



FILM OFFICE: PARKING TERMS AND CONDITIONS

Bay suspensions within Tower Hamlets

1. All parking charges are based on a seven-day week, excluding Public Holidays. Parking charges as stipulated on <http://www.filmoffice.co.uk/filming-in-london/parking.aspx>
2. All parking charges are payable prior to the suspension date(s) – Film Office will issue an applicable invoice. All invoices must be paid prior to the suspension date(s).
3. We will suspend the area requested and will notify our Enforcement Service.
4. Advance Warning Notices will be erected before the start of the suspension however we cannot guarantee that the area will be kept clear. Should un-authorised vehicles be parked in the suspended bays, you may contact Film Office on 0208 980 8771, who will respond and arrange re-location of vehicles subject to available resources.
5. A cancellation (before suspension starts) may be made at any time (see condition 6).
6. All cancellations / amendments or date changes of suspensions must be made to Film Office in writing (e-mail) - All cancellations / amendments or date changes will be subject to cancellation / administration fees - amount dependent on time frame and cancellation / amendment or date change requested.
7. On-street equipment provided by the Council's Parking Services may not be moved, changed or removed. Advance Warning Notices, cones and yellow hoods remain the property of the Council and will be removed by Council's Parking Services.
8. Vehicles parking in suspended bays must contain a Film Office Accreditation Notice. All vehicles parking in suspended bays must clearly display the Film Office Accreditation Note on the dashboard of the vehicle at all times. Failure to display might result in Penalty Charge Notices being issued.
9. Parking suspensions are enforced during the Controlled Parking Zone hours and no vehicles other than those agreed by Film Office (see condition 8) may remain in the bay until such time the bay is put back to service by the Council's Parking Services.
10. You must park vehicle(s) fully within the markings of a suspended bay(s) - your vehicle(s) may be liable for a parking ticket if any of the wheels are parked outside of these markings.
11. Suspension of bays is not for private vehicle parking under any circumstances. All un-authorised vehicles will be removed.
12. Private vehicle parking refers to all vehicles not registered for commercial use or not actively in use for filming purposes or any activity for which the bay has been suspended for.
13. No cones are to be used to reserve suspended bays outside of the Controlled Parking Zone hours that the requested suspension relates to, unless specifically agreed with Film Office. A penalty fee of £250 + VAT will be charged in each instance.



Required Bay Suspension Lead-In Times

- This is in order to provide advance warning of suspensions to allow residents and other road users adequate notice to arrange alternative parking arrangements.
- An accurate parking map showing required bays, bay types, yellow line positions, machine numbers and number of bays in run/s must be emailed in along with your application form. (uploaded to documents section on FilmHub)
- Parking Applications must be received before 14:00 (on the final working day required for stipulated lead in times).
- Required lead in times for bay suspensions and yellow line waivers can be found on www.filmoffice.co.uk

Tower Hamlets - We require a **minimum of 5 working days notice** to accommodate any bay suspension request(s).

Single / Double Yellow Line Waivers

Individual vehicles can be issued with a parking dispensation certificate if the circumstances are justified. We need at least three working days to process a dispensation request and require the vehicle(s) registration(s) number and type detail(s). Vehicle owners are asked to make sure that vehicles using the dispensation do not cause obstruction and maintain all vehicle access at all times. All vehicles must clearly display the dispensation certificate on the dashboard of the vehicle at all times. Failure to display might result in Penalty Charge Notices being issued.