**APPLYING FOR A DISPESNSATION**

**INFORMATION FOR APPLICANTS**

A dispensation authorises a vehicle(s) to temporarily park in contravention of a Traffic Regulation Order. A dispensation allows parking where alternative arrangements cannot be made for the following principle reason:

1. Loading & Unloading – Where this activity is either normally prohibited or:
2. Regular access to the vehicle is required due to adjacent works taking place

Dispensation requests will not be authorised for the following restrictions:

* Disabled parking bays
* Car club parking bays
* Electric charging bays
* Bus stops
* On a loading ban
* On clearways or fast flowing roads
* Where an obstruction would be caused

**Applications should be received at least 7 working days before the required date and payment must be made in full at least 5 working days prior to the required date**. The vehicle must be parked in accordance with the parking regulations until a dispensation has been authorised. Applications cannot be applied for retrospectively to have a Penalty Charge Notice withdrawn.

**Green Dispensations**

These permits are for parking in restricted bays on-street (i.e. not on a single or double yellow lines). These are available for immediate purchase and use.

Green dispensations are valid for the period purchased throughout West Berkshire for the following parking restrictions:

* Limited Waiting Bays
* Residents Parking Bays
* Pay & Display Bays
* Loading Bays

**Please be aware using a green dispensation on any other parking restrictions may result in a Penalty Charge Notice being issued.**

**Red Dispensations**

These permits are for parking in restricted areas of the street and will require approval from the Parking office.

Red dispensations are valid for the period purchased throughout West Berkshire for the following areas:

* Single Yellow Lines
* Double Yellow Lines
* Taxi Bays

Once application has been made for a red dispensation, the Parking Office will review the request and make a decision based on availability. You will be informed via email of the Council’s decision and will be asked to make payment if the application is successful.

An application must be made at least 5 working days prior to the required start date to allow for a decision to be reached.

**The cost for a dispensation is £15.00 per day, per vehicle (applies to all days).**