

Temporary Parking Suspensions Terms and Conditions

General

1. Applications should be made at least a minimum of five (5) working days prior to the start date of the parking suspension. A short notice fee of £62 (non-refundable) applies to late applications.
2. An administration charge (non-refundable) of £62 is applied to each suspension created on our system. If multiple suspensions are created, then multiple administration charges will be applied.
3. Lewisham Council cannot guarantee that suspended parking space will be available, and we do not accept liability for any additional costs that you may incur due to obstructions.
4. Temporary parking suspensions cannot be used for convenience parking. The registration details for vehicles authorised to use the suspension can be added through your suspension account to avoid potential enforcement action.
5. An on-street space is normally 5.5 metres long and spaces on the map in Online Suspensions may be shorter or longer depending on the total length of the parking bay. Please note, that the spaces in Online Suspensions are indicative and not marked on the road.
6. Amendments can be made through your account, and these may incur additional fees. If you need to make a change to a suspension sign already on street, you will need to make the amendment at least four (4) days prior to the suspension starting. Any change request made after 12pm will be considered the next working day.
7. If the suspension needs to be extended, the request and payment of the extension must be made at least five (5) working days before the current suspension ends. You will need to log into your account and select 'Change Duration'. The short notice fee will not be applied where an existing suspension is extended. Any extension request outside the period shall be treated as a new application.
8. Any problem with a suspension needs to be reported at the earliest opportunity. Please contact 020 87875397 quoting the suspension reference with a road name and a member of Customer Service Team will assist where possible.
9. Lewisham Council reserve the right to amend or cancel a suspension at any time. If we need to do this, we will endeavour to inform you as soon as possible from the contact details you provide. If your application is deemed as being unsuitable (e.g. potential traffic hazard, suspension of a disabled bay) a member of Customer Service Team will contact you to assist in the application.
10. To report obstructing vehicles parked within a suspended bay, contact 020 8787 5397 quoting the suspension reference with road name. An officer will be dispatched to the location to enforce obstructing vehicle/s however Lewisham Council does operate removal or relocation service.
11. Please note that Lewisham Council does not issue temporary parking suspensions for Red Routes.

Costs

- Administration Charge £62 per application
- Suspension of a Pay-to-Park Parking Bay: £56 per bay per day
- Suspension of Resident Permit Bay: £62 one off cost

You can only suspend parking spaces on a street for up to 6 months. If you need to book for longer, you will need to apply for a temporary traffic order, please visit this [webpage](#).

There is a short notice charge of £62.

Cancellations

1. The administration charge is non-refundable.
2. The short notice charge is non-refundable.
3. If the suspension is no longer required, you must cancel the booking in your account as soon as possible - reports after 12pm will be considered made the next working day.

Amend a Suspension

You can make amendments to existing suspension up to five (5) days before the suspension starts for:

- dates and times
- number of spaces
- suspension reason
- location text description

The above changes can be made on our [online suspension system](#).

You can make changes to a customer reference and vehicle registration fields at any time, currently this cannot be done on our systems. You will need to contact our team directly to change your vehicle registration. Please call 020 8787 5397 and select option four (4).

If you add spaces which are not next to your booked spaces or within a different bay this will be classed as a new suspension.

To amend a suspension login to your account and search for the suspension you want to change.

Preventing Fraud

•The Council considers fraud or attempted fraud to be an extremely serious matter and will not hesitate to take preventative, remedial or punitive actions against any person or organisation suspected of fraud or

attempted fraud.

- It is an offence under the Vehicle (Excise) Act 1962 (Section 7) to park or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed.

Temporary Parking Suspension

1A Eros House,
Brownhill Road,
SE6 2EF

Telephone: 020 8787 5397

Email: Lewishamparkingsuspensions@nslservices.co.uk