

Filming

code of practice



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Lewes District Council

Filming code of practice

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Lewes District Council

Southover House

Lewes BN7 1AB

Tel 01273 471600

Email staylewes@lewes.gov.uk

Introduction

Lewes District Council is happy to answer enquiries from the film production industry, and assist with all reasonable requests associated with filming in the district.

Initially, we will ask you a few details to enable us to respond quickly as to whether your requirements can be met. It is rare for us not to be able to accommodate you.

If all is well you will be required to complete an application form, risk assessment and supply a copy of your Public Liability Insurance. This will enable us to determine quickly the particular needs of each production and work with you as necessary and issue you with a Filming License Agreement or a Notice of No Objection.

You must not film before you receive this from us, and you will be required to take a copy of this License or Notice with you on location of the shoot.

General

We recognize that most production/film companies will act in a responsible and professional manner, however, all Producers are asked to take our surroundings and the location where filming into consideration and not:

- Obstruct others from carrying out their business; or
- Cause a disturbance or safety hazard

Lewes District Council and its officers, has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance or noise.

Any filming undertaken is the responsibility of the Producer. Adequate notice (not less than one week, or six weeks if in conjunction with any activities on the public highway, where road traffic issues arise, necessitating road closures, or other traffic regulations) must be given to us when making any arrangements.

All appropriate requirements will be outlined in our Filming Licence Agreement with you. The conditions covered in this agreement must be abided by and will be enforced.

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In the case where a production company is operating outside of the agreement they will be asked to stop filming. The production/film company will be requested to explain their actions and to request a new agreement. Filming will only commence again, once the Council is satisfied that the company will operate responsibly.

Health and Safety and Risk Assessments

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). 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 filming:

- on or near the edge of cliffs;
- in an Area of Outstanding Natural Beauty;
- on a Site of Special Scientific Interest;
- on or near the road;
- stunts;
- the use of flammable or toxic materials;
- construction work;
- working at heights; and
- with the use of cranes and cherry-pickers

This is in addition to a comprehensive risk assessment of the location. The Health & Safety representative appointed must be on location at all times to co-ordinate and monitor the Health & Safety systems, and any control measures put in place as a result of the risk assessment.

Indemnity and Insurance

The production company will be expected to indemnify Lewes District 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 during set-up, filming or strike down. All production companies filming in Lewes District must carry public liability insurance to the value of £5 million pounds for standard shots, but £10 million if the crew are planning to shoot on the public highway. A copy of this document must be made available to Lewes District Council.

Police Notification and the Role of Police Officers on Location

It is a legal requirement for the production company to inform the Police of all details of filming on the street or in a public place. This includes any staging of crimes, accidents or use of firearms and special effects. We can pass on the necessary information or advise on contact details.

There will be times when it is prudent to have Police officers in attendance while filming on location. Occasionally the Council or Police will specify that filming may not proceed unless Police officers are in attendance.

If Police officers are required to be in attendance on location then their role is to maintain the peace and up hold the law. The production company must cover any costs of providing this service, but Police officers are not employees of the production company.



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Prop or Mock Emergency Services

Lewes District Council and emergency service in question must be informed if there are actors 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.

Road Markings and Signs

The temporary painting-out or disguising of road markings, yellow lines or other road signs requires the specific approval of the Council under guidance of the Highway Manager and notification.

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 us at least one week in advance of the shoot. The Production Company is strongly advised to follow the direction of Lewes District Council concerning the feasibility of stunts as certain activities would not be allowed in connection with specific locations.

No firearms or replica/mock firearms should be used without consultation and consent where appropriate of the Police and the Council on each occasion. The Production Company must ensure the safe custody of such weapons at all times.

Track

All matters relating to tracking must be discussed with us at least one week in advance of filming. Any obstructions or alternative footways planned must be cleared by the Council. Tracking boards may be required in certain circumstances. The production company should ensure that pedestrians and in particular wheelchair users are not impeded by filming.

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