



Filming Guidelines 2017

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Introduction

Fylde boasts picturesque villages, beautiful beaches, coastlines and sand dunes and historic market towns. The Borough Council of Fylde owns land and property which is part of the area's outstanding heritage and landscapes.

The council acknowledges the role that film and photography can play in helping to build and maintain the reputation of the borough and attempts to balance filming requests with the needs of the community and any resource implications of requests. Each request will be assessed on its individual merits.

These guidelines outline how to apply for permission to film on land or within property owned by the Borough Council of Fylde. For the purposes of these guidelines 'filming' covers any activity using a camera including still photography with the exception of news-gathering crews.

News personnel should speak to Communications **(01253 658499)**.

Please note that the council can only give consent for filming on property that it owns. It is film-makers' responsibility to liaise with private landowners.

How to apply for permission

For both small and large scale productions, you should apply for permission through the website www.fylde.gov.uk/filming. Please refer to the filming guidelines below before submitting an application.

If necessary a discussion may be required to cover the detail of more complex shoots.

Film request applications should be submitted to via our website at www.fylde.gov.uk/filming

Please complete the form in full ensuring that the following information is included:

- A brief outline of the filming/photography to be undertaken, including information about the intended purpose of and end use of the imagery
- Details of the location(s) where filming/photography is to take place.
- The dates for filming
- A copy of your valid insurance policy, providing evidence of a minimum of £5 million Employer's Liability Cover and £5 million Public Liability cover (where the risk is considered to require it, applications for larger projects may need to provide insurance of a higher level).
- A list of crew (including full names)
- Details of any vehicles involved in the shoot, including registration

Additional information may be requested at any point during the application process and following permission being granted.

The council aims to deal with requests as quickly as possible, a confirmation email will notify the applicant that the application has been received and is being processed. Simple requests will usually be responded to within three working days. More complex shoots will require more detailed consideration and potentially liaison with other parties. Major applications should be completed as early as possible in order to allow sufficient time. When a decision has been reached the applicant will be contacted directly.

If filming is permitted a confirmation email will be sent that outlines the detail of the permission and the applicant's obligations. In the case of large scale shoots it may be necessary to enter into a more formal agreement. The agreement must be signed and returned to Erin Coar, Public Relations and Communications Officer at erin.coar@fylde.gov.uk

The council aims to accommodate suitable filming requests that do not disrupt, inhibit public use of an area, conflict or be likely to conflict with other uses of the land/property or endanger the public. Any content that would undermine the reputation of the council or the local community would not be permitted.

In return film-makers are asked to

- Co-operate with the council, using the formal application process
- Inform the council's Communications department within a timeframe that is adequate to the proportion of the requested filming. As a guide a minimum of 7 days for standard requests (piece to camera, with minimal crew and equipment) and a minimum of 2 months for more complex or disruptive requests. Where the request is likely to require more detailed planning the council may require a longer timeframe to prepare.
- Film-makers are responsible for the conduct of the staff and crew during shoots.

Film-makers and photographers are advised that the council can only grant permission to film in respect of council-owned land and property. Private landowners must be approached directly. Where filming may impact upon the public highway, the Highways Authority Lancashire County Council should be contacted. It may also be appropriate to inform Fylde Neighbourhood Policing Team dependent on the size of the shoot.

Guidelines for filming on council-owned property

These guidelines are designed to provide assistance to production companies. They are not exhaustive. It is the responsibility of the company filming to ensure compliance with all laws relevant to the shoot.

The council will assess each request to film according to the specifics of the request and may at any point request further information from the production company to ensure that the council, its employees and the public are appropriately safeguarded.

For the purposes of these guidelines 'filming' covers any activities involving a camera including still photography, with the exception of newsgathering crews.

Access to film sets

The council reserves the right to access a film set at any time.

Film maker's obligation

Animals

Please inform the communications department if you intend to film using animals providing details of the type of animal(s) on set, the number, how they will be transported and kept and the emergency plan preparations in the event of evacuation. Dependent on the nature of the request it may be necessary to seek further detail before making a decision.

The RSPCA Guidelines for the use of animals in the audio-visual industry www.rspca.org.uk/performinganimals outlines the preferred conditions under which animals should

be kept. Film-makers must ensure that they have an animal performance licence and comply with all laws relevant to their particular circumstances.

Cables and tracking

Camera track laid in public places should be coned and attended at all times. If a camera crane is used in a public place the surrounding area should be coned off to allow for the swing of the crane and back swing of counter weights.

Where camera track is to be laid on the highway the film company must contact Lancashire County Council – the highways authority.

Catering

Please include in the application form details of caterers on set and any intended connection to the mains water supply.

Coning, traffic control and road closure

Where traffic control measures are required please contact Lancashire County Council Highways. If the use of council owned car parks is required provide details of any requirement on the application. The use of paid for car parking spaces may incur an additional cost.

Health and safety

Health and safety of the film production company, the employees and the general public affected by the filming/shoot is the responsibility of the photography/film production company. The photography/film production company must ensure that it gives due consideration to health and safety.

The council reserves the right to request copies of relevant health and safety documentation, certificates of inspection and risk assessments. Where the request includes a significant amount of technical equipment the council will require a period of at least 1 month notice.

Production companies submitting requests which involve a significant amount of technical equipment or a large crew that may present greater risk to the public, may be asked to nominate a safety officer whose name and contact details will be provided to the council.

All electrical equipment must be PAT tested.

Insurance

Before approving any request to film the council will require evidence of valid insurance with a minimum of £5 million public liability insurance cover and £5 million employer liability insurance. More complex or larger shoots may require additional insurance cover.

Student productions and non-commercial filming will be assisted as far as possible. Students will be required to provide a copy of the school/college/university's public liability insurance and a copy of the project risk assessment.

The film-maker will be responsible for the cost of reinstatement in the event that any damage is caused as a result of filming (either by the film-maker, their staff or by an activity that the film-maker has prompted) to street furniture, public highway and interior and exterior of buildings where filming is permitted. The filmmaker will be expected to use approved contractors to complete any reinstatement work in agreement with the council and to a reasonable timeframe agreed by the council.

Marshals, stewards and security staff

If the shoot includes crowd scenes or is likely to attract significant public interest it may be necessary to make provision for marshals, stewards and/or security personnel. Any requirement should be included in the filming application form along with a stewarding or security plan. Any stewards or security employees will need wear appropriate safety clothing (high visibility jackets etc).

Night shoots

Restrictions may be placed on night shooting dependent on the proximity of residential dwellings, night shoot requirements should be included in the application in order to be assessed and if any restrictions are applied notification can be provided

Noise and lighting

Noise

As part of health and safety management it is a requirement to comply with regulations relating to noise safety. The company must comply with any reasonable request to reduce noise levels made by the council or police during the shoot. Full compliance with the Noise at Work Regulations 1989 and the Control of Noise at Work Regulations 2005 is required.

If it is intended to use audio playback, megaphones or generators notification must be provided in the application to allow appropriate measures to be put in place to minimise disruption and safeguard the public.

Lighting

Please include details of lighting requirements in the application i.e. the position of lights and times of use, to ensure there is no adverse impact on residents or use of the highway.

Parking

All production parking requests should be included in the application.

Scenery

If it is intended to erect scenery or temporary structures of any kind details should be included in the application.

Staff and their use of the site

The company is responsible for the health and safety and conduct of employees and contractors during the shoot. No litter, alcohol or illegal substances are permitted on site and the company must comply with current employment legislation.

Risk Assessment

The council may request to see a copy of the shoot risk assessment and in some instances it may be appropriate for the company to appoint a safety officer – the name of whom should be passed to the council.

Use of vehicles in filming

Low loaders, tracking vehicles or any other vehicles and any parts attached to them must be fully roadworthy, licensed and insured. Vehicles must adhere all road regulations at all times and cause no obstruction or danger to any other vehicle or pedestrian.

Waste and litter

All waste and litter generated by the production must be disposed of correctly by the production company.

Weapons and scenes of a violent or offensive nature

The staging of crimes, accidents or emergency situations will need to be discussed with Lancashire Constabulary and other relevant emergency services.

No knives, firearms or weapons of any kind, including replicas, will be permitted on set without agreement. A licensed armourer must be present when filming involves knives, firearms or weapons. The armourer is responsible for the regulation, distribution, collection and transport of weapons. All weapons should be kept out of view of the public when not being filmed.

In addition to the guidelines, all filmmakers will be expected to abide by any site rules or by-laws relating to a specific location.

Fees and charges

These will be considered on a case by case basis, taking into account the size of production, length of filming duration, and also the number of locations in Fylde the filming will take place.

Charges do not apply to students creating films as part of their academic studies, registered charities or news reports.