

FILM-MAKERS' CODE OF PRACTICE

Produced by the



Supported by

**Bath & North East
Somerset Council**

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Any filming* undertaken and any liability therefore is the sole responsibility of the production company and its employees.

PERMISSIONS AND INFORMATION

No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, Notice of Intent to film should be given after initial location recce or with productions with a short lead-in time, notice of at least one week should be given. This is essential if filming requires any form of traffic management.

1. Bath Film Office and relevant Local Authority departments must be informed of all filming activity due to take place on BANES managed/owned land/buildings/highways and provided with details of the following:
 - the name of the production company, the type of production and a contact person and telephone number
 - the scale of the production in terms of numbers of personnel and vehicles
 - the removal, alteration and disguising of street furniture and carriageway markings
 - the use of cranes, aircraft, cherry pickers, track, low-loaders, 'A' frames and other potentially hazardous equipment in a public place
 - the parking of production vehicles on yellow lines, in meter bays or residents' bays
 - the use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways
 - productions which depict subjects of a controversial nature
 - filming involving children or animals
 - adequate public liability insurance and other relevant insurances
 - a traffic management plan, where applicable.
2. Bath Film Office will inform the police of any application for a film permit in Bath and North East Somerset. Productions should seek special guidance directly from the police for the following:
 - the staging of crimes, accidents or use of firearms.
 - the dressing of artistes in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms in between takes.
3. Emergency vehicle access must be maintained during location filming. Where relevant the Emergency Services should be duly advised of:
 - special effects, fires or explosions (Fire Brigade)
 - the impersonation of fire officers or use of pseudo fire tenders (Fire Brigade)
 - the impersonation of ambulance staff or use of pseudo ambulances (Ambulance Service)
4. Film-makers should ensure that location owners and adjacent property owners are:
 - kept fully informed of the intentions of the production company whether they are used for filming or not.
 - given a reasonable site rental fee in accordance with the budget of the film.
 - issued with a formal location contract which clearly states the terms agreed between themselves and the production company.
 - given details of any art department requirements including dressing and construction.
 - written notification, such as a letter drop, should be carried out at least **seven days** prior to the first day on location. If the notice is less than seven days, then a representative of the company should personally discuss their intentions with all relevant property owners.
 - If the filming includes a road closure or major traffic management/parking suspensions, please refer to the timescales included in the separate code of conduct for major filming.
5. Proof of adequate public liability insurance and any other relevant insurance should be made available on demand to anyone affected by the location filming activities of the production company. The Bath Film Office will require a copy of the company's Public Liability Insurance document.

HEALTH & SAFETY

It is the responsibility of the production company to ensure that its employees and contractors are in compliance with current Health & Safety regulations when filming on location.

6. All locations must be assessed for risk and hazard. Where necessary a Health & Safety professional should be consulted and a full Risk Assessment report should be compiled and circulated to all employees, contributors and contractors. Film Office should also receive a copy.
7. Productions are advised to have a qualified first aider on site during filming.
8. Productions need to ensure any traffic management company they employ are appropriately qualified. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets.

RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

Film-makers on location are visitors and should be sensitive to the community in which they are working. Members of the Public should be treated with courtesy and consideration at all times.

9. All neighbouring residents and businesses affected by filming should be informed of proposed filming by letter and/or in person. Productions also need to contact any relevant residents and traders associations.
10. Noise should be kept to a minimum, especially during unsociable hours (normally 10 p.m. to 8 am). Productions filming in unsocial hours need to take extra measures to prevent light and noise from disturbing residents.
11. Crew members should keep access to homes and businesses clear at all times, unless otherwise negotiated with the individuals concerned.
12. Lighting and other equipment must not cause a hazard to the general public. Where appropriate warning cones and hazard tape should be used.
13. No danger should be caused by the dazzle of lights.
14. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.
15. In certain circumstances, alternative parking arrangements for residents should be provided if parking permit holders are affected by the filming.

OBSERVING DESIGNATED AREAS

Film-makers' activities should be limited to areas and times for which permission has been granted.

16. Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless spaces are provided. Crew vehicles should not be parked on pavements or kerbs.
17. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the company.
18. Crew members must not trespass on to neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

CARE OF THE LOCATION

Film-makers are guests on a location and must treat both public and private property with the utmost respect.

19. It is the responsibility of the production company to ensure that all rubbish is cleared from the location immediately.

20. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
21. Objects belonging to the location must not be moved or removed without the owner's express permission.
22. All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the company to location or unit base must be removed.
23. The company must make good any damage or mess caused by its activities immediately after filming and must notify all parties concerned. This includes adjacent public and private property that may be indirectly affected by materials used to dress the highway.
24. Whenever necessary the company must ensure that the location and its environs are protected by security staff.
25. The crew member responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

Reporting

Bath Film Office monitors the level of filming activity in Bath & North East Somerset. We would like to request that the Production Company submit the Summary of Location Expenditure form on completion of the filming. This information will be treated in strict confidence and only used as a cumulative total for all filming in the Bath & North East Somerset area. These figures are used as an economic argument for the continuing services of the Bath Film Office to support future productions and to support development initiatives for the Film & TV industry in this area.

In certain circumstances Bath & North East Somerset Council, police, other emergency services or location owners may deem it necessary to impose additional stipulations on film-makers.

** Whenever this document refers to film, the term includes all other visual media such as television, commercials, corporate & music videos, cable, satellite etc.*