**CAMDEN FILM OFFICE**

**Film Parking Dispensation Application Form**

* Please complete and return to info@camdenfilmoffice.co.uk
* A minimum of 5 working days’ notice is required
* 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

*(To be completed by Film Officer)*

Job reference: CD

**Section 1 – Your Details**

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

**Section 2 – Where and When**

*Please check the operational hours for the Controlled Parking Zone in which you wish to park (camden.gov.uk/CPZ), as you may not need a dispensation if you wish to park on a yellow line outside of the on-street enforcement times, particularly on Saturday or Sunday.*

|  |  |
| --- | --- |
| Location *(street / road)* |  |
| Type of dispensation required *(SYL or DYL)* |  |
| Vehicle make and model |  |
| Vehicle registration no |  |
| Date(s) dispensation required for |  |

**Section 3 – Cost Calculation**

*Please calculate payment. SYL and DYL dispensations are £35.59 per day.*

|  |  |  |
| --- | --- | --- |
| Number of dispensations | Cost  | Total |
|  | *@ £35.59 each* | £ |
|  | *@ £35.59 each* | £ |

**Section 4 – Declaration**

I declare that all information given in this application is true, and I understand that the dispensations 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 dispensation can only be applied for where the need to park cannot be accommodated by any other permit.

Dispensations are often used in an area where there are no suitable parking bays for which to use a permission to park or suspension in; and where the activity is intermittent or will take longer than the loading time allowed during controlled hours without a permit. The length of time a dispensation is valid for is specific to each application.

**Where can I park?**

A dispensation to wait allows a vehicle to park on stretches of single and double yellow lines (the exception being Hampstead where there are only double yellow lines) where loading and unloading restrictions are not in force. A dispensation is limited to specific times and applied to one specific location.

**Vehicles displaying a dispensation should not park:**

• within 5 metres of a junction;

• causing an obstruction or danger to pedestrians and other road users;

• in any permit holder, pay-and-display, meter and any dedicated bays;

• in bus lanes and bus stops;

• on school keep clear markings and pedestrian crossing zigzags;

• on fire brigade and ambulance access markings;

• in red routes and cycle tracks; or

• on footways, dropped kerbs and entrances.

**Notification period**

Please submit your application for dispensations with 5 days’ notice.

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

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.

**Vehicles**

A dispensation is only valid for one vehicle; however, you can contact us to change the vehicle details on the permit. Please note you will need to return your original permit.

**Where do I display my permit?**

You must display your permit in your vehicle windscreen with the vehicle details showing at all times, failure to do so may result in a parking ticket being issued or your vehicle being removed.

**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 Camden online payment system. Once paid, you will be notified that your dispensations are ready for collection.

**Collection**

Please collect your dispensation from:

**Permit Administration team** London Borough of Camden, Roy Shaw Centre, 3-5 Cressy Road, Hampstead, NW3 2ND

**Refunds**

Dispensations are non-refundable.

**Lost or stolen permits**

We cannot replace lost or stolen dispensations.

**How do I apply?**

Complete the form overleaf and return to info@camdenfilmoffice.co.uk

**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.