

Filming Guidance

INTRODUCTION

This guidance is designed to help us work with you to consider all relevant matters in advance of filming.

We have a number of, sometimes competing, responsibilities in relation to filming activities. While we recognise the benefits filming can bring, we have to balance that with the needs of our residents and the use of public resources and therefore inevitably we may not be able to accommodate all requests.

FILMING APPLICATION PROCESS

All filmmakers are required to read and agree to our Code of Practice and undertake the actions required within it prior to filming. And, if filming on our property, will be required to provide a copy of your public liability insurance, risk assessments and health and safety assessments.

Filming requests are coordinated by the Creative Sector Officer in the Economic Development team, who can be contacted on 020 8207 5445 or by email on filming@hertsmere.gov.uk.

BASIC FILMING

Basic filming is not usually subject to fees and / or a rigid protocol with the council but you should still tell us.

Typically these are filming occasions which:

- do not take place on council-owned land or in council-owned property
- are a small production, using either a handheld camera or one camera operator
- are for a very short period of time
- do not obscure a public highway or access to anywhere
- have no special effects and are not outside of social hours.

For basic requests you can submit information by email: filming@hertsmere.gov.uk. A basic filming request will often receive an immediate answer.

COMPLEX FILMING

Filming which will take several hours, involves a number of crew and equipment and could cause disruption to a number of people requires more careful consideration before approval can be given.

For more complex requests you will need to complete the online form to ensure you provide all the relevant information for this to be considered.

Please note that your application may take up to seven days to be considered.

CANCELLATION OF FILMING

Failure to provide us with sufficient notice to cancel the filming request would result in the filming charge being levied as follows:

- More than a weeks' notice – Administration fee + VAT

- Less than a weeks' notice – 50 per cent
- Less than 72 hours notice – 75 per cent

APPROVALS

In considering the impact of filming activity upon the community, the council has to take into account the nature and extent of the interruption, the effect upon the community/use of public land and disruption. It may mean that the filming activities are restricted to particular days and/or times so that the effect on the community is minimised.

We liaise with the following departments if appropriate.

- **Parks Department**
Responsible for all filming on council owned land or within council owned property.
- **Parking**
Responsible for controlled parking zones and council-owned car parks within the borough
- **Environmental Health**
Our Environmental Health Team will consider your request if you are filming for prolonged periods, outside of social hours or using loud stunts/equipment.

REFUSING APPROVAL

A decision to refuse filming permission can be made by the Creative Sector Officer.

Refusals might be made due to the following reasons:

- The resources needed to facilitate the filming request outweigh the costs generated for the council
- The subject matter of the filming is deemed controversial or likely to cause offence
- The organisation commissioning the filming is controversial.

OTHER AGENCY APPROVALS

It is the production company's responsibility to seek the approval of other agencies. The most common approvals associated with filming requests are from:

- **Hertfordshire Highways**
Hertfordshire Highways is responsible for managing traffic and safety on the borough's road network.
Email: filming@hertfordshire.gov.uk
- **Hertfordshire Constabulary**
Hertfordshire Constabulary will need to be advised in the event of any calls from members of the community. This is particularly important if filming will have an impact on traffic / roads.
Telephone: 101
Website: www.herts.police.uk
- **Emergency Services**
Should be contacted as early as possible in respect of any filming activity on public land and in particular roads, which depict the emergency services. This ensures local emergency service providers are aware of activities in the event of any calls from members of the community.

- **Local residents and businesses**

As a minimum, residents and businesses affected by filming, should be notified in advance by letter. Please see our code of conduct for more information

FEE AND CHARGES

We charge:

- **a half day and full day rate** to film in a council-owned building, land owned by the council (e.g. a park) or where filming would restrict public access to a council site. This ranges from £750 - £1500 + VAT.

This rate would increase if any additional costs are incurred by the council, for example access to buildings, opening/closing sites outside of normal working hours etc. This would be discussed and agreed in advance with the production company.

- **for parking dispensations.** The council manages parking restrictions, pay and display bays, residents' parking bays and car parks within the borough. If there are no restrictions but the parking could cause problems, then Hertfordshire Highways and Hertfordshire Constabulary should be contacted. Charges vary depending on what is required.

COPYRIGHT

We may ask you to provide images (still and moving) for our own promotional material and related publications of the filming you have undertaken in our borough.