

On Location in Bristol – A Film–Makers Code of Practice

The city of Bristol operates a permitting system for all location filming and photographic projects. Applications for a Filming Permit should be submitted to the Bristol Film Office by fax at least two working days before the filming.

No filming activity should take place until permissions have been granted by the Bristol Film Office and the relevant agencies and landowners. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, notice of at least seven days should be given to residents or businesses likely to be affected by the filming.

PERMISSIONS & INFORMATION

1. Bristol Film Office should be informed at the earliest opportunity of any filming that is planned to take place in Bristol. The film office can assist the production and make many arrangements on behalf of the Production Company, subject to relevant notice periods. The Production Company must complete and send an application for a Location Filming Permit. The film office will require specific information about the planned project, such as:
 - 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 production budget 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 and animals
2. Local Police should be informed of filming activity within their districts. In addition to advising the Police of the points above, special guidance should be sought with 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 Services should be notified of filming activity and access for emergency vehicles must always 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 an approved 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 period is less than seven days, then a representative of the company should personally discuss your intentions with all relevant property owners.

INSURANCE

5. Bristol Film Office will require a copy of the companies Public Liability Insurance Certificate to be sent with the Filming Permit Application. Location agreements or Filming Permits will not be issued by Bristol Film Office until proof adequate public liability insurance has been received.

HEALTH & SAFETY

It is the responsibility of the Production Company to ensure that its employees and contractors are in compliance with current Health & Safety regulation when 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. A copy should be sent to the Bristol Film Office with the Filming Permit Application and made available to any other person connected to or affected by the filming activity. Bristol Film Office will not issue a Location Agreement or Filming Permit until a suitable Risk Assessment has been received.
7. A person qualified in first aid should always be present at all times whilst on location.
8. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets.

RESPECT FOR RESIDENTS & 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 notified at least seven days in advance, by letter, of filming arrangements in their area. If the notice period is less than seven days, a representative of the production company should contact, in person, any affected property owners.

10. Noise should be kept to a minimum, especially during unsociable hours (normally 10pm to 8am). Generators should be baffled or integral with the location vehicles.
11. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
12. Crew members should keep access to homes and businesses clear at all times.
13. Lighting and other equipment must not cause a hazard to the general public. Cables should be flown to a height of 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.
14. No danger or annoyance should be caused by the dazzle of lights.
15. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.

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.
17. Drinks and meals should be taken only in designated areas.
18. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays supplied by the company.
19. Crew members must not trespass onto 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.

20. Rubbish bins should be made available by the company and must be cleared regularly. It is the responsibility of the Production Company to ensure that all rubbish is cleared from the location immediately.
21. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
22. Objects belonging to the location must not be moved or removed without the owners' express permission.

23. All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the Production Company to location must be removed.
24. The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
25. Whenever necessary the Production Company must ensure that the location and its environs are protected by security staff.
26. 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

Bristol Film Office is currently carrying out a study of the level of filming activity in Bristol. We require the Production Company to submit the location spend form on completion of the filming in Bristol. This information will be treated in strict confidence and will only be used as a cumulative total of all filming in Bristol. This research will then be used as an economic argument for the continuing services of the film office and to support development initiatives for the Film & TV sector in Bristol.

In certain circumstances Bristol City Council, Police, other emergency services or location owners may deem it necessary to impose additional stipulations on film-makers.

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Whenever this publication refers to film, the term includes all other visual media such as television, commercials, corporate and music videos, cable, satellite, photographic shoots etc.

