**Wandsworth Film Office**

**FILM PARKING SUSPENSION APPLICATION**

**Film Office Contact: 020 3959 0011 | 020 3959 0012 |** **film@enablelc.org**

* Parking Suspensions Plans **MUST** be discussed with the Film Office at the earliest opportunity. Large parking suspensions requests (more than five bays) require a site meeting and approval from various sections.
* All applications require a minimum of **10 clear working days** for suspension requests. **The day of submission is not** **included in the clear working days and excludes weekends and bank holidays.**
* To suspend all forms of restricted or controlled parking for filming, please highlight your requirements when you apply to film, **including a diagram and parking plan**.
* Once approved, Wandsworth Council’s Parking Services will send payment instructions via email.
* Payment for approved suspension requests must be received at least **five clear working days** before the date of suspension. **If payment is not received your suspension request will be cancelled.**

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| **FILM OFFICE REF***To be completed by Film Office* |  |
| **LOCATION MANAGERS NAME***and mobile phone number &**email address* |  |
| **PRODUCTION COMPANY NAME** |  |
| **PRODUCTION COMPANY ADDRESS and****phone number** |  |
| **NUMBER OF BAYS & TYPE OF BAY** *P&D (pay**and display) bays OR resident bays, if the bays**are not marked out, please estimate the**amount of car spaces.* |  |
| **LOCATION OF SUSPENSIONS** *Please put full**address. Machine number if P&D Also details**such as: “4 x Residents bays outside house no’**\*\* to house no’ \*\*on east side of street …..* |  |
| **VEHICLE DIMENSIONS** *Please include size of**vehicles, if known* |  |
| **START DATE** |  |
| **END DATE** |  |

 Please complete and return this form to film@enablelc.org

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