

# Hertsmere Borough Council: filming process - guidance

## Introduction

This guidance is designed to help us work with you to consider all relevant matters in advance of filming.

We have a number of, sometimes competing, responsibilities in relation to filming activities. While we recognise the benefits filming can bring, we have to balance that with the needs of our residents and the use of public resources and therefore inevitably we may not be able to accommodate all requests.

## Filming application process

All filmmakers are required to read and agree to our Code of Practice and undertake the actions required within it prior to filming. And, if filming on our property, will be required to provide a copy of your public liability insurance, risk assessments and health and safety assessments.

Filming requests are coordinated by the Corporate Communications team who can be contacted on 020 8207 7417 or by email [corporate.communications@hertsmere.gov.uk](mailto:corporate.communications@hertsmere.gov.uk).

## Basic filming

Basic filming is not usually subject to fees and / or a rigid protocol with the council but you should still tell us.

Typically these are filming occasions which:

- do not take place on council-owned land or in council-owned property
- are a small production, using either a handheld camera or one camera operator
- are for a very short period of time
- do not obscure a public highway or access to anywhere
- have no special effects and are not outside of social hours.

For basic requests you can submit information by email: [corporate.communications@hertsmere.gov.uk](mailto:corporate.communications@hertsmere.gov.uk). A basic filming request will often receive an immediate answer.

## Complex filming

Filming which will take several hours, involves a number of crew and equipment and could cause disruption to a number of people requires more careful consideration before approval can be given.

For more complex requests you will need to complete the online form to ensure you provide all the relevant information for this to be considered.

Please allow at least seven working days notice for your application to be considered.

## **Approvals**

In considering the impact of filming activity upon the community, the council has to take into account the nature and extent of the interruption, the effect upon the community / use of public land and disruption. It may mean that the filming activities are restricted to particular days and/or times so that the effect on the community is minimised.

We liaise with the following departments if appropriate.

- **Parks Department**

Responsible for all filming on council owned land or within council owned property.

- **Parking**

Responsible for controlled parking zones and council-owned car parks within the borough

- **Environmental Health**

Our Environmental Health Team will consider your request if you are filming for prolonged periods, outside of social hours or using loud stunts/equipment.

## **Refusing approval**

A decision to refuse filming permission can be made by the Corporate Communications Manager. Refusals might be made due to the following reasons:

- The resources needed to facilitate the filming request outweigh the costs generated for the council
- The subject matter of the filming is deemed controversial or likely to cause offence
- The organisation commissioning the filming is controversial.

The Corporate Communications Manager will inform the relevant Chief Officer of the issues who can have the final decision to grant or deny filming requests.

## **Other agency approvals**

It is the production company's responsibility to seek the approval of other agencies. The most common approvals associated with filming requests are from:

- **Hertfordshire Highways**

Hertfordshire Highways is responsible for managing traffic and safety on the borough's road network.

Email: [filming@hertfordshire.gov.uk](mailto:filming@hertfordshire.gov.uk)

- **Hertfordshire Constabulary**

Hertfordshire Constabulary will need to be advised in the event of any calls from members of the community. This is particularly important if filming will have an impact on traffic / roads.

Telephone: 101

Website: [www.herts.police.uk](http://www.herts.police.uk)

- **Emergency Services**

Should be contacted as early as possible in respect of any filming activity on public land and in particular roads, which depict the emergency services. This ensures local emergency service providers are aware of activities in the event of any calls from members of the community.

- **Local residents and businesses**

As a minimum, residents and businesses affected by filming, should be notified in advance by letter. Please see our code of conduct for more information

## **Fee and charges**

We charge:

- **a day rate** to film in a council-owned building, land owned by the council (e.g. a park) or where filming would restrict public access to a council site. This is approximately £500 per day plus VAT.

This rate would increase if any significant additional work were required, for example access to buildings, opening/closing sites outside of normal working hours etc. This would be discussed and agreed in advance with the production company.

- **for parking dispensations.** The council manages parking restrictions, pay and display bays, residents' parking bays and car parks within the borough. If there are no restrictions but the parking could cause problems, then Hertfordshire Highways and Hertfordshire Constabulary should be contacted. Charges vary depending on what is required.

## **Copyright**

We may ask you to provide images (still and moving) for our own promotional material and related publications of the filming you have undertaken in our borough.