



FILM OFFICE: PARKING TERMS AND CONDITIONS

Bay Suspension(s) 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. Film Office will suspend the area requested and will notify Tower Hamlets Parking 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 of illegally parked vehicles. Should un-authorized vehicles be parked in the suspended bays, you may contact Film Office on 0208 9808771, who will respond and arrange re-location of vehicles subject to available resources.
5. All cancellations / amendments or date changes of suspensions must be made to Film Office in writing (e-mail) before the commencement date and are at the discretion of Film Office. All cancellations / amendments or date changes will be subject to cancellation / administration fees - amount dependent on time frame given and cancellation / amendment or date change requested.
6. 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.
7. 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.
8. Parking suspensions are enforced during the controlled parking zone hours. On public holidays the controls on parking bays do not apply.
9. 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.
10. Suspension of bays is not for private vehicle parking under any circumstances. All un-authorized vehicles will be removed.
11. 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.
12. Bay Suspensions will be retracted and charges applicable if cones are used without specific permission from Film Office. 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 £100 will be charged in each instance if cones are used without prior written consent from Film Office.



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 bay(s), bay type(s), machine numbers and number of bays in run(s) must be provided in the FilmHub application that relates to the parking suspension (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 Film Parking Waivers can be found on www.filmoffice.co.uk (new link)

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

Film Parking Waivers (FPW) in Tower Hamlets

1. Individual vehicles can be issued with a Film Parking Waiver if the circumstances are justified.
2. Film Parking Waivers enable vehicles to park in any empty, available bay(s) or on SYL in an individual parking zone in the borough where available.
3. Applicable bays include: P&D, Permit, Res Permit, Business & Multi Use only.
4. Waivers will not enable vehicles to park on DYL, but this can be requested if necessary. Film Office will authorise where possible on a case-by-case basis.
5. Film Parking Waiver(s) will be retracted and charges applicable if cones are used without specific permission from Film Office.
6. No cones are to be used to reserve parking bays or single yellow lines unless specifically agreed with Film Office. A penalty fee of £100 will be charged in each instance if cones are used without prior written consent from Film Office.
7. Film Parking Waivers can only be applied for one individual parking zone at a time - i.e. 'A3'
8. Vehicle owners must make sure that vehicles using Film Parking Waivers do not cause an obstruction and maintain all vehicle access at all times.
9. All vehicles must clearly display the Film Parking Waiver on the dashboard of the vehicle at all times. Failure to display might result in Penalty Charge Notices being issued.
10. Vehicle(s) using Film Parking Waivers must be positioned fully within the markings of empty and available bays that are used - vehicle(s) may be liable for a parking ticket if any of the wheels are parked outside of the relevant bay markings.



Required Film Parking Waiver Lead-In Times

Film Office requires a minimum of three working days notice to process a Film Parking Waiver request. Requests must be received before 14:00 (on the final working day required for stipulated lead in times).

In order for a Film Parking Waiver request to be processed, Film Office requires the following details to be provided for each Film Parking Waiver:

- Vehicle registration number
- Vehicle type
- Tower Hamlets Parking Zone the Film Parking Waiver relates to
- Specific date the Film Parking Waiver relates to

Film Unit Base Parking

Film Office will provide a 'Filming & Photography Licence' for all unit base parking at locations managed by Film Office.

The 'Licence Period' will stipulate what times and date(s) the Licensee will be able to use the 'Location' for film unit parking.

Specific vehicle movement restriction times will be stipulated on the 'Filming & Photography Licence'.

The standard times for no vehicle movement at, into or from the 'Location' during the 'Licence Period' is between 22:00 – 07:00, unless agreed in writing with Film Office prior to the start of the 'Licence Period'.