

Criteria for requesting the Suspension of Parking Bays

Suspension of Parking Bays:

Where a vehicle or vehicles are parked for periods longer than 5 days the following procedures must be followed.

- A formal written request must be made in advance of the start date for parking, this can be done by fax, email or letter
- You must supply your company name, address and telephone number
- The dates you require the parking bay(s) to be suspended
- The location
- Vehicle registration number(s)
- That you accept the charges for the suspension of parking bay(s)
- If you wish to extend the length of suspension you must inform the Parking office prior to the end of the current suspension, if you fail to do so a penalty charge notice may be issued.

Kirklees will raise an invoice at the end of the period specified for the amount outstanding.

Where a vehicle or vehicles are parked for periods less than 5 days the following procedures must be followed.

- A formal request must be made in advance of the start of the parking period, this can be done by fax, email, letter or in person at the Parking Office*
- The dates you require the parking bays to be suspended
- The location
- Vehicle registration number(s)
- Payment must be made prior to the start of the parking period.
A full days parking is between the hours of 08:00 – 18:00 and half a days parking is up to 5 hours anytime between the hours of 08:00 – 18:00.
- Payment can be made by Debit/Credit card by contacting the Parking Office or by purchasing tickets up to the value of £15.00 for a full day or £8.00 for a half day and display them all on the vehicle dash board. Please note, if purchasing tickets they must all be purchased at the same time, failure to do so may result in a penalty charge notice being issued.

Contact details:

Kirklees Council
The Parking Office
PO Box 1720
Huddersfield
HD1 9EL
Tel: 01484 221000