

Swyddfa Ffilm Caerdydd,
Cyngor Caerdydd,
Ystafell 444,
Neuadd y Sir,
Caerdydd,
CF10 4UW

02920788562
07970 645344

Polisi Canslo ac Ad-dalu

Os oes angen i chi ganslo'ch saethu, rhowch wybod yn ysgrifenedig i'r aelod staff perthnasol (trwy e-bost - gan ddyfynnu cyfeirnod eich trwydded ac enw'r rhaglen). Mae ffi canslo o 50% o gyfanswm y swm sy'n ddyledus yn daladwy (unwaith y rhoddir caniatâd) os darperir mwy na 48 awr o rybudd cyn yr amser cychwyn saethu. Os rhoddir rhybudd llai na 48 awr 'yn ysgrifenedig, y swm llawn sy'n daladwy.

Rydym yn gwybod y gall gofynion ffilmio newid yn rheolaidd ac yn aml ar fyr rybudd a byddwn yn gwneud ein gorau glas i sicrhau hyblygrwydd. Fodd bynnag, yn dibynnu ar y cais, efallai y codwyd costau y bydd angen eu talu, byddwn yn ymdrechu i'ch hysbysu o'r rhain cyn gynted â phosibl.

Mae'n debygol y bydd rhai costau gweinyddu wedi digwydd a ni ellir eu had-dalu.

Sylwch fod taliadau am wasanaethau ychwanegol fel ataliadau parcio neu hysbysiadau cau ffyrdd, ond heb fod yn gyfyngedig iddynt, yn agored i bolisiâu canslo trydydd parti ac oherwydd byddant yn cael eu hadolygu fesul achos. Ni allwn warantu ad-daliad llawn o'r taliadau hyn.

Os oes gennych unrhyw gwestiynau am eich cais penodol, trafodwch gyda'r aelod o staff priodol.

Cardiff Film Office,
Cardiff Council,
Room 444,
County Hall,
Cardiff.
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Cancellation and Refund Policy

If you need to cancel your shoot, please let the relevant member of staff know in writing (via email - quoting your permit reference number and programme name). A cancellation fee of 50% of the total sum owed is payable (once a permit is issued) if more than 48 hours' notice is provided before the shoot start time. If less than 48 hours' notice is given in writing, the full sum payable.

We know that filming requirements can change regularly and often at short notice and we will do our utmost to ensure flexibility. However, depending on the application, costs may have been incurred that will need to be covered, we will endeavour to inform you of these as soon as possible.

It is likely that some administration costs will have been incurred and as such are non-refundable.

Please note that payments for additional services such as but not limited to, parking suspensions or road closure notices, are liable to third party cancellation policies and as such will be reviewed on a case by case basis. We cannot guarantee a full refund of these charges.

If you have any questions about your specific application, please discuss these with the member of staff processing your application.