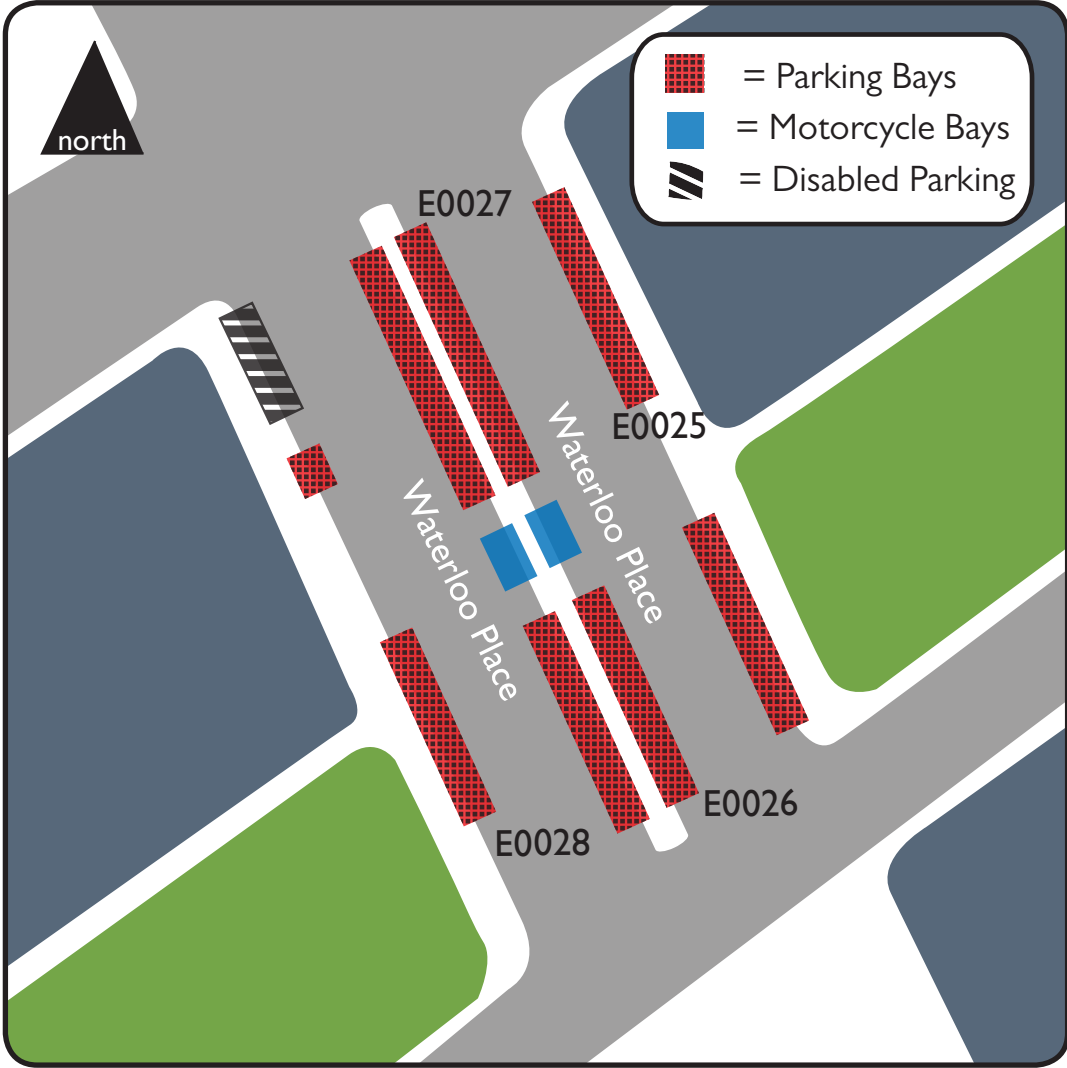


# Waterloo Place Technical Vehicle Parking



**FILM  
LON  
DON**

Suite 6.10, The Tea Building, 56 Shoreditch High Street, London E1 6JJ  
[www.filmlondon.org.uk](http://www.filmlondon.org.uk) [info@filmlondon.org.uk](mailto:info@filmlondon.org.uk)  
Locations Enquiries Tel: 020 7613 7683

# Waterloo Place Technical Vehicle Parking

## Unit Base Parking

Applications for dispensation for unit base parking at Waterloo Place, W1 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](mailto:filming@westminster.gov.uk)  
[www.westminster.gov.uk/filming](http://www.westminster.gov.uk/filming)

Parking dispensation will be charged daily at £36.00 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.

Parking availability will be limited to central P&D Machine bays E0026 & E0027. Generators & Catering vehicles to be parked on E0027 bays closest to Pall Mall (see map).

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.

Timing for access to be agreed in advance with film officer to avoid arrival/departure at unsocial hours.

Carlton House Terrace is not available for unit vehicle parking.



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# Waterloo Place Technical Vehicle Parking

## 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 the 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 our 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.
- Filming outside the normal permitted working hours set out in the general filming activities guidance notes.



# Waterloo Place Technical Vehicle Parking

## Council Checklist For Unit Base Parking

### Parking

Waterloo Place is a popular location for visitor, business and resident parking so please ensure you keep to the designated bays and show consideration for everyone else who may be sharing the space with you.

### Noise

There are many businesses and residents in Waterloo Place, Carlton House Terrace and neighbouring streets. Please show respect by keeping noise to a minimum, especially during weekends.

### Cabling

Waterloo Place is at the heart of the West End with Piccadilly Circus, Trafalgar Square and Buckingham Palace close by. It is heavily used by pedestrians so please ensure any cabling is flown or does not cause any trip hazards for the public.

### Cooking

We appreciate that catering vehicles/dining buses are sometimes essential however they can and do create noise, fumes and smells. Please limit their operation and ensure they are parked closest to Pall Mall.

### Waste

Whilst you are on location, always use existing waste bins for personal items and make sure you take away any commercial waste with you. Please do not leave bags on the street as this will be treated as illegal dumping.

### Remember!

People live here - your workplace is someone else's home environment so please extend the same courtesy to them that you would expect yourselves.



# Waterloo Place Technical Vehicle Parking

## Additional Notes:

Dispensation will not be considered for private cars.

Additional parking dispensation in Carlton House Terrace is not available.

As throughout Westminster, unit signs should not be used.

Approximately 22 days per year dispensation will not be available due to ceremonial public events in the area.

Additional public events may prevent the granting of dispensation. The public events calendar may be checked with the Westminster City Council Special Events Team.

This area of Central London is considered security sensitive and the Metropolitan Police have the authority to instruct Westminster City Council to revoke any dispensation granted without notice. In this circumstance any fees paid for dispensation will be refunded.

Dispensation is 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. 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.

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.

Production companies may wish to consider nearby hotels and café/restaurants for additional space or catering needs.

Crews are discouraged from parking personal vehicles in the immediate area (due to previous overuse) Westminster City Council would appreciate a note stating this on call sheets.

The nearest public car park is:  
Trafalgar Car Park  
Spring Gardens  
London SW1A 2BN  
Tel: 020 7930 1565 / 020 7930 6194

