

Application for a Parking Exemption for Filming



- Use this form to apply for an exemption to park or wait in a restricted road or area, for example in a parking permit bay or on a yellow line during restricted hours
- Complete **all** parts of the form. Incomplete application forms cannot be processed.
- **Please allow at least 7 days before the required start date.** Once received your application will be assessed and you will be contacted to be advised if it has been approved
- There will be a charge for the exemption and you will be advised when contacted. Current prices are available online at www.richmond.gov.uk/filmrichmond
- Payment can only be taken by credit or debit card
- You will need to submit separate application forms for each road and, if your parking is complex, please submit a parking plan.

Type of exemption...Tick one

Parking bay suspension
i.e. to reserve bays by suspending their normal use for other vehicles

Vehicle dispensation
i.e. to allow specific vehicle(s) to park where restrictions normally apply

Location...Please write clearly in BLOCK CAPITALS

Road name

Community Parking Zone or area

Specific Location
(e.g. Outside property number...)

Type of restriction...Tick all that apply

Resident permit bay
 Shared use bay
(Residents/Business/P+D)
 Car Park bay

Pay and display bay
 Free bay
 Business permit bay

Loading bay
 Single yellow line
 Double yellow line

Will the vehicle require a waiver of the Overnight waiting ban?
(Vehicles over 5 tonnes between 18:30 and 08:30 Mon-Sun)

Yes No

Duration of exemption

From

Date
(dd/mm/yyyy)

Time
(HH:MM)

To

Date
(dd/mm/yyyy)

Time
(HH:MM)

Vehicle details

Number of vehicles

Registration Number(s)
(if known)

Vehicle description

PLEASE TURN OVER

Your details

Name	<input type="text"/>
Production company address	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

Additional information

Use this box to give more detail on the exact location of bays if necessary; or special requirements e.g. Health and Safety, heavy equipment etc. Please state N/A if not applicable. Continue on additional sheets if necessary.

Use of Your Information Statement

Under the Data Protection Act 1998 the London Borough of Richmond upon Thames is the Data Controller of your personal information.

The Council respects your privacy rights and is committed to ensuring that it protects your details and the information about your dealings with the Council. The personal information that you provide to process your parking dispensation will only be used by the Council to:

- Process and administer your parking exemption
- Prevent and detect fraud in relation to parking services and
- Conduct surveys and research relating to parking in the borough.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), other local authorities, central Government departments (e.g.: TfL; London Councils; the Parking and Traffic Appeal Service), law enforcement agencies and statutory and judicial bodies.

You have a right to see your information (subject to certain exceptions and the payment of a fee). If you have any requests concerning your information or any queries with regard to the Council's processing of information, please write to Parking Services, PO Box 221, Twickenham TW1 3TL.

Declaration

I declare that

- The information provided on this application form is correct
- I understand that vehicles parked without observing the parking restrictions in place, and which do not have a valid exemption from London Borough of Richmond upon Thames will be in contravention and may be issued with a penalty charge notice
- I understand that the Council will **not** issue refunds on any suspensions which have been correctly signposted, and where the suspended bays were blocked by other motorists, skips, materials etc.
- I understand that my information will be used by the London Borough of Richmond upon Thames as specified in the 'Use of Your Information' statement.

BY SUBMITTING THIS FORM, YOU ARE AGREEING TO THE DECLARATION

If you need this form in Braille, large print, audio tape or in another language, please call 020 8891 7071 or Textphone on 020 8831 6342

For Office Use	Processed by <input type="text"/>	Date <input type="text"/>
Administration Fee	<input type="text"/>	Total Charge <input type="text"/>
Bay/Day fee	<input type="text"/>	Payment reference 126- <input type="text"/>