

**THE CITY OF NEW YORK
MAYOR'S OFFICE
OF MEDIA AND ENTERTAINMENT
Office of Film, Theatre and Broadcasting**
1697 Broadway, 6th Floor, NY, NY 10019
Phone: (212) 489-6710 • Fax (212) 262-7677

Fact Sheet on Your Motion Picture/TV Permit - Parking Privileges

Your Motion Picture/Television SHOOTING & RIGGING permits have parking privileges. To receive these privileges, you must input your vehicle information and license plate numbers onto the vehicle information tab of the on-line permit application form, and they must be approved by OFTB.

Vehicles covered by OFTB parking privileges:

- Trucks, campers, honeywagons, 15 pass vans, cargo vans, satellite trucks with NYP license plates

Vehicles/Equipment covered by OFTB parking privileges that ARE NOT listed on the on-line

Vehicle List:

- Picture vehicles.
- Process trailers/tow rigs.
- Lifts/cranes.

VEHICLES NOT COVERED BY OFTB PARKING PRIVILEGES:

Mini vans, 7-Pass vans, personal cars, crew cars, SUVs, vehicles with NYP license plates

TO USE YOUR PARKING PRIVILEGES:

IN VEHICLE: Display the Motion Picture/Television Permit on the dashboard.

You may park only in the following areas within 5 blocks of your location:

1. No Standing except Trucks Loading & Unloading/Commercial Vehicles (code 16)
2. Parking Meters without payment (29, 32, 33, 34)
3. No Parking - Alternate Sides (20, 21, 22, 23, 24)
4. No Parking 8am-6pm (20)
5. No Parking Anytime in Blue Zones
6. Areas specified on the filming permit where parking has been granted with prior, authorized approval

NOTE: Registered plate numbers MUST be on your on-line vehicle list prior to summons issuance. If plate numbers are not registered, the summons will not be cleared.

(Please turn over for parking ticket clearance procedures)

Revised 11/30/11

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PARKING TICKETS

REVIEW YOUR TICKETS CAREFULLY BEFORE SUBMITTING TO THIS OFFICE. IF NOT ACCOMPANIED BY THE INFORMATION BELOW, OR IF NOT A CLEARABLE OFFENSE, TICKETS WILL BE RETURNED AND ARE YOUR PRODUCTION'S RESPONSIBILITY.

TICKETS WILL NOT BE CLEARED IF SUBMITTED 60 DAYS BEYOND ISSUE DATE. Do NOT submit tickets for locations that are not listed on the Shooting or Rigging Permit, or are outside the coverage times on the permit.

MAIL CLEARABLE TICKETS TO THIS OFFICE, NOT to the Parking Violations Bureau (PVB).

ENCLOSE:

- Original ticket or Official **Parking Violations Bureau** summons copy* with the PLEA FORM SECTION on back of the ticket filled out. Check "not guilty" and **sign the ticket.** Do **not** include Orange Parking Violations Envelope.
- FOR EACH TICKET attach a copy of the Shooting or Rigging Permit for the location, date and time where the summons was received. Attach a copy of the Vehicle History List with vehicle plate number highlighted.
- Summonses may take up to six weeks to clear. Notices from the Parking Violations Bureau may arrive in the mail during this time. Call this office **ONLY** if you receive more than TWO notices.

PICTURE CAR TICKETS

MUST COME FROM PRODUCTION OFFICE AND MUST INCLUDE:

- Original ticket or Official **PVB** summons copy* with the PLEA FORM SECTION on back of the ticket filled out. Check "not guilty" and **sign the ticket.** Do **not** include Orange Parking Violations Envelope.
- FOR EACH TICKET attach a copy of the Shooting/Rigging Permit with approved request for picture cars, location, date and time where the summons was received.
- Copy of Voucher issued to the actor indicating the vehicle was being used for picture.
- Picture Car Schedule A, if issued to you.

RESIDENT VEHICLES TICKETED DUE TO RELOCATION

- Original ticket or Official **PVB** summons copy* with the PLEA FORM SECTION on back of the ticket filled out. Check "not guilty" and **sign the ticket.** Do **not** include Orange Parking Violations Envelope.
- Copy of VTU Tow Log with relocated vehicle information highlighted.

This office does not handle the appeals of issued tickets or summonses. See back of ticket for further info on how to appeal summonses. The final authority rests with a judge.

*NOTE: An official copy of the original ticket can be obtained online at <http://www.nyc.gov/dof>.

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