



Filming Guidelines

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The Wedge

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FILMING GUIDELINES

The aim of these guidelines is to act as a check list for all parties wishing to film on location and to ensure that all areas of consideration and safety are a priority. If there are aspects that are not covered or if there is doubt of any sort, this should be discussed with Guildford Borough Council

ANIMALS

- The use of any animals by a production must be discussed in detail prior to filming and must follow the Health and Safety Executive guidance sheets

CABLING

All cables must be made safe as they are laid and not at some later time.

- Cables must be laid in the gutter along the highway or in the junction between a wall and the footway.
- Cables on steps must be taped down to avoid the risk of tripping.
- Wherever possible cables should be flown at a minimum 17' (5.2m) above a public carriageway and 8'6" (2.6m) above footways. Guildford Borough Council will, wherever possible, seek to make generator parking available which avoids the need to cable across the highway.
- If there is a need to lay cabling across a footway there may be times when it will be sufficient to lay cables at right angles under a **taped** rubber mat. This matting should be;
 - (a) a minimum of one metre wide, and;
 - (b) visible to the public by proper lighting, cones or high-visibility hazard tape.

Rubber matting should be regarded as essential safety equipment and carried as a matter of course.

- On quieter roads it may be permissible to lay cables using proper cable ramps. If so then appropriate signage must be used and clearance given by Surrey County Council.

CATERING AND REMOVAL OF LITTER

It is the producer's responsibility to ensure that all litter and waste is removed before the end of each day's filming.

CHARGES

The following services may incur charges at cost;

- (a) provision of vehicles to wet down the street

- (b) refuse collection
- (c) removal of street furniture
- (d) removal of unit signs that have not been removed by the production company
- (e) suspension of parking meters and any other parking provisions

Any damage caused by a production company to the carriageway, footway or street furniture will be charged for.

CHILDREN

- The employment of child actors is governed by licensing regulations made in 1933, 1963, 1968 and amended in 1988.
- Producers must make adequate provision for the education and health needs of all children employed when filming.
- A child is a young person of less than 15 years old or still subject to full time education.
- Any filming involving the employment of children (whether paid or unpaid) must be cleared through Surrey County Council's **Education Welfare** service.

CONING

- Cones have no legal force to secure parking and their use must be agreed with Guildford Borough Council

CONSULTATION

- Successful filming relies upon the local residents and business receiving adequate notice where appropriate.
- Letters should be sent to local residents and businesses outlining fully the intended filming and include;
 - (a) Date, time and **exact** location of filming
 - (b) Date of letter
 - (c) Location Manager and Guildford Borough Council contact numbers
 - (d) Number of crew or production personnel expected on location
 - (e) Clear details of any stunts or dressing planned
 - (f) Clear details of lighting plans
 - (g) Clear details of parking proposal

CRANES, CAMERA CRANES AND AERIAL PLATFORMS

- When planning to use cherry-pickers or cranes on the public highway, Surrey County Council must be informed and clearance given.
- The location manager or crane hire company must also discuss the specific weight and the exact positioning of such equipment with Surrey County Council and the conditions of any permission granted should be adhered to at all times.

- At night or in conditions of poor visibility, warning lights should be placed around the cherry-picker or crane.
- Rigging or de-rigging must be carried out at times that will not cause an unreasonable noise or nuisance.

FIREARMS

- The use of firearms of any kind must be discussed in advance with Guildford Borough Council, the police and or the appropriate emergency service.
- An Armourer must be present during scenes involving firearms

HEALTH & SAFETY AND RISK ASSESSMENT

- Full consideration of Health & Safety issues for all employees must be taken and proven by the producer.
- The producer must appoint a competent person to act as the Health & Safety representative (with a minimum of NVQ Level 3) and a full risk assessment of the location must be carried out in accordance with the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work regulations (1992).
- Types of Risk Assessment that may be required for filming activities include stunts, the use of flammable or toxic materials, construction work, working at heights and the use of cranes and cherry pickers. This is in addition to a comprehensive risk assessment of the location
- Guildford Borough Council will give an indication of the time required for risk assessments to be carried out and approved
- Failure to follow appropriate Health and Safety procedures may invalidate any insurance

HIGH-VISIBILITY CLOTHING

- Crew members and production personnel working on the highway must wear high-visibility clothing to standard EN471. This is an essential safety requirement under the New Roads and Street works Act and it is an offence not to comply.
- Failure to wear appropriate high-visibility clothing invalidates any insurance provision for the entire shoot.

HIGHWAYS AND TRAFFIC MANAGEMENT

To be discussed with Surrey County Council

HISTORIC BUILDINGS AND CONSERVATION AREA

Special attention and care must be taken when a production is planning to use any historic buildings, heritage sites or conservation areas. Access by the general public may be a requirement by law

- The use of lights and any tracking in Historic properties must be assessed by the custodian and where relevant chemical or a heat analysis must be provided
- Props such as smoke effects, candles or any flames may require special permission
- Filming in Areas of Outstanding Natural Beauty (AONB) and Sites of Special Scientific Interest SSSI will have restricted use and will require assessment
- Details of the productions requirements must be discussed and put in writing with the film representative
- Extra insurance may be required
- A specific licence may be required

INDEMNITY AND INSURANCE

- The production company will be expected to indemnify Guildford Borough Council, its officers and employees against any claims or proceedings arising directly from any injury to persons or damage to property as a result of the activities of the production company or its agents.
- It is a statutory obligation to have public liability insurance, the level of value should be discussed with Guildford Borough Council before filming

LIGHTING, LIGHTING TOWERS, SCAFFOLDING AND GENERATORS

A special licence may be required for any of the above please check with Guildford Borough Council

- The construction and positioning of lighting towers and scaffolding must be discussed with Guildford Borough Council well in advance of the shoot.
- Any scaffolding constructed must be certified by Guildford Borough Council.
- When placing lighting stands on the carriageway or the footway Surrey County Council must be informed and clearance given.
- The following considerations should be taken to prevent any risk to the public or production company employees;
 - (a) All lights above ground level and lighting stands are properly secured
 - (b) Lighting stands placed on a footway must be attended at all times
 - (c) Lights do not dazzle motorist
 - (d) Lights are not shone directly towards residential properties at any time without specific permission
- Any generator used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as far away as possible from all residential properties.

NIGHT FILMING

Night shoots in residential areas are naturally sensitive and it is essential to consider and consult with local residents and businesses in the planning process. (Refer to Noise and Nuisance Section below)

- Any activity, including filming, is subject to the Environmental Protection Act (1990) regarding noise and nuisance.
- A legitimate complaint about noise or nuisance from a resident to Guildford Borough Council can result in the termination of the shoot and the confiscation of equipment. Therefore, it is advisable to shoot all scenes requiring noise above conversational level before 22.00hrs.
- Walkie-talkies should be turned down to a minimum and earpieces used.
- There may be cases when equipment or heavy vehicles that cannot be removed silently at the end of filming must be left 'in situ' and attended by overnight security. This must be cleared by Guildford Borough Council prior to filming.

NOISE AND NUISANCE

Guildford Borough Council has the right to take action under the Environmental Protection Act (1990) as a result of any unreasonable noise

PARKING

- Location Managers should discuss all parking requests with Guildford Borough Council preferably at least two weeks in advance of filming
- Guildford Borough Council will make every effort to assist with parking needs
- Disruption on the highway needs to be kept to a minimum, so preference will be given to providing space in car parks for vehicles associated with but not needed in the filming
- Where the filming requires the suspension of parking on the street, or vehicles are directly needed for the filming in areas with parking restrictions, a method of operating will need to be agreed
- All vehicles need to comply with any special parking arrangements agreed or in accordance with any parking restrictions enforce in the area

PLANNING

Planning permission may be required for some temporary structures such as

- The building of a set which will be up for more than 21 days from construction to strike
- The prolonged use of a building as a set / temporary studio

PROP OR MOCK EMERGENCY SERVICE

Guildford Borough Council and the emergency service in question must be informed if there are any:

- Crime re-enactments
- If actors are to be dressed in a specific uniform (Police, ambulance or fire brigade).
- 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 or being driven on a carriageway.
- Sirens should not be used at any time on location and flashing lights must be switched off when not in shot and covered when not in use.

PROPS

- Any props used during the shoot will be removed and the area made good

PUBLIC LIABILITY INSURANCE

- The production will be required to provide proof of public liability insurance. The amount required may vary and should be discussed prior to filming.

RISK ASSESMENT

- A risk assessment may be required to satisfy the insurance provisions and statutory obligations to employees and anyone who will be affected by their actions.
- Additional assessments may be required depending on the type of filming

ROAD MARKINGS AND SIGNS

- The temporary painting-out or disguising of road markings, yellow lines or other road signs requires the specific approval of Surrey County Council and notification of the Police.
- Reinstatement must be carried out after filming

SIGNAGE

- All signs directing crew to specific locations must be approved by Guildford Borough Council and must be taken down after filming

SOUND PLAYBACK

- The filming of artists to sound play-back can only be undertaken with the prior agreement from the relevant authority, at any time.

STREET FURNITURE AND STREET LIGHTING

The removal of street furniture, including signs, and the adjustment of street lighting

is normally carried out by Guildford Borough Council and charged to the production company.

- All arrangements for this work must be made through Guildford Borough Council.
- Minor work by the production company may be permissible with prior permission and any damage or reinstatement costs would have to be met by the production company.

STUNTS, SPECIAL EFFECTS AND PYROTECHNICS

All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified stunt co-ordinator or special effects operative and comply with the Environmental Protection Act (1990).

- Any plans must be discussed with Guildford Borough Council and a risk assessment will be carried out by the production prior to filming.
- No firearms or replica/mock firearms should be used without prior consultation and consent where appropriate of the Police and Guildford Borough Council.

TRACK

- All matters relating to tracking must be discussed with Guildford Borough Council prior to filming
- The production company should ensure that pedestrians and in particular wheelchair users are not impeded by filming.

TRAFFIC MANAGEMENT

- Any filming on the highway that requires traffic management will need to be discussed with Surrey County Council's highways department
- The local Police authority must be informed of any filming activity
- If a police presence is required there may be a charge to the production

WETDOWNS

- Wet downs may only be carried out with the approval of Guildford Borough Council after a proper evaluation of the forthcoming weather conditions and with the proper signage as required.

Notes:

- The descriptions highway, carriageway and footway used in this document are in conjunction with The Highways Act (1986)
- The description *Production* refers to every type of filming. In particular, feature films, television productions, commercials, pop-promos, corporate and stills.

This document is intended as a guide to the requirements of filming on the streets and other public places in Guildford town centre and surrounding areas within the borough. It is not exhaustive and film makers, location managers and production companies are advised to check with Guildford Borough Council as to local charges,

policies and practices. Guildford Borough Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.

Adapted from Film London's Film-makers Code of Practice April 2000