

## **New process for parking suspensions in Lambeth**

- First step is to put in a FilmApp and attach your parking plans ([www.app.apply4.com/filmapp/uk/lambeth](http://www.app.apply4.com/filmapp/uk/lambeth))
- Lambeth Film Office will be in contact to discuss, instead of completing the word document application forms, please submit a parking suspension form online ([www.lambeth.gov.uk/parking-transport-and-streets/parking/apply-for-a-parking-suspension](http://www.lambeth.gov.uk/parking-transport-and-streets/parking/apply-for-a-parking-suspension)). **Please note you will be able to set up an account to you will not need to submit your information every time, you will also be able to track/ amend your parking.**
- Please create an account and select filming from the drop down menu
- This will then ask for your FilmApp reference, please submit your LMBFIL reference number.
- Please add the details of your suspension and continue
- When it comes the invoicing section, please select “external invoice” and submit your parking
- This will then come to us to check this is what was agreed. Once this has been agreed Lambeth Parking department will process your request.
- Once it has been processed, Lambeth Parking department will email you confirmation that you parking has been processed, Lambeth Film Office will raise your invoice. If any bays are not available, Lambeth Parking Department will let you know.

### **Please note:**

- Cost per bays is £41.00 per bay per day. £26.00 per bay per 1/2 day (midnight to midday)
- Bagging fee is £72
- Lead in time is 10 working days, any suspension applications submitted online outside of the 10 working days lead in time will be charges a short notice fee of £50
- Any suspension application submitted online with less than 5 working days notice will be charged an express fee on top of the late notice fee of £50 (£100 in total), a minimum of 2 working days is required
- If you are submitting a FilmApp close to the deadline, **please call the Lambeth Film Office so they can prioritise your request.**
- Parking permit process has not been changed, they are still processed with Lambeth Film Office and can be done in 2 working days.
- You will need to add vehicle details, these can be added as late as the morning of the suspensions and can be amended. You can have up to 15 vehicles listed for the bays as we understand vehicles drop off and park off site.

**Please note these fees do not include Lambeth Film Office fees, these fees will vary depending on your application**

## FAQ

Once the suspension application is submitted online, how long will it take for Lambeth Film Office to approve?

Lambeth Film Office will review the request within 4 working hours. If your request comes in close to the deadline then please call us so we can prioritise it.

When is the cut-off point for a working day?

The suspension application needs to be submitted by 14:00 for it to be considered a working day, Lambeth Film Office would need the FilmApp by 12:30.

How do I amend my parking suspension request?

Please log into your account via the suspension online system

What if a vehicle is parking in my suspended bay?

Please contact the Lambeth Film Office

What if there is an issue with my suspensions/ signs?

Please contact the Lambeth Film Office