact the Streetworks Team on 020 8736 6072 or email Streetworks@harrow.gov.uk to arrange this. Please note that the cost of this is not covered by your application or TTRO fee and will be an additional cost payable by the applicant.

Health and Safety

The first consideration of all activities must be the Health and Safety of the general public. All relevant insurances must be in place prior to the commencement of any activity. The applicant must indemnify the Council against any third party liability. The council reserve the right to request to inspect such documentation.

Where the operation requires repeated crossing of the footway, safe passage for pedestrians must be treated as a priority. If necessary, an alternative route must be designated at the applicants cost. Where cables are laid between vehicles or across the public highway, including pavements, they must be adequately protected so as not pose a trip hazard.

Cancellation

In the event that the bay suspension is not required, applicants must email pbs@harrow.gov.uk as soon as possible. Refunds will be processed as follows:

- The administration fee is non-refundable in **all** cases.
- If cancellation is received **10 days or more** in advance of the Parking Bay Suspension start date then a full refund for the bay suspension costs will be provided, minus the administration fee.
- If cancellation is received **9 days or less** from the Parking Bay Suspension start date then a 50% refund for the bay suspension costs will be provided, minus the administration fee.

Termination

Council Officers may revoke the Bay Suspension at any time, if in the officer's opinion, the applicant, their employees or agents are not complying with the terms and condition as laid down above. It is the responsibility of the applicant to ensure that the application has been submitted correctly if the information has been incorrectly submitted the application will be terminated. In the event of the Council terminating the bay suspension, **no refund will be granted**.