WALTHAM FOREST FILM OFFICE

Film Parking Suspension Application Form

* Please complete and return to [info@walthamforestfilmoffice.co.uk](mailto:info@walthamforestfilmoffice.co.uk)
* A minimum of 10 working days’ notice is required for all bays
* If you are submitting your application on the last available day, please call the office on 0207 620 0391 to confirm it has been processed
* Suspensions are per calendar day not per 24 hours (i.e. if you suspend from 5pm until 5pm the next day, you will be charged for 2 days)
* Please ensure each vehicle displays a ‘film unit’ sticker or sign

FilmApp Reference (please fill in)

**WLFFIL00**

Section 1 – Your Details

|  |  |
| --- | --- |
| Name of applicant |  |
| Name of production company |  |
| Name of production |  |
| Email |  |
| Mobile |  |

Section 2 – Where and When

Please be specific when giving the location so that we will know exactly where to place the suspension signs if approved, e.g. “2 bays outside 1 Great Street.” Applications for the suspension of spaces in different bays must be made separately.

|  |  |
| --- | --- |
| Location (please be specific to ensure your signs are put in the correct place) |  |
| Type (resident / P&D / shared use / etc.) |  |
| P&D machine number (if applicable) |  |
| No. of spaces required |  |
| Start date and time (incl. weekends) |  |
| End date and time (incl. weekends) |  |

Please complete a separate section 2 table for each run of bays. This can be achieved by copy and pasting the table.

Section 3 – Cost Calculation

If your suspension is for longer than 5 consecutive days, please contact Waltham Forest Film Office for a definitive quote.

|  |  |  |  |
| --- | --- | --- | --- |
| Suspension type (resident, P&D etc.) | No. of first day spaces @ £90 per bay | +  Bagging fee (£110 per application) | =  Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Section 4 – Declaration

I declare that all information given in this application is true, and I understand that the suspended bay(s) are for film technical vehicles only, no private cars, unless agreed beforehand. By returning this form I confirm that I have read and accepted the essential information and guidance notes below.

Essential Information and Guidance Notes

**Who can apply?**

A suspension is used when filming needs to be carried out in a parking space itself or a specific parking space is needed to facilitate filming, or for set dressing.

**Where can I park?**

A suspension to a parking space(s) prohibits the use of the space(s) by anyone other than the person or organization that has made the application for the suspension. A single space may be suspended, or an area of parking bays where more space is required.

Yellow lines cannot be suspended.

Suspended parking spaces are enforced from 8.30am –6.30pm, Monday to Friday, unless otherwise requested in the application form. Any request for the suspension of parking spaces to start prior to 8.30am or end after 6.30pm must be explained. Requests will be considered but not guaranteed.

**Notification period**

The minimum notice period required to suspend a parking bay is the same for most types of bay:

• Residents’ and shared use bays – 10 working days’ notice

• Doctors/disabled/market trader/business/other bays – 10 working days’ notice

• Pay-and-display and parking meter bays – 10 working days’ notice

If amendments or extensions to existing suspension applications are necessary then we require the minimum notice period depending on the type of bay, as above.

Amendments or extensions must be made on a new form and must be received in writing. Amendments will be subject to an additional non-refundable bagging fee. Cancellations must be received in writing. In the event of cancellations prior to 3 days before the suspension is due, the suspension bagging fee is non-refundable. If the cancellation is received 3 days before the suspension is due, we will need to check the status of suspension before providing a definitive cancellation fee.

Any applications received after 3pm will be processed the next working day.

**Vehicles**

In circumstances where it is necessary to park vehicles in the suspended area, no vehicles other than commercial vehicles directly associated with the operation are permitted, unless permission from the Council has been granted.

If a vehicle is parked in the area suspended for your use you may report this to the Parking Services suspension team on 020 7974 6231 quoting the suspension reference and/or specific location of the suspension. We will assist where possible.

**How do I apply?**

Complete the form overleaf and return to [info@walthamforestfilmoffice.co.uk](mailto:info@walthamforestfilmoffice.co.uk) or upload it to your filming application.

If you are submitting this application on the last available day, please call the film office on 0207 620 0391 to confirm it has been processed.

**Payments**

Payment for suspensions is due immediately from the issue date of your invoice and must be made by debit or credit card – cheques are not accepted. We do not accept American Express credit cards.

The Film office will send you a payment link that will take you to the Waltham Forest online payment system. Once paid, you will be notified that your application has been successful.

The suspension bagging fee is non-refundable.

**Data protection**

No personal information you have given us will be passed on for commercial purposes. Our policy is that information will only be shared among officers and other agencies where the legal framework allows it, and where it will help to improve the service you receive and to develop other services. All information and prices are correct at the time of print, and may be subject to change without prior notice.