



LOCATION FILMING IN LONDON
CODE OF PRACTICE

www.filmlondon.org.uk/cop

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FOREWORD

This Code of Practice represents a major step forward for all those with a stake in filming in London. For the first time, everyone involved in filming in the capital - the industry, those who represent the citizens of London and public and private organisations - has come together to agree a comprehensive and practical tool which will govern the practice of filming in London.

Although the Code itself is voluntary, it incorporates references to statutory obligations to which all those engaged in filming must adhere. Everyone who has signed up to the London Filming Partnership has agreed that they will follow the Code.

The introduction of the Code will make London a more film-friendly city. It will be of immense assistance to both experienced professionals and new talent alike by providing a clear, simple checklist of practical issues which may arise in relation to filming in London. It will also help to ensure that the process of filming does not create difficulties for local residents or businesses.

The Code has been agreed after detailed consultation with leading professionals involved in production across the entire span of the moving image industry, with representatives of the London boroughs and with private and public organisations across the city.

The Film London Executive Task Force will review the Code annually and make any revisions which are believed to be necessary in the light of experience on the ground.

In the meantime I believe that we should all welcome the introduction of this Code and collectively put our shoulders to the wheel to ensure that it delivers its objectives - making filming in London a smooth, efficient and positive experience for all.

Lord Puttnam, CBE
Chair, Film London Executive Task Force

INTRODUCTION

This Code of Practice (“the Code”) is a voluntary agreement which complements the Partnership for Location Filming in London. In signing up to the Partnership and its shared values, all signatories have also agreed to abide by this Code. The objective of the Code, as with the Partnership, is to make London a more film-friendly city for all, while offering clarity on the statutory obligations which govern the activity of filming.

The aims of the Code are to ensure that:

- it embodies the spirit of the Partnership
- the industry can film effectively, efficiently and flexibly in London
- all involved in location filming act responsibly, professionally and considerately at all times
- it marries practice with the intricate and complex demands of regulatory and statutory matters with reasonable resolution
- the economic and cultural benefits to London of such filming are maximised
- the practical impact of filming on people and businesses within London is minimised
- through a combination of all the above, the long-term sustainability of filming in London is secured.

This Code of Practice applies to all forms of moving image production (including feature films, television, commercials, drama documentaries and music videos) shot on location in public places in London which are likely to, or have the potential to, cause disruption to normal activity. In practical terms however it is recognised that small on-street location shoots (5 people or less) may not need to or be able to adhere to all aspects of the Code at all times. For the avoidance of doubt, material intended for news and current affairs programmes is not covered by this Partnership or the Code.

This Code remains consistent with and complementary to production guidelines of UK broadcasters which will in any event prevail.

This Code details the principles of best practice to which the signatories agree to adhere. It has been developed by film industry professionals in consultation with Borough Film Services and representatives of key organisations to help to promote filming in London.

In signing this document signatories agree to support their production team to enable them to work within the guidelines, to comply with all statutory regulations and to use methods that conform to best practice.

Filming procedures which involve statutory obligations are indicated with a †.

Full details of the relevant statutory obligations are set out separately in the Annexe. Productions are urged to read the code and relevant obligations closely to ensure that they operate within the law.

The Code shall be reviewed and updated annually in a process facilitated by Film London.

All productions signed up to the Filming London Partnership shooting in London should display the number of the Filming hotline, telephone: **020 7383 3953**. Any queries regarding this Code should be addressed to: CoP@filmlondon.org.uk

DEFINITIONS

'Production' refers to a Producer, Location Manager, Production Company or Production Manager or any authorised officer or employee of such a company.

'Local Authority' defines the administrative body of a local council responsible for an area or district of London. There are 33 Local Authorities in London.

'Borough Film Service' is the service provided for film-makers by each London Local Authority.

'Highways Authority' defines the body responsible for managing and maintaining all aspects of the highway. This includes Local Authorities' Highways Departments and Transport for London, the traffic and highway authority for all the main road "Red Route" network (Transport for London Road Network) in London.

'Film Contact' denotes the person appointed by any given organisation, agency, private company, charity or Local Authority to manage the filming on their behalf. This includes Borough Film Services.

GENERAL LOCATION FILMING PROCEDURES

All Producers undertake to inform Film London of any especially complex shoots well in advance of the start of shooting to ensure effective liaison with all parties affected by the shoot. Film London undertakes to facilitate such liaison in a timely and efficient manner.

Productions undertake that they shall inform the relevant Film Contact of a shoot that is taking place on a private location where such shooting may have an impact on the relevant Local Authority or Organisation.

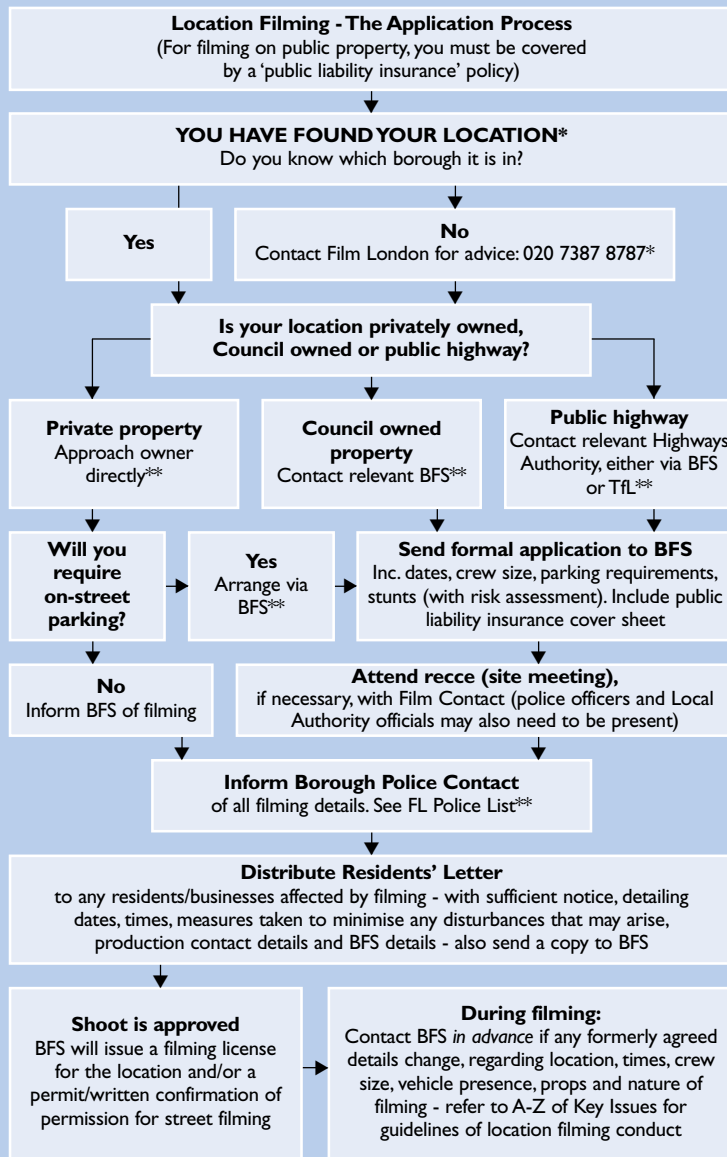
FILMING APPLICATION PROCESS

(See overleaf)

The Production agrees to provide the relevant Film Contact with a written application within a time frame that is adequate and proportionate, bearing in mind the scale of the planned filming and its potential impact on the local community. The more complex the shoot, the greater the lead in time required.

In consultation with the Borough Film Service, the Production shall undertake appropriate and mutually agreed consultation with local residents, businesses and other local parties likely to be directly affected by filming.

If you need help finding your locations, please contact Film London
020 7387 8787 / www.filmlondon.org.uk



FL = Film London BFS = Borough Film Service TfL = Transport for London

*If you need help finding your locations, please contact Film London 020 7387 8787/www.filmlondon.org.uk

**Film London holds lists of location contacts, visit www.filmlondon.org.uk/listsandforms

A-Z OF KEY ISSUES

1 ANIMALS †

The Production agrees to follow the Health and Safety Executive guidance sheets on working with animals including dangerous animals.

2 CABLING †

The Production shall agree in advance with the Film Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cables to avoid hazards.

3 CAMERA TRACK

All matters relating to tracking shall be discussed and agreed with the Film Contact in advance of filming. Any obstructions or alternative footways planned must be cleared by the Film Contact. Tracking boards may be required in certain circumstances.

4 CATERING †

Catering arrangements and the positioning of catering vehicles shall be agreed in advance with the Production and Film Contact.

The Production shall ensure that no dirty water or food waste be deposited in rainwater gullies and that caterers use a dirty water bowser where possible. Wherever possible the Production shall make use of environmentally friendly materials.

Wherever possible but subject always to the Production's own rules and/or those of its commissioner which may specify approved caterers, catering is to be sourced from local businesses.

Also see, *Litter Removal*

5 CHARGES

All charges that Borough Film Services are entitled to levy are detailed on the Film London website at www.filmlondon.org.uk.

Most Local Authorities do not charge for filming in the street but some may charge an administration fee (either a flat fee or a fee for their time spent assisting filming or both), a fee for the use of council property and a fee for making parking spaces available.

6 CHILD PERFORMERS †

Any filming involving the employment of and performance by children (whether paid or unpaid) must be cleared through the relevant Local Authority's Education Welfare Service where the child is resident or, if the child is not British, of the Local Authority where the Production has its place of business.

7 CONING

The Production acknowledges that cones have no legal force to secure parking and their use shall be agreed in advance with the Film Contact.

8 COUNCIL PROPERTY

Whenever filming on Council-owned property e.g. in parks, schools, town halls etc, the Production shall negotiate a licence with the Borough Film Service.

9 CRANES/CAMERA CRANES †

In advance of the shoot, the Production shall discuss and agree with the Film Contact and any other relevant authorities, the specific weight and positioning of cranes/camera cranes and the need to maintain access.

Cranes require a licence from the relevant Local Authority.

Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.

10 FIREARMS †

No firearms of any kind shall be used without agreement in advance between the Production and the police and/or appropriate emergency service and the Film Contact. An armourer must be present during film shoots involving firearms.

11 HEALTH & SAFETY †

The Production is bound by law to have health and safety assistance. In the event that the Production involves less than five people, Film London should be contacted for advice. **Failure to follow appropriate Health & Safety procedure may invalidate any insurance.**

11.1 High Visibility Clothing & Personal Protection Equipment †

The Production shall ensure that the appropriate level of safety clothing is worn for the safety of the crew when filming on the public highway and in the public domain.

12 HIGHWAYS/TRAFFIC MANAGEMENT †

The Production shall liaise with the relevant Film Contact when wishing to use public highways and footpaths.

Any traffic management measures put in place must also be agreed by the police.

There is currently no legislation to allow a road closure specifically for filming purposes in London. However, if adequate notice is given it is often possible to accommodate the needs of a production without closure.

Also see, Police/Emergency Services

13 HISTORIC & CULTURAL LOCATIONS

The Production shall adhere to any conservation regulations laid down by the respective Film Contact.

14 INDEMNITY & INSURANCE †

The Production shall obtain and produce, if requested by the Borough Film Service, a copy of the relevant insurance needed before shooting commences.

The need for insurance is governed by statutory obligation.

Also see, Public Liability Insurance

15 LIGHTING †

The Production shall agree the positioning and safety of lighting stands in advance with the Film Contact and/or designated authority. An appropriate degree of flexibility may be agreed providing it is within the parameters of Health and Safety legislation.

16 LITTER REMOVAL

The Production shall ensure that all litter is removed immediately at the end of the filming and that the location and environs are returned to the same condition in which they were found. The Production may ask the relevant Borough Film Service to remove litter; this service is to be provided according to local contract rates. Waste created on location should be recycled wherever possible.

17 NIGHT FILMING †

The Production shall consider and consult with the Film Contact, local residents and businesses in the planning process.

18 NOISE †

Use of audio playback and megaphones shall only be permitted following agreement between the Production and the Film Contact.

The parking position of generators shall be agreed in advance between the Film Contact and the Production and will depend on local sensitivities.

19 PARKING †

The Production shall submit detailed parking plans to be discussed and agreed with the Film Contact; in particular for on-street parking for technical vehicles, equipment and bays to be reserved for continuity.

The Production shall make every effort to find off street parking for all facilities vehicles.

Parking charges are detailed in each Borough Film Service's rate card.

20 POLICE/EMERGENCY SERVICES †

The Production shall inform the police and/or appropriate emergency service of all proposed filming on the street and/or in a public space in liaison with the Film Contact.

The staging of crimes and accidents, plus use of firearms and special effects shall be agreed, in advance of the shoot, with the police and/or appropriate emergency service and the Film Contact.

The Production shall inform the police and/or appropriate emergency service when filming involves celebrities who may cause security or crowd control issues.

If Police Officers are required to be in attendance on location, their role is to maintain the peace and uphold the law. The Production shall cover any costs of providing this service but it is acknowledged that Police Officers are not employees of the Production.

The Film Contact and the emergency service in question shall be informed in advance if there are actors to be dressed in a specific uniform (police, ambulance, fire brigade or armed forces).

Uniforms and any vehicles resembling the emergency services must be covered whenever possible and in particular between takes. Any markings on vehicles must be taped over when not being used for filming.

Sirens and flashing lights shall be isolated or switched off when not in use for filming purposes.

For police contact details, please refer to www.filmlondon.org.uk

21 PROBLEM SOLVING

In the event of a dispute arising between the Production and other parties on location, please contact Film London on 020 7387 8787.

22 PUBLIC LIABILITY INSURANCE

The Production will provide a copy of Public Liability Insurance, if requested to do so by the Borough Film Service, for all location filming and agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production.

Also see, Indemnity & Insurance

23 RESIDENTS & BUSINESSES

The Production shall consider and consult with local residents and businesses that may be effected by their filming prior to and during the shoot.

Refer to Application Process Flow Chart on page 8.

24 RISK ASSESSMENT †

Risk Assessments are required by the self-employed and by any company with employees to be able to satisfy their insurance provisions and statutory obligations to employees and those affected by their actions.

Additional location specific Risk Assessments are also required depending on the type and nature of filming. [Please refer to Annex e]

25 RIVERS & WATERWAYS

When planning to film on any waterway, the Production will liaise with the Film Contact from the relevant governing body as early as possible. Specific health and safety measures will apply.

26 ROAD MARKINGS

The temporary painting-out or disguising of road markings, lines or other road signs is subject to agreement in advance with the Film Contact and, if necessary, Highways Officer.

The Production shall also notify local Police in advance of any such undertaking.

The Production agrees to fully reinstate any alterations to road markings to the satisfaction of the Highways Authority and when obliged to use official contractors shall pay cost price.

27 SCAFFOLDING/LIGHTING TOWERS †

All requests to erect scaffolding/lighting towers in a public area, highway or footway shall be agreed in advance with the Film Contact and/or designated authority. A temporary structure licence may be required.

28 SECURITY

The Production shall respect security issues local to the Borough or location in which the filming is taking place and may be asked to work alongside on-site security officers. It is acknowledged that these security officers are not employees of the Production.

29 SIGNAGE †

Unless approved by the relevant Highways Authority, unit direction signage on the highway is illegal.

The Production shall consult the Film Contact before attaching all other non-public highways signage.

30 STREET SIGNS/STREET FURNITURE/ STREET LIGHTING †

The removal of street furniture, including street signs, and the adjustment of street lighting shall be subject to agreement in advance between the Film Contact and, if necessary, the Highways Officer.

All agreed work shall normally be carried out by the Highways Authority and charged to the Production at cost. The Production shall agree to cover these costs and those of re-instatement.

31 STUNTS/SPECIAL EFFECTS/PYROTECHNICS †

For the avoidance of doubt this section refers to, but is not limited to, all car chases, river chases and explosions.

In accordance with statutory Health and Safety obligations, the Production shall provide a risk assessment [Please refer to Annexe].

The Production shall notify the relevant Film Contact or relevant third party whenever stunts are to be used. A full method statement and risk assessment may be required.

All stunts, special effects and pyrotechnics must be under the direct control of a named qualified stunt co-ordinator or special effects operative.

Wet downs and rain effects may only be carried out with the approval of the Film Contact after a proper evaluation of the forecast weather conditions and with the proper signage as required.

ANNEXE - STATUTORY OBLIGATIONS

I ANIMALS †

Management of Health and Safety Regulations 1999
The Protection of Animals Act 1911 to 1964
The Performing Animals (Regulation) Act 1925
The Pet Animals Act 1951
The Dangerous Wild Animals Act 1976
The Wildlife & Countryside Act 1981

HSE Entertainment sheet no 4
HSE Approved Code of Practice [Zoos]

2 CABLING †

Health and Safety at Work Act
Management Regulations 1999
Electricity at Work Act 1989
HSE Guidance Note 155 [Slips and Trips]

4 CATERING †

HSE Catering Information Sheets, available from www.hse.gov.uk/catering

6 CHILD PERFORMERS †

Children [Performances] Regulations 2000
Children [Protection at Work] Regulations 1998
Children and Young Persons Act 1963

9 CRANES/CAMERA CRANES †

HSE Simple Guide to the Lifting Operations and Lifting Equipment
Regulations 1998
Safe Use of Lifting Equipment. Lifting Equipment and Lifting Regulations
1998
Approved Code of Practice and Guidance LI 13 HSE Books 1998

10 FIREARMS †

HSE Entertainment Information Sheet 20

II HEALTH & SAFETY †

Health and Safety at Work Act 1974
Management of Health of Safety Regulations 1999
Fire Precautions [Workplace] Regulations 1999
Health and Safety Guidance note 169 - especially useful for small units
Health and Safety Guidance note 195
HSE Information Booklet 360 Health and Safety in Audio Visual
Production – Your Legal Duties

HSE Free information Line 08701 545500
HSE Publications 01787 881165
HSE Website: www.open.gov.uk/hse/entertainment

II.1 High Visibility Clothing †

Personal Protective Equipment Regulations 1992

12 HIGHWAYS/TRAFFIC MANAGEMENT †

Management Regulations 1999
Road Traffic Regulation Act 1984
Highways Act 1980
Traffic Management Act 2004

14 INDEMNITY AND INSURANCE †

Employers' Liability Act 1969
Employers' Liability Regulations 1988

15 LIGHTING †

Electricity at Work Act 1989
BS 7709 Provision of Temporary lighting
HSE Guidance note S50 Electrical Safety places of entertainment

17 NIGHT FILMING †

Management Regulations 1999
Environmental Act 1990

18 NOISE †

Noise at Work Act 1989
Environmental Act 1990

19 PARKING †

Management Regulations 1999
Road Traffic Regulation Act 1984
Highways Act 1980
Traffic Management Act 2004

20 POLICE/EMERGENCY VEHICLES †

Metropolitan Police Service – Filming in Streets: Form 833
For all London Borough Police Contacts see -
www.filmlondon.org.uk/listsandforms

24 RISK ASSESSMENT †

Guidance on writing risk assessments is available at
www.hse.org.uk/entertainment
HSE - A Guide to Risk Assessment Requirements
HSE - 5 Steps to Risk Assessment

27 SCAFFOLDING/LIGHTING TOWERS †

HSE Work At Height Regulations 2005: A Brief Guide
HSE Entertainment Information Sheet No. 6

29 SIGNAGE †

Highways act 1980 Section 132(1)

31 STUNTS/SPECIAL EFFECTS/ PYROTECHNICS †

STUNTS:

Management Regulations 1999
HSE Entertainment Information sheet no 17 [Stunts & Fight Scenes]
HSE Entertainment Information sheet No. 22 [Filming Involving Vehicles]
Road Traffic Acts 1988, 1991

SFX:

Provision and Use of Work Equipment 1998
Fire precautions [Workplace] Regulations 1999
HSE Entertainment information sheet number 3 [Smoke Effects]
HSE Entertainment Information Sheet number 16 [Pyrotechnics]
Dangerous Substances and explosive atmospheres 2003
Storage of dangerous substances 2003
Control of Substances Hazardous to Health 2002

WET DOWNS & RAIN EFFECTS

HSE Guidance note 155 [Slips and Trips]

**For full details of all statutory legislation visit
www.filmlondon.org.uk/cop**