

Pilning & Severn Beach Parish Council

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FILMING POLICY

Requests are received by Pilning & Severn Beach Parish Council from Production Companies wishing to film within the Parish. The purpose of this policy is to set down certain parameters to ensure that there is a balance between the needs of the film makers, and the minimising of disruption to the local community. Details of initial points of contact are included.

The following information is required by Pilning & Severn Beach Parish Council:

- Name of production company, type of production, contact name and details
- A copy of Public Liability Insurance
- Risk assessment for each location affecting the public
- Copy of permissions from South Gloucestershire Council, if relevant, detailing road closures, diversions and traffic management
- The size of the production – personnel and vehicles
- Small (1 – 5 crew), Medium (6 – 11 crew), Large (11 – 29 crew), Major features (30 + crew)
- Plans for parking production vehicles
- Plans for removal of refuse
- Nature of the film/use of special effects

The production company must ensure that the location owners and adjacent residents affected by the filming are:

- Kept fully informed of the intentions of the production company
- Compensated for any loss of income
- Given written notice, such as a letter drop, at least seven days prior to the first day of being on location. Details of special effects, overnight lighting, use of replica firearms and impersonation of the Emergency Services should be included.
- Signs are put up on the edge of the village to give advance warning if there is to be travel disruption through the village
- Emergency access must be always maintained during set up and filming.



Health and Safety

The production company must:

- Provide a risk assessment for each location where members of the public may be affected
- Provide a qualified first aider for these location
- Use high visibility clothing if members of the production company are on the highway
- Have recognisable ID if dealing with the public

Residents and Members of the Public

1. The Production Company personnel are visitors and should be sensitive to the community in which they are working.
2. All neighbouring residents and businesses must be given no less than seven days' notice of filming by letter or personal visit, and letter drops must contain telephone/e-mail details for a named contact within the Production Company.
3. Noise must be always kept to a minimum. Separate permission to make noise during unsociable hours must be obtained from South Gloucestershire Council. Use of generators must be approved, and silent running generators may be requested.
4. All members of the Production Company and its associated workforce are to always behave and dress appropriately.
5. Sensitive locations, such as the War Memorial and Churches require adherence to respectful code of conduct.
6. Access to private property must be maintained, and no footways or roads blocked unless with permission from South Gloucestershire Council, and an alternative safe route must be provided with disabled access.
7. Lighting, cables and other equipment must not cause a hazard to the public.
8. Production vehicles must park where agreed (contacts for alternative locations in the Appendix) and not cause problems to traffic circulation e.g. on double yellow lines, bus stops, unless a copy of permission from South Gloucestershire Council has been received.
9. Refreshments must be taken in the agreed location and catering facilities agreed in advance.
10. Removal of refuse is the responsibility of the Production Company (contact South Gloucestershire Council). The Production Company must make good any damage and leave the locations clean and tidy.
11. Security staff should be used, if appropriate, to protect the location and equipment.

Compensation

Pilning & Severn Beach Parish Council receives compensation, on behalf of the local residents, as follows:

Small production (1 – 5 crew) – £80

Medium production (6 – 11 crew) – £200 per day

Large production (11 – 29 crew) – £500 per day

Major features (30 + crew) – By negotiation (minimum £1,500 per day)

The amounts above are guidelines; the fee may alter when considering location of filming, length of filming and potential disruption. In exceptional circumstances a waiver may be considered for a charity or student.

In addition, the Production Company must discuss compensation arrangements with:

- Local businesses who suffer loss of income e.g. due to road closure
- Residents who are affected specifically by the filming, e.g. asked to move vehicles from the public highway.
- Residents whose properties are filmed.