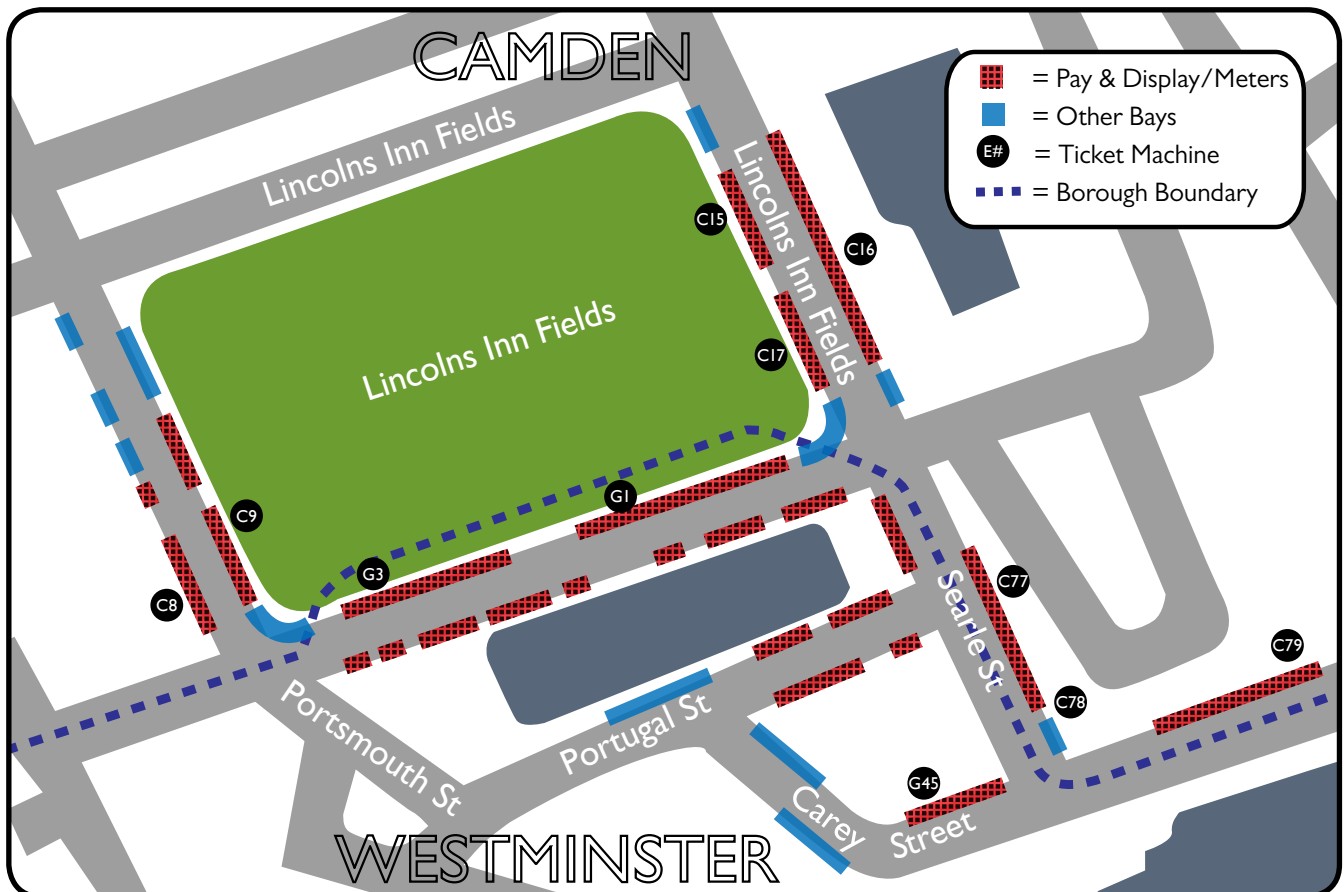


Lincolns Inn Fields WC2

Technical Vehicle Parking Guidelines



The square of roads forming Lincolns Inn fields traverses the borough boundary between Camden and the City of Westminster. The west, north and east sides of the square are in Camden. The south side of the square is in the City of Westminster. Please see above map.

The film office for each local authority should be sent independent applications for parking in their areas. If applying to park across both sides of the borough boundary, inform each film office of your contact with the other in your application.

For more details go to the following websites:

www.camden.gov.uk/film
www.westminster.gov.uk/filming

**FILM
LONDON**

Suite 6.10, The Tea Building, 56 Shoreditch High Street, London E1 6JJ

www.filmlondon.org.uk info@filmlondon.org.uk

Locations Enquiries Tel: 020 7613 7683

Lincolns Inn Fields WC2

Technical Vehicle Parking Guidelines

Camden

Applications for dispensation for unit base parking on the east (or west) side of Lincolns Inn Fields, WC2 should be made to Camden Film Office (there are no parking bays on the north side). Camden would initially consider suspension of bays on the east side of the square. The west side of the square would usually only be considered for overflow. When parking on east side of square, depending on size of unit vehicles, production companies parking on west side of road may be required to suspend the bays on the east side of the road (at their expense) to maintain access for traffic.

Stephanie Akinyelure
Camden Film Office
Town Hall, 7th Floor
Argyle Street
London WC1H 8ED
Tel: 020 7974 6053
Fax: 020 7974 4428

filmoffice@camden.gov.uk
www.camden.gov.uk/film

Camden Film Office administration charges - initial charge of £125 per application, additional charges: £125 per recce, £125 for late application (inside 7 days) and £62.50 for each half hour over initial 1st hour. For low budget productions and requests for dispensation for one vehicle the administration rate is negotiable, depending on timescales.

Parking Suspension charges (the above film office administration charges are to be added to the charges below), £50 per meter and £30 per space to be suspended.

Catering Charge - £100 for unit base with kitchen and dining trucks. £200 for unit base parking in Camden but filming outside the borough.

Applicants should allow 7 working days notice

The suspension is Monday to Saturday 8.30am to 6.30pm. Sundays may be penciled in, but there are no guarantee spaces, units will find spaces on a first to arrive basis with the public.

Camden Council control meters - east side: C15 (8 bays), C16 (11 bays), C17 (22 bays), west side: C8, C9

Camden film office request that generators are parked in the south east corner of Lincoln's Inn Fields.



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Technical Vehicle Parking Guidelines

Westminster

Applications for dispensation for unit base parking at Waterloo Place, WI should be made to Westminster City Council Special Events Team.

Westminster City Council Special Events Team.
Westminster City Hall
64 Victoria Street
London SW1E 6QP
Tel: 020 7641 2390
Fax: 020 7641 2640

filming@westminster.gov.uk
www.westminster.gov.uk/filming

Parking dispensation will be charged daily at £36 per parking bay.

Applications may attract additional charges if meeting the Westminster City Council's Exceptional Service Film Charge criteria (see below).

Applications should allow 10 working days for processing.

Dispensation is available Monday to Sunday.

Westminster City Council control meters - G0001 (32 bays), G0003 (32 bays), G0002 (19 bays).

Parked vehicles must not exceed outer bay markings or obstruct through access at any time, with perimeter of vehicles clearly coned.

Contact details are to be provided of the designated officer on site who will take responsibility for Health & Safety issues.

Exceptional Service Film Charge: Applications to film that are agreed as straightforward and are not likely to cause disruption to the street or neighbours, will usually not match the 'Criteria for Charges' (see below), and will not pay. The more complex and time consuming that your request is, the more likely you are to attract the charge. An initial Film Charge will be calculated by your nominated filming officer based on information you provide in pre-application conversations and confirmed in your formal application. If you meet the criteria for charges, the minimum charge will be one officer day - £350 plus VAT - which is non-refundable and payable on submission of your application to film.

Criteria for Charges: If your 'Application to Film' includes any request to use one of the following services and is likely to take a day or more to achieve, it will attract our Film Charge to use more than 25 parking bays per production, where in the opinion of the nominated film officer it is reasonable to assume that you will significantly disrupt the life and use of streets or open spaces. Traffic management - this applies to all requests that require any form of temporary traffic control or management for any length of time; street dressing - for example, adjustments to street furniture and altering street lighting times; scenes involving crime, violence, actors in emergency services uniforms and/or vehicles, special effects or stunts; use of specialist equipment - for example, scaffolding towers, lighting rigs, aerial platforms, dolly and track, rain machines; use of residential or business locations where filming activities are known to require increased liaison; requires a site meeting as determined by the nominated film officer; or, filming outside normal permitted working hours set out in the general filming activities guidance notes.



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Technical Vehicle Parking Guidelines

General

Dispensation will not be considered for private cars. Unit signs should not be used.

Approximately 5 days per year dispensation will not be available due to ceremonial public events or political marches in the area.

Additional public events may prevent the granting of dispensation. The public events calendar may be checked with council film officers. This area of Central London is considered security sensitive and the Metropolitan Police have the authority to instruct the local authority to revoke any dispensation granted without notice. In this circumstance any fees paid for dispensation will be refunded.

For Camden dispensation may be active from 00:00 hour on the date on which it is awarded. It is not active from the end of metered parking the previous day, if required. Parking between the end of metered parking and 00:00 hour is on a first come first served basis for public and unit vehicles alike. For Westminster suspensions are available from 08:30hrs on the date on which it is awarded. If you wish to arrive earlier than 08:30hrs it may be agreed by prior arrangement with the Westminster Special Events Team. The suspension is not active from the end of metered parking the previous day.

Units should be considerate of local residents with respect to excessive noise from works or human activity. As a guide, noise likely to cause a disturbance should not occur outside the hours of 8am-11pm. If upheld, complaints to the council from residents of excessive noise disturbance may lead to dispensation being cancelled with immediate effect.

Cables or cable ramps should not be placed on roadway in use by the public. In Westminster cables should not be placed on pavement but flown at a minimum height of 2.8m (5.2m above the carriageway).

All waste, including fluid waste should be removed from the site. Fluid waste should not be disposed of down drains.

Due to risk of spillage generators should not be refilled on site. Any static vehicles leaking lubricants should be accompanied by a drip tray.

The site should remain safe and tidy at all times as the public are entitled to pedestrian access between parked units.

The nearest public car parks –

NCP

Drury Lane Underground
Parker Street, Parker Mews
London WC2B 5NT
Tel: 0870 242 7144

NCP

International Press Centre Underground
76 Shoe Lane
London EC4A 3JB
Tel: 020 7353 7322

