#  SUSPENSION APPLICATION FORM



**PLEASE RETURN IN WORD DOC FORMAT**

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| **NAME:** **TITLE OF PROJECT:** **PRODUCTION COMPANY:** **CONTACT Office:**  **Mobile:****EMAIL:**  | SEND TO:willmotte@ealing.gov.uk**And**francisda@ealing.gov.uk  |

**GUIDANCE**

**Example location description: *between 3-5 The Avenue W4***

* **Each should include two building numbers or landmarks to specify start and end points for each block of bays.**
* **Please always provide a postcode**
* **Please group boxes with the same dates together**
* **Please include a diagram for more complex requests**

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| **DATES FOR SUSPENSION TO TAKE PLACE** | **Start date:** **Start time:**  | **End date:** **End time:**  |
| **LOCATION DESCRIPTION incl postcode (AS PER GUIDANCE ABOVE)** |  |
| **NUMBER OF BAYS REQUIRED:** :  |

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| **DATES FOR SUSPENSION TO TAKE PLACE** | **Start date:** **Start time:**  | **End date:** **End time:**  |
| **LOCATION DESCRIPTION incl postcode (AS PER GUIDANCE ABOVE)** |  |
| **NUMBER OF BAYS REQUIRED:** **(1 bay is 5 meters in length)** |

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| **DATES FOR SUSPENSION TO TAKE PLACE** | **Start date:** **Start time:**  | **End date:** **End time:**  |
| **LOCATION DESCRIPTION incl postcode (AS PER GUIDANCE ABOVE)** |  |
| **NUMBER OF BAYS REQUIRED:** **(1 bay is 5 meters in length)** |

**Please duplicate the boxes above if you have more suspensions to add**

### SIGNATURE: DATE:

**Deadline: 6 working days**

**Charges are** **£60/car space/day or £53/car space/day for productions in the borough for 3 days or more.** Sometimes bays can be processed quicker than 6 working days at a cost of £85/bay/day

If a request is for a 24 hour period across 2 days (eg 5pm Mon – 5pm Tues) the charge will be at a 2 day rate. Suspension requests can start and finish at any time and are not constrained by the times the bays are restricted.

Please place FILM UNIT signs in windscreens of all vehicles in suspended bays. We recommend coning suspended bays to ensure space is available.

FILM PARKING SUSPENSION CANCELLATION POLICY

*The administration charge that will be retained by the Council is £****210*** *per location for parking suspension cancellation. A ‘location’ in the context of parking cancellation is one or more streets or a section of a street that is suspended to service a film location.*

*After* ***5pm*** *on a day that is 8 working days prior to the first suspension date, the fee paid for a parking suspension booking is fully non-refundable.*

*Suspension of bays at more than one location contemporaneously, with the intention of cancelling all but one at a later date, is not permissible.*

**THE COUNCIL RESERVES THE RIGHT TO AMEND YOUR SUSPENSION.**

Signs notifying residents and members of the public of the suspension will be in place before the suspension is due to take place.

**Note:** **Please notify us at the beginning of the suspension period if your suspended bays are occupied and unable to be used.**

Legally parked vehicles in place before suspension signs go up will not be ticketed or removed. eg. a resident car in a resident bay whose owner is on holiday. We strongly recommend checking the likelihood of that with sufficient resident consultation and feedback.

Any vehicle parking after the signs have gone up (identified by ref photo taken at the time of installation) will be ticketed but often not removed. The only circumstances that any vehicle can be legally moved is when it is dangerously parked or where it is damaged and likely to cause injury to 3rd parties.