

**REQUEST FOR TEMPORARY PROHIBITION OF WAITING
(Receipt of this form does not imply that the proposed closure has been granted)**

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| DATE: | | TO: TRAFFIC MANAGEMENT WEST OFFICES, STATION RISE YORK YO1 6GA TEL (01904) 551550 |
| YOUR REF: | | |
| NAME OF APPLICANT | | |
| FULL POSTAL ADDRESS (INVOICE DETAILS) | | |
| CONTACT NAME | | |
| CONTACT TELEPHONE NUMBER | If we have a query and we can't contact you, your request will be refused | |
| EMAIL ADDRESS | If we have a query and we can't contact you, your request will be refused | |
| PURCHASE ORDER NUMBER / CYC BUDGET CODE: | | |
| LOCATION THAT THE REQUEST CONCERNS | Details specifying which side of the road is required and the exact length involved (by reference to junctions or buildings). | |
| REASONS FOR REQUEST | | |
| PERIOD REQUESTED | From (Date/Time) | To (Date/Time) |
| WILL THE SUSPENSION BE REMOVED AT THE END OF EACH DAY? | YES | NO |
| DO YOU REQUIRE CYC TO SUPPLY CONES FOR THIS SUSPENSION? | YES | NO |

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| ANY OTHER INFORMATION: | |
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| UNDERTAKING: | <p>A minimum period of three weeks is required for processing. If this form is not completed sufficiently then it will be returned for completion. This will extend the processing period.</p> <p>Please note:</p> <ul style="list-style-type: none"> • An overhead plan showing the specific location of the proposed prohibition of waiting is required before any request can be processed (N.B. Google Streetview plans are not acceptable). Submitted plans may be shared with members of the public at the discretion of City of York Council. By signing this form you agree to this. • You are required to mailshot affected properties. • This suspension is only enforceable if sufficient No Waiting cones are put on the street to demarcate the suspended area. <p>The cost of a parking suspension is £246. If you require CYC to supply cones for the suspension, then this is done at our discretion and will incur an additional £250 cost. You may also be required to cover the costs of alternative parking arrangements for residential parking permit holders or for loss of revenue on pay and display bays for the duration of the works (further details can be supplied on application).</p> <p>If, during your agreed parking suspension, you require assistance with vehicles parked in the suspended area then please contact our parking services hotline on 0800 1381119.</p> <p>Cancellation policy: if cancellation occurs less than 10 days prior to the commencement date, the full amount will be charged. If any expense has already been incurred by CYC then these will still be chargeable.</p> <p>I understand that if this request is granted, I will have to pay the Council's Costs in making the required Traffic Order and undertaking the necessary enforcement. If I require the Council to provide and maintain cones or barriers, this will incur extra costs.</p> <p>By my signature below I undertake to pay these charges on demand.</p> |
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| SIGNED: | | DATE: | |
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Once completed, please email this form to: highway.regulation@york.gov.uk