**HARINGEY FILM OFFICE**

**Film Parking Suspension Application Form**

* Please complete and return to info@haringeyfilmoffice.co.uk
* A minimum of 12 working days’ notice is required for residents’ bays and P&D 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
* When your suspension is active, if you have any problems with illegally parked vehicles in the suspended bays, **please call the Enforcement Team on 020 8489 2102.**
* We cannot guarantee to remove all or any vehicles that park in a bay you have suspended.
* 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)



**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 *(use building numbers where ever possible as this will minimise the chance of your suspensions being erected in the wrong 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 Haringey Film Office for a definitive quote.*

|  |  |  |  |
| --- | --- | --- | --- |
| Suspension type (resident, P&D etc.) | No. of spaces @ £26.35 per bay | +Bagging fee per run | =Total |
|  |  | + 105.35 |  |
|  |  | + 105.35 |  |
|  |  | + 105.35 |  |
|  |  | + 105.35 |  |

**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.

**Notification period**

The minimum notice period required to suspend a parking bay varies depending on the type of bay:

• All bays – 12 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.

**How do I apply?**

Complete the form overleaf and return to info@haringeyfilmoffice.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 Haringey 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.

**Cancellations or changes**

Should you need to change the suspension you have booked, the parking department require a minimum of eight days before the new date. **Cancellation charges are £52.75 if the signs have not been erected, if the signs have been erected, the full £105.35 per run is payable.**

Should you wish to cancel your suspension, five days notice must be provided. We will not provide a refund where less than 5 days notice is given, unless there are exceptional reasons to do so.

**Notice period for a suspension**

We need two weeks notice to implement a suspension so that other residents and motorists are given sufficient warning that parking spaces will not be available to them for a specific period of time. Where ever possible, 7 days notice will be given for the suspension of residential parking **but whole parking bays and parking spaces can be suspended in 24 hrs or less in the event of an emergency.**

Suspension signs will be placed at the location (as detailed above) and will indicate when, where, and for what reason, parking space is being suspended for. We aim to remove signs 24 hours after the suspensions end date finishes.

**House Removal**

You do not necessarily need to suspend a bay to move house. Vehicle being loaded or unloaded as part of a removal can park on a single yellow line or a permit bay for free provided there are no local loading restrictions and that the loading is continuous. The advantage of a having a suspension for a house removal is that you are guaranteed a space outside or near to the property.

Vehicles may not wait in a suspended bay unless the vehicle registration number has been listed on the application form and agreed by Traffic Management.

**Skips / Building Materials**

You must hold a licence to place a skip and/or building materials on the highway. Please visit our website at Haringey.gov.uk/skiplicence for further information on how to obtain these licences. If you would like to guarantee a parking space outside the property, we would need to suspend a parking bay for you in which case normal suspension terms and conditions apply.