

## **Policy for Suspensions and Waiver Certificates**

Epsom & Ewell Borough Council (EEBC) administer parking suspensions and waiver certificates on behalf of Surrey County Council. These are issued wholly at the discretion of EEBC.

### **Suspensions**

A suspension is where the restriction (Traffic Regulation Order) allowing or disallowing an act to take place is suspended for a set time period. Suspensions are charged at £75 per 6m length for an initial period of 3 days with a subsequent charge of £12 for each additional day required (per 6m).

Please note that Epsom & Ewell Borough Council can only administer parking suspensions in parking bays or places such as within limited waiting bays or resident parking zones. Any requests to suspend other areas of Highway must be submitted to Surrey County Council.

A payment must be received a minimum of 10 days in advance to enable the appropriate signage to be put in place for the suspension to be enforced.

### **Waiver Certificates**

A waiver certificate is where a vehicle or vehicles are given a dispensation to park within an existing Traffic Regulation Order restriction. The waiver is charged at £25 for the first 3 days with a subsequent charge of £6 for each additional day required.

### **Application Procedure**

All applications should be submitted at least ten working days prior to the date it is needed.

Applications must be submitted in writing by either letter or email to the addresses below:

Customer Support Services      or      [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)  
Town Hall  
The Parade  
Epsom  
Surrey  
KT18 5BY

We may require information supporting a request for a suspension or waiver certificate. On receipt of the application EEBC will determine whether to approve the waiver or suspension and will contact you for payment.

You are responsible for consulting with and informing local businesses and residents about the timing and duration of the parking suspension.

A suspension or waiver may be allowed in circumstances that include but are not limited to:

- Maintaining public or traffic safety
- Essential Building or Maintenance works
- Furniture Removals\*
- Filming
- Special Events
- Weddings or Funerals\*

\*Some dispensations already apply in these circumstances

### Fees

	Initial Period	Initial Charge	Subsequent Period	Subsequent Charge
Suspension (each 6m length)	3 days	£75	Each additional day	£12
Waiver Certificate (per vehicle)	3 days	£25	Each additional day	£6

### Exemptions

Local Authorities while carrying out statutory duties on the highway and utility companies while carrying out works on the highway are only subject to the initial charge.

**No refunds are available.**