

## **Filming Request: Code of Practice**

Filming activity should take place only after Hertsmere Borough Council, the relevant agencies, and landowners have granted permission.

If you are using any equipment (such as pyrotechnics) which may cause alarm or distress or any kind of disturbance (eg lighting), are filming out of hours, require parking or special requests, you will need to complete the online application form.

Any filming undertaken is the sole responsibility of the production company and its employees. You will need to agree to this Code of Practice prior to the first day of filming and submit the online form to Hertsmere Borough Council.

### **PERMISSIONS AND INFORMATION**

1. The production company should inform Hertsmere Borough Council at the earliest opportunity, of any filming taking place within the boundaries of Hertsmere. The online filming application form needs to be submitted to the council, which will require the following information:
  - Name of production company, type of production and contact details for key personnel
  - The requirements for parking production vehicles on yellow lines, meter bays or residents' bays
  - The scale of the production - vehicles and personnel
  - The intended filming locations, both private and local authority owned.
  - The use of cranes, aircraft, cherry pickers, track low-loaders, "A" frames and other potentially hazardous equipment in public places
  - The use of special effects, eg rain or snow machines, stunt work, pyrotechnics, imitation firearms or the staging of crimes or accidents in public footways or carriageways
  - Productions which depict subjects of a controversial nature
  - Filming involving children or animals.
  
2. Hertfordshire Constabulary, Hertfordshire Fire and Rescue, Bedfordshire and Hertfordshire Ambulance and Paramedic Service NHS, and any other organisations depicted within filming must be informed. The emergency services should also be informed, and guidance sought, when filming the following:
  - Staging crimes, accident or using firearms (police, fire and ambulance)
  - The impersonation of police officers, fire officers or ambulance staff (police, fire and ambulance)
  - The use of special effects or pyrotechnics (police and fire service)
  - The likely disruption to traffic and requests for road closures (police and highways).
  
3. Hertfordshire Constabulary and Hertfordshire Highways should be notified if the production requires roads to be closed, there is likely to be an obstruction to traffic or the removal or alteration of road signage. This is the responsibility of the production company to organise and you will need to allow sufficient time for legal requirements to

be met in such as case. Productions can contact Hertfordshire Film Office to obtain Highway permits for filming on public highway.

4. Film-makers should ensure that location owners and adjacent property owners are kept informed of the intentions of the production company, issued with an approved locations contract and given a reasonable site rental in accordance with the budget of the film, if appropriate.

## **RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC**

5. Film makers should always pay due consideration to the sensitivities of the community in which they are filming, and members of the public should be treated with respect and courtesy at all times.
6. Dress codes imposed on particular locations for religious reasons should be adhered to at all times.
7. All residents and businesses affected by filming should be notified in advance, by letter, of filming arrangements in their area. It is the production company's responsibility to ensure local residents, businesses and other agencies, if appropriate, affected by the filming are aware and to seek permissions from the relevant land-owner.
8. If you are filming on general public footpaths etc then you are obliged not to cause an obstruction, to get the landowners permission and to notify residents/businesses who may be adversely affected in order to address any concerns they have in advance.
9. If you think your activity could be distracting to drivers, or have an impact on drivers / traffic / result in an obstruction etc you will need to contact police.
10. Noise should be kept to a minimum, especially during unsocial hours (10pm-8am). Generators should be baffled integral with location vehicles. (The council's Environmental Health Team must be involved if noise is anticipated or filming takes place during unsocial hours).
11. Access to homes and businesses should be kept clear at all times.
12. If access to public footpaths is blocked then an alternative, safe route, must be provided and supervised for pedestrians.
13. Lighting and other equipment must not cause danger to the public. Cables should be flown to a height of 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements. Warning cones and hazard tape should be used when appropriate.
14. No danger and annoyance to be caused by the dazzle of lights.

## **CARE ON LOCATION**

15. Production companies must treat public and private property with care and respect. Rubbish bins should be provided by the production and cleared regularly.
16. Care must be taken to protect furniture and flooring.

17. Objects belonging to the location must not be removed without prior agreement of the owner.
18. The location must be returned to its original condition prior to completion of filming and all evidence of filming removed (this includes the removal of sign posts erected by the company for the purposes of direction) unless otherwise agreed with the landowner.
19. The production company should make good any damage to the property and notify all parties concerned.

### **OBSERVING DESIGNATED AREAS**

20. Film makers should limit their activities to the areas where they have been given permission to film.
21. There should be no trespassing on private land.
22. No-smoking areas should be observed and cigarettes should be stubbed out in ashtrays and disposed of in a responsible manner.

### **PARKING OF VEHICLES**

23. Production vehicles should be parked only where agreed at pre-arranged times.
24. Engines should be switched off on arrival.
25. Cast and crew should not park in the immediate vicinity of the location unless spaces are provided.
26. Vehicles should not cause obstruction to public highways or private access.

### **HEALTH AND SAFETY**

It is the responsibility of the production company to ensure that the company and any other persons involved in the filming (eg employees, actors, contractors) comply with health and safety legislation and that third parties are not put at risk.

27. The production company is required to supply a copy of their health and safety policy statement, safe systems of work and/or risk assessment to show how any risks to third parties will be managed. These documents should be supplied to the liaison person for the property or site being used.
28. Management of crowds and the public during the set up, filming and dismantling of any equipment is the responsibility of the production company, to ensure that third parties are not put at risk.

### **INSURANCE**

29. Hertsmere Borough Council will require a copy of the production companies Public Liability Insurance Certificate to be submitted to the office prior to start of filming on any of its property.

**By completing the online application form you agree to all of these terms and conditions.**