



Westminster Unit Base Guidance

Unit bases support larger vehicles which are supporting a production, usually within 1-2 miles of the filming location. We have 3 designated unit base locations in the City of Westminster – Lincoln's Inn Fields, Waterloo Place and St James's Square.

Types of Unit Base Vehicles

There are certain vehicles that we are unable to support on street parking in Westminster, unless in a designated unit base. This is partly due to the level of activity surrounding such vehicles, like catering outlets or the size and impact this will have to pedestrian and vehicular access.

These vehicles are considered 'Unit Base only' vehicles and predominantly include the following:

- Winnebagos
- Honey Wagons
- Catering/cooking vehicles (including dining bus and craft vehicle)
- Trailers.

If a production involves any of the above vehicles, or any others that are similar in size e.g. those with extendable sides, they will need to be positioned in suspended bays at a unit base location. Alternatively, they may be positioned on private land in or around the filming location depending on available space.

Booking and Application Process

As space is limited and there are a large number of productions operating in central London at any given time, we strongly suggest you submit your applications with as much notice as possible. Often unit bases are booked 2-3 months in advance.

We do not take 'pencil bookings' for unit bases to ensure there are no double bookings and availability is accurate. We also ask that application fees are paid within 5 working days of submitting the application, or the dates may be released.

To ensure unit base locations are not saturated and the local area is able to utilise the space for normal day to day use the following parameters for booking duration and 'clear dates' are in place.

- No production (or productions in combination) can park in a base for more than **five** successive days
- Turnaround days (*Pull ins* and *Get outs*) are **included** in the five days
- Any production parking for **three** consecutive days must be free of bookings at either end of their booking
(*Clear* | **Day 1** | **Day 2** | **Day 3** | *Clear*)
- Any production parking for **four** consecutive days must have a free day in advance and two clear days at the end of their booking
(*Clear* | **Day 1** | **Day 2** | **Day 3** | **Day 4** | *Clear* | *Clear*)

- Any production parking for **five** consecutive days must have two free days in advance and two clear days at the end of their booking
(*Clear | Clear | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Clear | Clear*).

The minimum notice required to suspend parking bays is 10 full working days prior to the first suspension date. Separate applications are required for unit base bookings and any exterior filming that may require additional on street parking for technical vehicles.

Due to the high number of major impact events that take place in Westminster, please also consider that the date you are looking to base may clash with such an event. This could impact the route to and from your filming location as well as the base location availability. Your assigned officer will be able to advise.

Conditions and Best Practice

The standard unit base conditions relate mainly to ensuring access and maintaining the location.

Specific details of these will be included in the *No Objection Conditions Letter* issued for your base and will include the following:

- Hours of operation – No vehicle movements or noisy set up between 23.00hrs - 07.00hrs.
- Carriageway access – No double parking and all vehicles should be positioned fully, or as much as possible, within the outline of the parking bays
- Pedestrian access – consideration around loading/unloading activity and slide outs is needed to ensure a minimum of 1.5 meters clear access along pavements.
- Cleanliness – Overall location to be kept tidy of rubbish and kit. Refuse to be taken away before bases are vacated.
- Operations - Bowsers should not be emptied, and generators should not be refuelled.

If your requirements are outside of stated dates and times, please contact us. Below are best practice examples of parking.



Unit Base Locations in Westminster

a. Lincoln's Inn Fields

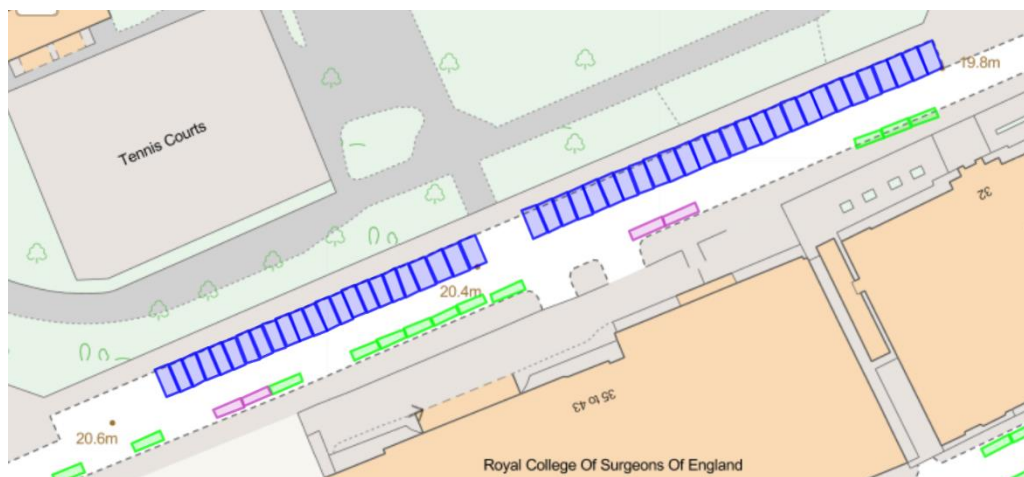
45 Shared Use and 5 Electric Vehicle Charging perpendicular bays available, along park side.

Request to suspend some Shared Use (horizontal) bays opposite will be assessed on a case by case basis and will generally only be supported for mini vans for transporting talent or crew to and from the base and filming location.

No additional bays should be suspended unless for shot, including the disabled and Electric Charging bays along the Royal College of Surgeons side of the street.

Specific conditions of use:

- The footway and the South entrance into Lincoln's Inn Fields must remain free from obstruction as it is used by many of the surrounding businesses as a Fire Assembly Point.
- Fencing must not be placed on the footway.
- Stakeholder engagement is required ahead of activity – guidance provided by the assigned Officer.



b. Waterloo Place

27 Shared Use, 3 Pay by Phone, 4 individual Disabled spaces and 5 Diplomatic perpendicular bays.

The Disabled spaces and Diplomatic spaces are relocated to available pay to park spaces in the immediate vicinity.

The central reservation cannot be booked for parking although can be used at times if required for shot, with sufficient notice. Use and access to be approved with the assigned officer as part of the planning process.

Vehicles positioned on the yellow lines in between the Disabled spaces require dispensations, these must be applied for 3 days prior to pull in date and require the vehicle registration details.

Specific conditions of use:

- Dining vehicles (kitchen, bus, etc.) and generators must be positioned furthest away from Carlton House Terrace, i.e. nearest Pall Mall, on the Institute of Directors (IOD) side
- Stakeholder engagement required ahead of activity – guidance provided by assigned Officer.



c. St. James's Square

This is a weekend only unit base, pull in and get out must be managed between 07:00, Saturday and 23:00, Sunday.

30 Pay by Phone and 30 Shared Use perpendicular spaces, running along St. James's Square Gardens opposite Duke of York Street (as shown by the bays highlighted in blue on the map).

Bays in green along gardens must be kept clear and not suspended due to placement of Rapid Electric Charging points.

No other spaces will be able to be suspended for unit basing. However, if you are filming in the location (interior/exterior) and require additional bays this will need to be reviewed and approved by your assigned Officer.

Specific conditions of use:

- Engagement with local residents and businesses will be required ahead of activity – guidance provided by assigned Officer
- Any request for further suspensions must be agreed in advance with both the St James's Square Trust and St James's Square Conservation Trust – guidance provided by assigned Officer
- Space next to the hardstanding opposite King Street not to be suspended due to location of a rapid electric vehicle charging point
- 1 space north of hardstanding, opposite King Street not to be suspended due to electric vehicle charging point positioned here
- 1 space either side of hardstanding opposite Duke of York Street not to be suspended due to electric vehicle charging points positioned here.





d. Non WCC managed locations in and around Westminster

Other base locations in and around Westminster, used for filming within the city, include the following:

- The North Ride, The Mall – under the management and jurisdiction of the Royal Parks Agency. Often used for larger bases that cannot fit within Waterloo Place or for filming on street and in locations around St. James's Park.
- Doon Street Car Park – located in Lambeth just south of Waterloo Bridge.
- Lincoln' Inn Fields, East Side – located and under the management of the London Borough of Camden.