**HOUNSLOW FILM OFFICE**

**Film Parking Suspension Application Form**

* Please complete and return to info@hounslowfilmoffice.co.uk
* A minimum of 14 working days’ notice is required for residents’ bays
* A minimum of 7 working days’ notice is required for 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
* 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)

*(To be completed by Film Officer)*

Job reference: HOUFIL000

**Section 1 – Your Details**

|  |  |
| --- | --- |
| Name of applicant |   |
| Name of production company |   |
| Name of production |   |
| Email |   |
| Mobile |   |

**Section 2 – Where and When**

|  |  |
| --- | --- |
| Location *(please also submit parking plan image at the end of this section or separately)* |   |
| 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 be specific when giving the location. An accurate* ***parking plan*** *is extremely important as this is what Hounslow Parking Services refer to when suspending bays and creating signage. Please complete a separate section 2 table for each run of bays. This can be achieved by copy and pasting the table.*

**Section 3 – 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 bay is 7 working days for P&D bays and 14 working days for residents’ bays.

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 the suspension bagging fee is non-refundable.

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

**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.

**How do I apply?**

Complete the form above and return to info@hounslowfilmoffice.co.uk

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 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 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.