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**TERMS & CONDITIONS FOR DISPENSATIONS**

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

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 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 Applications cannot be applied for retrospectively to have a Penalty Charge Notice withdrawn.

**Refunds**

A refund will be processed if requested up to the day before the dispensation is due to start. There is a £5.00 administration charge to process a refund.

A refund **will not** be processed if it is requested either on or after the day the dispensation is due to start.

**Conditions of Use**

* Whilst the dispensation is in use West Berkshire Council does not accept liability for any damage, loss or accident caused to or by this vehicle and it is the responsibility of the applicant to ensure that the vehicle is parked in a safe manner and ensuring safety to the public at all times.
* Due to traffic sensitive areas, the dispensation may not be valid during busy times.
* This is not a general dispensation and is only valid in respect of the vehicle, date periods and location agreed upon application.
* A dispensation notice does not guarantee a parking space at a specific location or on a specific part of the public highway.
* Materials and goods must not be deposited on the footway or carriageway (except to the immediate rear of the vehicle); not shall they be passed across any part of the footway or carriageway in any manner which may interfere with the safety or pedestrians and/or other vehicles.
* The motorist must move the vehicle elsewhere and within the regulations once the purpose stated has been accomplished.
* The applicant/driver must move the vehicle if so directed by a Police Officer or an authorised officer of West Berkshire Council.
* The applicant/driver must park safely at all times and should not cause an obstruction to other road users of pedestrians and should not be parked wholly or partly on the verge or footway.

**Data Protection**

Personal data will be collected in order to facilitate dispensations. Data will be collected in accordance with our \*Privacy Notice\*.