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**P/O Ref**

**Our Ref:**

**Parking Services**

#### Application Form - Suspension of a Parking Place 2019 / 2020

###### APPLICANT’S DETAILS

**\*\*\*Please do not edit this information\*\*\***

Applicant’s name: **FilmFixer Ltd. (t/a Islington Film Office)**

Applicant’s address: **Unit C, 57-59 Great Suffolk Street**

**London**

Postcode: **SE1 0BB**

Tel: **020 7620 0391**

Mobile: **07919 002 115**

Email [**info@islingtonfilmoffice.co.uk**](mailto:info@islingtonfilmoffice.co.uk)

###### SUSPENSION DETAILS

**\*\*\*PLEASE READ AND REMOVE THE INSTRUCTIONS IN RED BEFORE SUBMISSION\*\*\***

**Please do not include any information except for that which is requested.**

**For more than one street, please copy and paste the above, ie:**

I request the suspension of the following bays in **Charterhouse Street**

**Bay #1: 4 x spaces – resident permit – outside #79-85**

**Bay #2: 2 x spaces – pay-by-phone – opposite St. Bartholomew Church**

I request the suspension of the following bay in **St John Street**

**Bay #3: 1 x space – shared use – nearest to #3**

I request the suspension of the following bays in **name of street**

Bay **#1: number of spaces – type of bay - outside, opposite or nearest to house number**

Total number of car spaces required: **X**

(Spaces are either marked out within a parking place or taken as approx. 5 metres)

For the purpose of **Filming**

For the period of **X** day**s**, commencing from **DD/MM/YYYY** up to and including **DD/MM/YYYY**

Name and address of Production Company:

**Name**

**Address & Postcode**

FilmApp Reference Number:

### Vehicle Reg. (if applicable): **n/a**

# **TERMS AND CONDITIONS**

**Parking suspension applications will not be accepted by post.**

Parking Bay



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Parking Space 5m | Parking Space 5m | Parking Space 5m | Parking Space 5m | Parking Space 5m | Parking Space 5m |

**Business charge (When work is being carried out by or on behalf of a business)**

The cost for a business or utility company to suspend a space or whole bay will be **£207.50 + VAT** administration charge and first day parking, then **£31.65 + VAT** for each subsequent parking space per day from day two, excluding Sundays and Bank Holidays

**Please email this form to you** [info@islingtonfilmoffice.co.uk](mailto:info@islingtonfilmoffice.co.uk) ***and*****your FilmApp reviewer.**

* **Vehicles must not wait in a suspended bay and will be issued with a Penalty Charge Notice and subsequently relocated. However, vehicles that are listed in the application form can load and unload from the suspended bay(s) for as long as is necessary or may be used for such purposes as agreed. Details of any vehicles must be provided and agreed by Parking Services.**
* Please check all receipts sent to you are correct, if there are any errors please email your FilmApp reviewer.
* The application must be submitted at least **16 days before** the suspension start date for all Parking Bay types.
* We will suspend the area requested, or an equivalent nearby area and will notify our Enforcement Service.
* Advance Warning Notices will be at the location requested where possible 10 days before the suspension starts, but we cannot guarantee the area will be kept clear.
* To remove unauthorised vehicles parked in suspended bays contact our Parking Enforcement Contractor on **03300 086862**, who will be respond subject to available resources.
* If the suspension needs to be extended, the request and payment of the extension must be received at **least 4 working days** before the current suspension ends.
* Once processed, suspension dates cannot be brought forward
* Failure to give sufficient notice will require a new application form to be submitted and standard charges will be applied.
* All cancellations or date changes of suspensions must be made by email.
* For cancellations, a refund may be arranged for remaining days providing the bays or spaces have been put back to use.
* A cancelled suspension may only be fully refunded if the advance warning notices have not been created and places in the parking bay.
* Equipment provided by Islington Parking Services must not be moved, changed or removed.
* Advance warning notices and cones remain the property of Islington Council and will be removed by Islington Parking Services.
* Parking suspensions are usually enforced in line with controlled parking zone hours, unless your application states 24hr enforcement.

**Data Protection Statement**

Personal data has been collected by London Borough of Islington in order to manage this application, under the Traffic Management Act 2004. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

* Shared with Islington Streetworks Section for the purposes of co-ordinated street management

Data will be stored for a period of five years.

**Your Data Rights**

In relation to the personal data which we may hold about you, you have the right to request to:

* Be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data.
* Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

**Contact and Further Information**

If you would like more information about how we use your data, please read our [Privacy Policy](https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice) or you can listen to our Privacy Policy by telephoning 0207 527 2000. Data protection questions can be made by email [dp@islington.gov.uk](mailto:dp@islington.gov.uk) or in writing to Data Protection Officer, c/o Information Governance Team, London Borough of Islington, 4th floor, 7 Newington Barrow Way, London N7 7EP, You have the right to complain to the Information Commissioner’s Office at [www.ICO.org.uk](http://www.ICO.org.uk)