



Bristol Parking Dispersations

The application for parking suspensions should be made to Bristol City Council's Parking Services Operations Room based at Days Road, St Phillips, Bristol BS2 0QS. If confirmation of the suspension is required contact the operations room on 0117 903870.

Application

The application should be submitted by email with as much notice as possible. The minimum notice required for applications is 48 hours. As much information as possible should be included with the application to identify the specific locations required. As a minimum please submit the following information:

Production Company Name*

Production Company Invoice Address*

Production Company Contact (ideally the Location Manager)*

Purchase Order Reference*

Street Name* & Postcode

Dates & Times of dispensation request (from and to)*

Type of bay (e.g. limited waiting or pay and display)

Parking Meter Ref Numbers (if applicable)

No of Bays*

Type of Vehicles* & Registration Numbers

Every effort will be made to accommodate the requirements of the application.

Place Directorate
Parking Services
0117 9038070

Website
www.bristol.gov.uk

Parking Locations:

Bristol City Council Parking Services can process requests for the suspension of pay and display

Bays, limited waiting bays and some bays within Resident Parking Zones (pay and display and shared bays within the RPZ). The pricing structure detailed below is the same for all types of parking bay that Bristol City Council can suspend.

We offer three levels of dispensation for filming: 'Standard', 'Multiple Days' and 'Multiple Locations' suspensions. The 'Standard' suspension is for those productions that need to reserve particular bays for a day. The 'Multiple Days' suspension is a more cost-effective option for productions requiring particular bays for longer than one day. The 'Multiple Locations' suspension is for productions that wish to park in multiple locations across the city during the same day and do not require reserved bays.

Cancellations

24 hours' notice of cancellation is required. If the cones are already placed the full charges will apply.

Standard suspension (for productions looking to reserve specific bays for one day only)

Pay & Display bays: £22.00 per vehicle, per day

Limited Waiting bays & RPZ bays: £30 per bay or part of.

'No Waiting' cones supplied by Bristol City Council Parking Services will be placed in specific bays at the beginning of each day of the suspension and picked up at the end of each day.

Multiple Days suspension (a more cost-effective option for productions that require particular parking bays for more than one day)

£15 per bay per day + a one off £30 coning fee. The cones will be placed in specific bays on the first day of the suspension and picked up after the film crew have finished. The film company will need to be in place to protect the cones throughout the period of the suspension in order to ensure bays are not taken by members of the public.

Multiple Locations suspension:

£15 per vehicle per day No cones required, the vehicle would be able to park in any available space in multiple locations throughout the city. A permit will be issued via email to be printed off and displayed in the front windscreen of the vehicle. Please note spaces are not guaranteed and no refunds will apply if parking spaces are not available.

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 Parking Services at least 3 working days prior to the date required. We will notify the Civil Enforcement Officers of the situation. If coning is required a £30 charge per street will apply. Parking Services will always require a suspension request even if no cones are needed, as permission to park on yellow lines is always required. Parking Services reserve the right to ask film companies to move their vehicles if they are causing problems to traffic flow or causing a major obstruction.

Unrestricted Highways

Productions can arrange to suspend sections of unrestricted highway. These suspensions are charged at a coning rate of £30 per street, per day. Please note that these suspensions are non-enforceable and Bristol City Council Parking Services is unable to remove any vehicles that are parked in the section of road required before cones are placed or throughout the duration of the suspension period. Productions requiring guaranteed allocation of parking bays on unrestricted areas of the highway may prefer to apply for a road closure as an alternative. For more information on road closures see <http://bit.ly/1yD8XDP>

Ring-go Cashless Parking

RingGo, a mobile phone application that enables people to pay for parking by credit or debit card over their phone, is available across Bristol. Film crews scouting in the city may find this a more convenient method than paying with cash at the meter as it means you don't need to carry large amounts of small change; once you've used the system once subsequent payments can be made in just a couple of minutes and you can set up a business account to avoid having to claim back for your parking.

<https://www.myringgo.co.uk/>

Invoicing

The production company must provide Bristol City Council Parking Services with a purchase order number for the full cost of the parking suspensions being requested. Parking Services is unable to approve any suspension requests without a relevant purchase order number. The production company will receive an invoice from Bristol City Council Parking Services for the appropriate charges after the shoot has taken place. All prices quoted are exclusive of VAT – this will be added to all applicable invoices at the current rate of 20%. VAT is currently only applicable to off-street parking suspension requests (e.g. Car Parks). Any suspension request for on-street parking is not subject to VAT.

As Parking Services will raise invoices at the end of each month we recommended that those productions that will make multiple parking requests in the same month should provide one purchase order to cover each production month's parking costs.

Parking Services reserve the right to charge for any lost cones.

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Parking Dispensation for Location Filming – Application

Please contact parking service for the current scale of charges for parking dispensation.
All sections with a red asterisk must be completed.

Production Company*:

Contact*:

Invoice Address*:

Purchase Order Ref*:

| Street Name* & First Part of Postcode | Type of Bay* (limited waiting / pay & display) | Dates & Times* | | Parking Meter Ref Numbers | No of Bays* | Type of Vehicles* & Reg. Numbers |
|--|---|----------------|----|------------------------------|-------------|-------------------------------------|
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Dispensation will only be valid for the Locations, dates and specific vehicles listed above.

Please submit this form ASAP to parking.operations@bristol.gov.uk

Signed: _____

Print: _____

Position: _____

Date: _____

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