

## **Bristol Film Office Parking Suspensions**

The application for parking suspensions should be made to Bristol Film Office who will submit the request to Bristol City Council's Parking Services Control Room, based at Days Road, St Phillips, Bristol.

### **Application**

The application should be submitted in writing with as much notice as possible. It should include as much information regarding details of essential vehicles required on site that need close proximity to filming. The minimum notice required for applications is 24 hours.

### **Parking Locations**

Bristol Film Office can process requests for the suspension of pay and display bays and limited waiting bays and every effort will be made to accommodate the needs of the application. As much information as possible should be included with the application to identify the specific locations required (e.g. meter reference numbers, house numbers, area map, etc).

### **Yellow Lines**

Where it is necessary for an essential vehicle (e.g. generator, lighting van) to park on a single or double yellow line the production company must notify Bristol Film Office at least 5 working days prior to the date required. Bristol Film Office will advise Parking Services Control Room who in turn will notify the Parking Attendant of the situation. It will be the decision of the Parking Attendant at the location on the day as to whether the vehicle remains in situ.

It is not possible for Parking Services to authorise the use of yellow lines in advance of filming, however Film Office staff are available to accompany the crew on site visits where necessary to advise on the use of yellow lines at specific locations.

### **Cones**

'No Waiting' cones supplied by Bristol City Council Parking Services will be the method of suspension and will be placed at the specified location first thing on the date required. They will be collected again in the evening of the final filming day. If the cones are not on site to be retrieved from the film location the production company may incur a fee.

### **Unrestricted Highways**

To suspend areas that are unrestricted and where no traffic order is in place (e.g. no parking bays or yellow lines) the production company will need to contact the local police constabulary and complete a 'Form 150'. The 'Form 150' is enforced by Avon & Somerset Police and gives the production company permission to cone areas of unrestricted highways. For further information on local police constabularies please contact Bristol Film Office.

### **Charges**

The following charges apply to parking suspensions\*:

Pay and Display bays: £25.50 per bay, per day

Limited Waiting bays: £47 per street, per day

Surface level car parks: £7.50 - £10 per bay, per day (dependent on car park)

The production company will be invoiced for the appropriate charges after the shoot has taken place.

*\*Prices are subject to change*