

# Parking Operations

## **Events & Filming in Edinburgh**

## **INTRODUCTION**

This document is intended to assist companies requiring to host events or undertake filming on location in Edinburgh with respect to the services offered by Parking Operations.

The City of Edinburgh Council's events team will usually be the first point of contact for any events or requests for filming and should be able to offer advice on the best approach in each scenario. The events team will organise any Temporary Traffic Regulation Orders (TTROs) and advise on Traffic Management as required, however the following services are also available from the Council's Parking Operations team should they be required:

<b>Service</b>	<b>Description</b>
<b>Parking Bay Suspensions</b>	<p>Parking bays can be suspended for use by an event to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay (i.e. not evenings or overnight).</p> <p>Further information on the suspension of parking bays is contained in Section 1.</p>
<b>Dispensations</b>	<p>Parking dispensations can be authorised for vehicles which require extended periods for loading / unloading activity on yellow line restrictions. Dispensation identifiers are also available for long term dispensation requirements.</p> <p>Further information on the Council's dispensation service is contained in Section 2.</p>
<b>Special Event Resources</b>	<p>Parking operations can supply dedicated resources, such as parking attendants and removal trucks, for events in order to ensure that suspensions and TTROs are cleared on time.</p> <p>Further information on the Council's special event resources is contained in Section 3.</p>

Please use this document to determine which type and level of assistance you require from The City of Edinburgh Council and we will try to accommodate your request wherever possible.

Should your requirements not be covered by this document or you have any special requests please contact us for more information in the first instance.

Email: [parking.contract@edinburgh.gov.uk](mailto:parking.contract@edinburgh.gov.uk)

Telephone: 0131 469 3610

## **SECTION 1 - PARKING BAY SUSPENSIONS**

Some parking bays can be suspended for use by an event to accommodate vehicles, equipment or to ensure an area is kept clear, but suspensions only apply during the hours of operation of the parking bay.

In most cases a Temporary Traffic Regulation Order (TTRO) will be the preferred option for an event which extends into the evening/night or takes place over several days. TTROs should also be used in cases where an entire section of street is required, including yellow line areas. It should be noted that the Council is only able to suspend the following bay types:

- Pay and Display parking bays
- Permit parking bays
- Shared Use parking bays

Charges are payable for all parking bay suspensions and the map overleaf outlines the hourly rates that apply to the suspension of parking bays across the city.

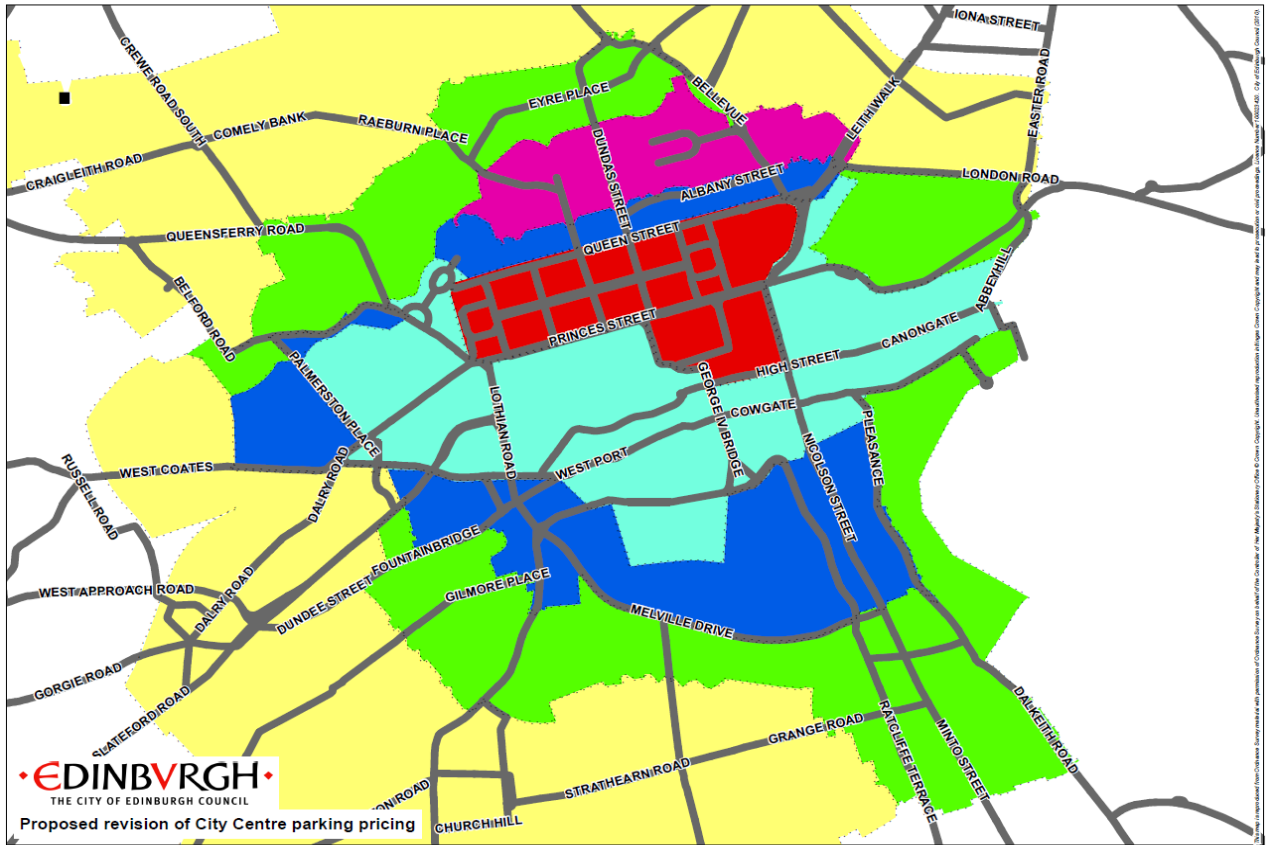
Payment for parking bays suspensions should be made at the point of sale by debit/credit card. In some instances, it may be possible for The City of Edinburgh Council to collate all charges and invoice a company at the end of the month or at the end of an event.

Please note that whilst the number of suspended parking bays required for an event will be discussed and agreed with the Council before your event details are finalised, it is your responsibility, as the event organiser, to ensure that you have adequate suspensions in place to facilitate your event.

In order to process a suspension we will require:

- a contact name; company name & company address
- the start and end dates of the suspension
- the location of the suspension and number of bays required

To arrange for a parking bay suspension for your event, please contact us via email at [edinburghsuspensions@nslservices.co.uk](mailto:edinburghsuspensions@nslservices.co.uk) alternatively visit our website at <http://www.edinburgh.gov.uk/parkingsuspensions> for further information.



**HOURLY CHARGES – 2018-19**

	£4.60		£3.10
	£4.10		£2.70
	£3.50		£2.30

## **SECTION 2 – DISPENSATIONS**

Parking dispensations can be issued for a number of different events across Edinburgh. Dispensations are available to facilitate extended periods of loading/unloading activity and for instances where a vehicle needs to be parked at or near a location because the vehicle is essential to the work that is taking place.

The dispensation allows the vehicle to use a single yellow line, double yellow line or loading bay in the agreed streets and is not valid in areas where a loading prohibition is in effect.

If more than one vehicle is required to park then a separate dispensation should be applied for.

Dispensation charges are as follows:

- One off dispensations for £10 per vehicle, per location
- Daily dispensations for £10 per vehicle, per day (for multiple locations)
- Weekly dispensations for £25 per vehicle, per week.

Payment for dispensations should be made at the point of sale by debit/credit card. In some instances it may be possible for The City of Edinburgh Council to collate all charges and invoice a company at the end of the month or at the end of an event.

In order to process a dispensation we will require:

- a contact name; company name & company address
- details of the vehicle(s) the dispensation is for
- the start date of the dispensation
- the end date of the dispensation
- location of where they wish to park the vehicle.

To arrange for a parking dispensation, please contact us via email at [edinburghdispensation@nslservices.co.uk](mailto:edinburghdispensation@nslservices.co.uk) or alternatively visit our website at <http://www.edinburgh.gov.uk/parkingdispensations> for further information.

### **SECTION 3 - SPECIAL EVENTS RESOURCES**

Parking Operations will endeavour to clear all TTROs and parking suspensions each day in advance of each TTRO or suspension coming into effect, however the sheer volume of TTROs and suspensions in place means that it is not always possible to clear them all on time.

Additionally, the Council's car pound only operates between 8.00am and 6.30pm, Monday to Saturday, so there is no standard vehicle removal service available outwith these times.

Event organisers can therefore arrange to have dedicated special event resources allocated to their TTRO / suspension, in the form of parking attendants and removal trucks, in order to ensure that their event can be cleared and proceed on time.

The table overleaf outlines the hourly rates that apply to any dedicated parking enforcement resources that we can supply for an event. Please note that whilst the resource levels required for an event will be discussed and agreed with the Council prior to the event taking place, it is your responsibility, as the event organiser, to ensure that you have adequate resources in place to facilitate your event.

The rates provided in the table overleaf include all administration and support services that are required in Order to facilitate the provision of resources to the event, such as:

- Radio coverage
- Back office administration
- Car Pound opening charges (where applicable)

Requests for enforcement resources should be made **at least** one week prior to the event taking place in order that there is enough time to organise dedicated parking enforcement resources.

To arrange for a parking dispensation, please contact us via email at:

- [parking.contract@edinburgh.gov.uk](mailto:parking.contract@edinburgh.gov.uk)

<b>Parking Enforcement Resources – Rates for Events – 2019/20</b>			
	<b>Removal Truck (includes one on board PA) (per hour)</b>	<b>Parking Attendants (PAs) (per PA) (per hour)</b>	<b>Parking Attendant Supervisor (needed for 2+ PAs) (per hour)</b>
<b>Monday to Saturday</b>			
<b>07.00 to 23.59</b>	<b>£45.00</b>	<b>£17.50</b>	<b>£20.00</b>
<b>00.00 to 07.00</b>	<b>£60.00</b>	<b>£25.00</b>	<b>£30.00</b>
<b>Sunday (6 hour minimum requirement) *</b>			
<b>07.00 to 23.59</b>	<b>£50.00</b>	<b>£20.00</b>	<b>£25.00</b>
<b>00.00 to 07.00</b>	<b>£60.00</b>	<b>£25.00</b>	<b>£30.00</b>
<b>Public Holidays (6 hour minimum requirement) *</b>			
<b>07.00 to 23.59</b>	<b>£75.00</b>	<b>£30.00</b>	<b>£35.00</b>
<b>00.00 to 07.00</b>	<b>£75.00</b>	<b>£30.00</b>	<b>£35.00</b>
<p>* Please note that the Council will require at least one weeks notice in order to arrange special event deployment involving removal trucks on Sundays or on Public Holidays as arrangements have to be made to open the Council's Car Pound site when it would normally be closed.</p>			