

FILM LAMBETH

Film Parking Suspension Application Form

- Please include your parking map / plan, a completed Parking Application Form and return by email to filming@lambeth.gov.uk
- Please also make an applicaiton via Filmap <https://app.apply4.com/filmap/uk/lambethcfo>
- Standard Suspension Request - 10+ working days' notice
- Short Notice Suspension Request - 6-9 working days' notice
- Express Short Notice Request - 2-5 working days' notice
- Lambeth parking suspension fees are available via <https://www.lambeth.gov.uk/parking/parking-suspensions/costs>
- If you are submitting your application on the last available day, please call the office on **0207 926 5489** to confirm it will be processed
- Film Lambeth Parking Administration Fee is £201.00 (excluding VAT)

Section 1 – Your Details

FilmApp Application reference <i>(to be completed by Film Lambeth)</i>	
Location Manager name and mobile number	
Production name	
Production company name and phone number	
Bay type <i>(resident, P&D, loading, disabled etc.)</i>	
Bay Location Start <i>(Include Street name, outside or opposite door number / nearest lamp column number / nearest junction, any parking signage in situ etc.)</i>	
Bay Location End <i>(Include Street name, outside or opposite door number / nearest lamp column number / nearest junction, any parking signage in situ etc.)</i>	
Number of car spaces (bay equivalent) required	
Is it a car club bay?	
Start Date & Start Time of Suspension	
End Date & End Time of Suspension	
Parking Map / Plan Please attach a parking map or plan of where your intended suspensions are	

Section 2 – 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.

Notification period for amendments

The minimum notice period required to suspend a parking bay is 10 working days unless a surcharge “Short notice” or “Express short notice” fee is paid.

Amendments or extensions must be made on a new form and must be received in writing (email). Amendments may be subject to a short notice or express short notice fees.

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.

Vehicle registrations for all vehicles intending to park in the suspended bays must be emailed to filming@lambeth.gov.uk at least 1-2 days prior to the suspension start date. If vehicle registration numbers are not provided in advance, parking tickets (PCN's) may be issued by Enforcement Officers.

If unauthorized vehicles are parked in a suspended bay, you can report them to us via email or phone during working hours using filming@lambeth.gov.uk or **0207 926 5489**.

How do I apply?

Complete the form above and your parking map and return to filming@lambeth.gov.uk and make an application via FilmApp <https://app.apply4.com/filmapp/uk/lambethcfo>

Any applications received after 4pm will be processed the next working day.

If you are submitting your application on the last available day, please call the office on **0207 926 5489** to confirm it has been processed.

Payments

Payment for suspensions must be made by debit/credit card via BACS or over the phone with our Payments Team.

Film Lambeth will send you your invoice and the payment details via email.

Cancellation or refund policy

Cancellations must be received in writing (email – filming@lambeth.gov.uk) quoting the FilmApp reference number.

If you cancel your suspension, you won't be refunded the Administration Fee, Short Notice, or Express Short Notice Administration charge.

- If you cancel your suspension **before** your start date, and the suspensions signs have **not** been erected – a refund will be issued for all suspension days.
- If you cancel your suspension **before** your start date, and the suspensions signs **have** been erected – a refund will be issued for all suspension days minus **one day**
- If you cancel your suspension **after** it has started – a refund will be issued for the remaining suspension days minus **two days**

Repayment if your application is rejected

If your application is rejected any refund owed will be paid back to the original card used, within a few days.

If payment was made by another method, we will arrange for it to be returned to you via BACS. This can take slightly longer to administer, and we will contact you to obtain the details required for us to process your refund.

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.