

Visit: www.highland.gov.uk/parking

“Permission to park in a restricted street”

Email: parkingdispensation@highland.gov.uk

Emergency telephone: 01463 239786 (8am – 6pm Mon – Sat)

Brief description of the Dispensation Policy

A dispensation can be given when an essential vehicle is required at/or close to a location for up to 1 hour (any longer periods will need to be approved by a senior manager).

Alternatively a dispensation may be granted for 1hour between 8am and 9am, also between 5pm and 6pm to allow equipment to be decanted from and loaded to a vehicle.

- Normal Policy for occupation of a location longer than one working day will require the formal suspension of the bay or restriction, requiring 7 days advance Notice.
- The Dispensation is to allow for a vehicle **essential** to the operations to be positioned at the location.

Dispensations cover single and double yellow lines as well as loading and permit bays out with the loading prohibition times (these are listed on signs at the location). They do not cover double yellow lines with double blip kerb markings.

A dispensation is issued to specific vehicles and is not transferrable.

We will not issue dispensations for:

- **convenience**
- **free parking**
- **loading during the restricted periods**
- **pay & display bays**
- **disabled bays**
- **car club bays**
- **school restrictions**
- **bus stops**
- **taxi ranks**
- **on a footway**
- **at locations causing an obstruction**
- **requests where there are doubts concerning the validity of the application**

In the case where a tradesperson/contractor is just looking for a place nearby to park then they will not be granted dispensation unless they can demonstrate that they require their vehicle to carry out the work. (e.g. generator on van, hoses)

N.B. Dispensation does not permit general parking, and it does not allow the vehicle to remain in the restricted/prohibited area once the dispensation purpose has been fulfilled.

You must comply with the terms and conditions of the dispensation service at all times.

A dispensation is issued to a specific vehicle and is not transferrable to other vehicles.

The vehicle will receive a PCN if the dispensation is not being used correctly or if the vehicle is not in the agreed location”

A minimum of 24 hrs advance Notice is required to process a dispensation.

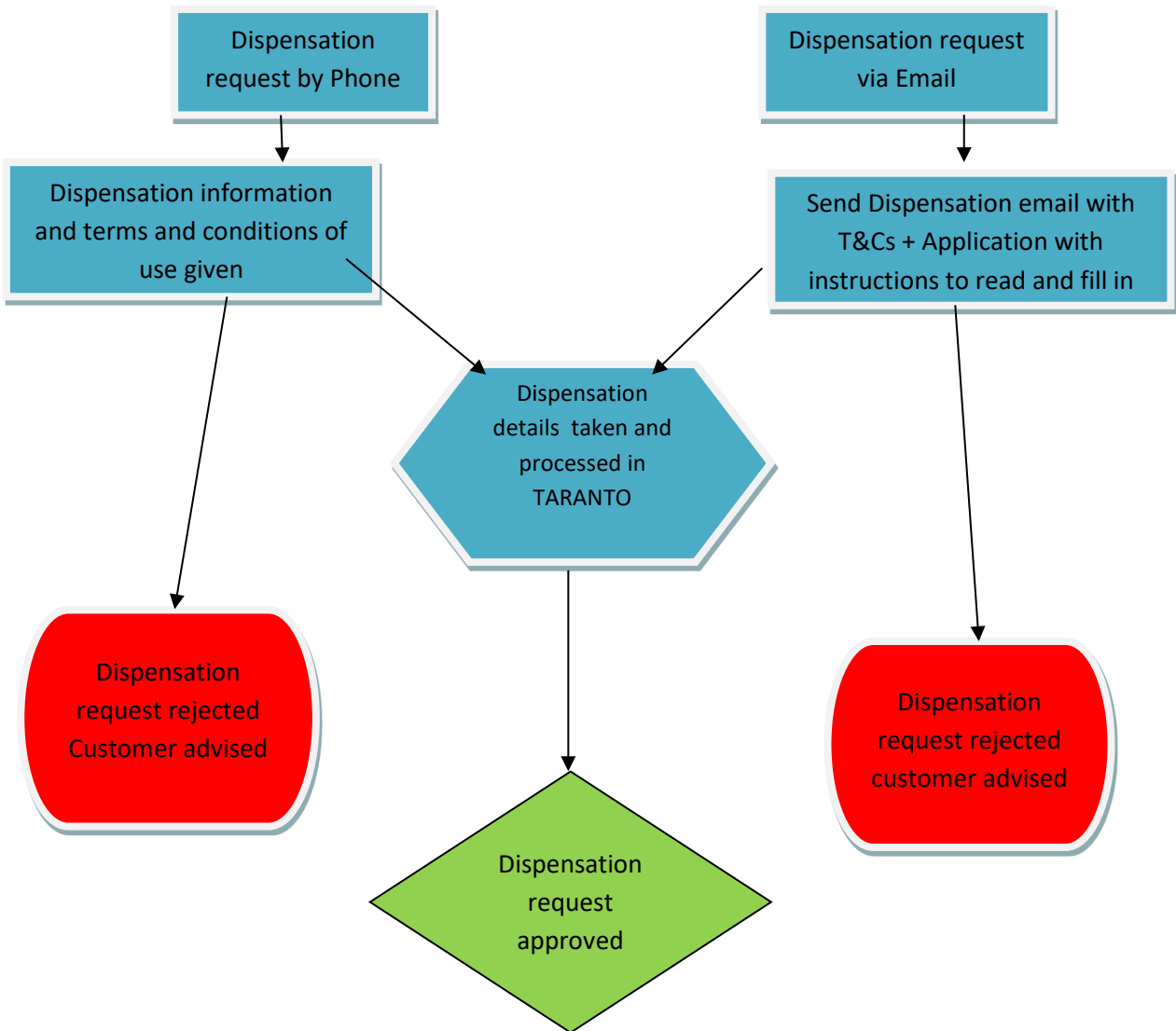
Confirmation of location

“Please confirm the location of the dispensation including outside/ opposite house number where possible”

T & Cs

1. Dispensations are available to facilitate extended periods of loading, unloading activity and for instances where a vehicle needs to be parked at or near a location because the vehicle is **essential** to the work that is taking place (e.g. the vehicle is carrying a generator). Dispensations are not to be used to provide convenience parking.
2. This dispensation does not guarantee you a space at the agreed location.
3. The dispensation is only valid for use on the vehicle for which it was booked, during the specified times and dates, as detailed on a receipt.
4. The dispensation allows the vehicle to use a single yellow line, double yellow line or loading bay in the agreed streets and is not valid in areas where a loading prohibition is in effect.
5. The dispensation is not transferable. If more than one vehicle is required to park then a separate dispensation should be applied for.
6. The vehicle should be parked responsibly and must not be parked within the confines of any parking places, or in such a manner as to cause an obstruction to other road users or pedestrians.
7. The vehicle must be relocated if requested to do so by a Parking Enforcement Officer or Police Officer. This will only happen in circumstances where emergency access or traffic flow is impeded
8. The Council reserves the right to inspect the vehicle at all reasonable times for the purposes of verifying the works and/or authenticity of the dispensation.
9. Failure to comply with the dispensation terms and conditions may result in a Penalty Charge Notice being issued and/or future dispensation requests being refused.

Dispensation Flow chart



The Highland Council - Parking DISPENSATIONS Policy

SERVICE CATEGORY	SERVICES COVERED	ALLOWABLE	PERMIT AVAILABLE? (i.e. trades / retail permit)	TRO EXEMPTION? (where vehicle is used for works)
Events*	Special Events TTROs	YES		
Film	Film Focus	TBC		
Forestry	Tree Works	YES	YES	
Glazier		YES	YES	YES
Installations	Property Installations ATM Installations Shop Fittings	YES	YES	
Loading	Loading/Unloading Deliveries	YES		
Property Maintenance		YES	YES	
Removals	Furniture Removals	YES		YES
Roofing		YES	YES	YES
Scaffold		YES	YES	YES
Telecoms		YES	YES	YES
TV News		BBC/STV/SKY etc		
TV Productions*		YES		
Utility	Gas Electric Plumbing	YES	YES	YES
Other	MISC	With Managers Permission		
*	Please note that some categories (e.g. events and TV productions) may be given permit identifiers by THC Some of the Permit types will not be available until mid 2024			