

You will need to attach a location plan when you submit this application if not the request will not be looked at.

We will return the form for authorisation once costs have been calculated, and your application has been approved.

From:			
Name of Contact:			
Telephone:			
Email:			
PO Number:			
Location of Suspension:			
Purpose of Suspension:			
Start Date:		End Date:	
From: (This includes cone drop off time)		To: (This includes pick up time)	
Undertaking the suspension	VOG ☐	TM Company ☐	TM Contact Details:
To be completed by the office:			
Number of bays needed to suspend & fee:			
Length of area:			
Drop off fee:			
Pick up fee:			
Total Cost:			
<i>To be completed once approved</i>			
Requestor Name & Signature:		Officer Name & Signature:	

Parking Request Form
Vale of Glamorgan Council
Highway Maintenance
networkmanagement@valeofglamorgan.gov.uk

Important Information

Please note the cost per one car parking space is £85.00, if the suspension is within a non-restricted area, to work out the cost we will measure the requested area and work out how many car spaces will need to be suspended. This total is then x by the cost per one space (£85.00). For example: 5 spaces to be suspended = 85 x 5.

Location plans are needed to complete and approve a parking request; you must include the areas you wish to suspend and some detail on types of vehicles/equipment that will be on site.

Parking on the footway is prohibited unless agreed with a member of the team. You cannot place your own cones on the adopted highway to reserve spaces, if you do so, we will deny any future parking requests and charge a fee.

Suspending restricted bays will need a TTRO (Temporary Traffic Regulation Order) the cost for this is £570.00 which covers up to five days, if parking is required for more than five days this will increase the cost of the TTRO. Any other area on the adopted highway which is not restricted won't require a TTRO and will only be charged for the number of spaces you suspend.

Please also be aware that in addition to the parking and filming costs there will be a 20% administrative fee which will be included within the total cost of the filming licence.

For more information, please visit the filming page on our website or email the Network Management Team:

<https://visitthevale.com/filming>

networkmanagement@valeofglamorgan.gov.uk