WALTHAM FOREST FILM OFFICE

Film Parking Suspension Application Form

* Please complete and return to info@walthamforestfilmoffice.co.uk
* A minimum of 10 working days’ notice is required
* 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

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 check the operational hours for the Controlled Parking Zone in which you wish to park, as you may not need a dispensation if you wish to park on a yellow line outside of the on-street enforcement times, particularly on Saturday or Sunday.

|  |  |
| --- | --- |
| Location (street/road) |  |
| Type of dispensation required (SYL or DYL) |  |
| Vehicle make and model |  |
| Vehicle registration number |  |
| Date(s) dispensation required for |  |

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

Please calculate payment. SYL and DYL dispensations are £40.03 per day.

|  |  |  |
| --- | --- | --- |
| Number of dispensations | Cost  | Total |
|  | @ £65 each | £ |
|  | @ £65 each | £ |

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 dispensation can only be applied for where the need to park cannot be accommodated by any other permit.

Dispensations are often used in an area where there are no suitable parking bays for which to use a permission to park or suspension in; and where the activity is intermittent or will take longer than the loading time allowed during controlled hours without a permit. The length of time a dispensation is valid for is specific to each application.

**Where can I park?**

A dispensation to wait allows a vehicle to park on stretches of single and double yellow lines (the exception being Hampstead where there are only double yellow lines) where loading and unloading restrictions are not in force. A dispensation is limited to specific times and applied to one specific location.

**Vehicles displaying a dispensation should not park:**

• within 5 metres of a junction;

• causing an obstruction or danger to pedestrians and other road users;

• in any permit holder, pay-and-display, meter and any dedicated bays;

• in bus lanes and bus stops;

• on school keep clear markings and pedestrian crossing zigzags;

• on fire brigade and ambulance access markings;

• in red routes and cycle tracks; or

• on footways, dropped kerbs and entrances.

**Notification period**

Please submit your application for dispensations with 5 days’ notice.

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

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.

**Vehicles**

A dispensation is only valid for one vehicle; however, you can contact us to change the vehicle details on the permit. Please note you will need to return your original permit.

**Payments**

Payment for suspensions must be made by debit or credit card – cheques are not accepted. We do not accept American Express credit cards.

**Refunds**

Dispensations are non-refundable.

**How do I apply?**

Complete the form overleaf and return to info@walthamforestfilmoffice.co.uk

**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.