



**ORKNEY**  
ISLANDS COUNCIL

**Form PDCP**  
Receipt Number.....

**SUSPENSION OF PARKING BAYS IN THE COUNCIL'S CAR PARKS**

To. Head of Infrastructure & Strategic Projects, Orkney Islands Council, Development and Infrastructure,  
School Place, Kirkwall, KW15 1NY

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1. Name and address of applicant ..... ..... .....	2. Name and address of Agent/Contractor ..... ..... .....
Post Code.....Tel. No. ....	Post Code.....Tel. No. ....

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3. Location.....	4. No. of Bays required.....
5. Start Date.....	6. Duration.....
7. Purpose of works / operations and description .....	
8. Type of vehicle(s) that will occupy bay(s).....	
9. Registration No(s). of vehicle(s).....	

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10. I have enclosed a cash payment of £..... to cover the period indicated in 4 & 5 above.

11. Signature.....	Print Name.....
Company.....	Date.....

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**OFFICE USE ONLY**

12. I acknowledge receipt of the above amount:

Signature.....	Print Name.....	Date.....
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13. I acknowledge a refund of £.....

Signature.....	Print Name.....	Date.....
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Payment paid into Cash Office, Customer Services on ..... by .....(Print Name)

Finance Ledger Code.....

*Original to be retained by Support Services until all sections have been completed, then pass original to Roads Support.*

## **NOTES FOR GUIDANCE (FORM PDCP)**

### **Suspension of Parking Bays in the Council's Car Parks**

Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever he/she considers such suspension reasonably necessary (i) for the purpose of facilitating the movement of traffic or promoting its safety; or (ii) for the purpose of any building operation, demolition or excavation adjacent to the parking place, or the maintenance, improvement or reconstruction of the parking place or the laying, erection, alteration or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity, or of any telecommunication apparatus, or of any traffic sign or parking ticket machine.

All traffic management associated with this permit must be agreed with the Roads Authority Officer. Plans indicating the proposals must be submitted with Form PDCP.

### **Charges**

Costs associated with this permit are detailed on the Council's website. Charges apply to Monday to Saturday only. Payment must be made in advance and be based on the agreed time period.