



LAMBETH FILM OFFICE Parking Suspension Process

- First step is to put in a FilmApp and attach your parking plans (www.app.apply4.com/filmapp/uk/lambeth)
- Lambeth Film Office will be in contact to discuss. Instead of completing the word document application forms, please submit a parking suspension form online (www.lambeth.gov.uk/parkingtransport-and-streets/parking/apply-for-a-parking-suspension)
- **You will be able to set up an account so you can track / amend your parking**
- Select filming from the drop-down menu and enter your FilmApp reference
- Add the details of your suspension and continue
- In the invoicing section, select “external invoice” and submit your parking
- Once verified by Lambeth Film Office, Lambeth Parking department will process your request
- Lambeth Parking department will email you confirmation that your parking has been processed
- Lambeth Film Office will raise your invoice
- If any bays are not available, Lambeth Parking Department will let you know

Important Information

- Costs are: £41.82 per bay per day
 £26.13 per bay per 1/2 day (midnight to midday)
 £72 bagging fee
- **Short Notice Fee** (6 – 9 days’ notice): £50 per road / form
- **Express Fee** (5 – 2 days’ notice): £100 per road / form
- **Suspension Surcharge:** £5.23 per space per day for each day a suspensions is in place from 9 days or longer
- A minimum of 2 working days’ notice is required for all applications
- If you are submitting close to the deadline, **please call the Lambeth Film Office so they can prioritise your request**
- Parking permit process has not been changed; they are still processed with Lambeth Film Office and can be turned around in 5 working days (incl. payment)

- You will need to add vehicle details, which can be added as late as the morning of the suspensions and can be amended
- You can have up to 15 vehicles listed for the bays (we appreciate that vehicles drop off and park off site)
- **The fees cited on the previous page do not include Lambeth Film Office admin fees, which will vary depending on your application**

Frequently Asked Questions

Q. Once the suspension application is submitted online, how long will it take for Lambeth Film Office to approve?

A. Lambeth Film Office will review the request within 4 working hours. If your request comes in close to the deadline then please call us so we can prioritise it.

Q. When is the cut-off point for a working day?

A. The suspension application needs to be submitted by 14:00 for it to be considered a working day, Lambeth Film Office would need the FilmApp by 12:30.

Q. How do I amend my parking suspension request?

Please log into your account via the suspension online system

Q. What if a vehicle is parking in my suspended bay?

Please contact the Lambeth Film Office

Q. What if there is an issue with my suspensions/ signs?

Please contact the Lambeth Film Office