

## Code of Practice for Filming in North East England

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## INTRODUCTION

This Code of Practice applies to all forms of production (including feature films, television, commercials, drama, documentaries, music videos, idents, student and short films) shot on location in public places in the North East which have the potential to cause disruption to normal activity.

In practice, small location shoots (three people or less) may not need to adhere to all aspects of the Code at all times.

The Code is not intended for news crews.

The aims of the code are to ensure that:

- The industry can film effectively, efficiently and flexibly in all areas of the North East
- All parties involved in location filming act responsibly, professionally and with consideration at all times
- The practical negative impacts of filming on residents, visitors and businesses in the North East are minimised whilst at the same time ensuring that benefits to all are maximised

Combining all of these elements will make a significant contribution to the long-term sustainability of filming in the North East. This Code is designed to complement the production guidelines of UK broadcasters which will in any event prevail.

This Code details the principles of best practice which the local authorities in the North East and North East Screen would like productions to endeavour, wherever practicable, to adhere to. The Code has been developed in full partnership with the filming

industry and has been led by North East Screen in consultation with the region's 12 local authorities and representatives of the key agencies who help to promote filming in the North East.

Productions are encouraged to read the Code and relevant statutory obligations thoroughly to ensure that they operate within the law.

\*Please Note: Although this Code provides a comprehensive resource it cannot cover every eventuality and each production should consult their own legal counsel or other advisors in relation to individual concerns.

Any questions or queries regarding this Code should in the first instance be addressed to [filloffice@northeastscreen.org](mailto:filloffice@northeastscreen.org).

No filming activity should take place until permissions have been granted by all the relevant local authorities, agencies and landowners in ownership of filming locations. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements.

Workable notice of filming must be given, paying due regard to all associated legal and operational requirements.

#### **PERMISSIONS & INFORMATION**

1. All relevant local authorities should be informed at the earliest opportunity of any filming that is planned to take place in their geographical area. North East Screen can assist the production and make many arrangements on behalf of the Production Company, subject to relevant notice periods. The local authority will require specific information about the project, such as:
  - The name of the Production Company, the type of production and a contact person, e-mail address and telephone number
  - The scale of the production in terms of 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 local authority car parks, in metered 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 geographical area. (Please note that the North East is served by three Police Forces; Northumbria Police, Durham Police and Cleveland Police.) 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

All contact details included in Appendix 2.

3. Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. The North East's Emergency Services are:

*Fire and Rescue*

- The Cleveland Fire and Rescue Authority
- County Durham and Darlington Fire and Rescue Authority
- Northumberland County Council
- Tyne and Wear Fire and Civil Defence Authority

*Ambulance*

- North East Ambulance Service

*Mountain Recue*

- Cleveland Search and Rescue Team
- Northumberland National Parks Mountain Rescue Team
- North of Tyne Search and Rescue Team
- Teesdale and Weardale Search & Mountain Rescue Team

*Coastguard*

- Marine and Coastguard Agency

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)
- Filming in remote and mountainous areas (Mountain Rescue)
- Filming at sea, on beaches, on piers and on harbours (Coastguard)

All contact details included in Appendix 2.

4. Productions 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
  - Given written notification, for example, 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 intentions with all relevant property owners

#### **INSURANCE**

5. Each local authority will require a copy of the companies' Public Liability Insurance documentation, with a minimum of £10 million indemnity to be available on request.

## HEALTH & SAFETY

It is the responsibility of the Production Company to ensure that its employees and contractors are in compliance with current Health & Safety regulations 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. When filming outdoors in rural and coastal locations due diligence should be shown to both the potential impact of weather and the challenges of access to the emergency services. A copy of the risk assessment should be sent to the local authority and made available to any other person connected to or affected by the filming activity. When appropriate all local authorities reserve the right for filming requests to be considered by a multi agency Safety Advisory Groups (SAG). It is strongly recommended that any advice given by any SAG is adhered to by production companies.
7. Access for emergency services vehicles must be maintained at all times.
8. A person qualified in first aid should be present at all times whilst on location.
9. 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.
10. 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

Productions 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.

11. All residents and businesses affected by filming should be notified 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.
12. Noise should be kept to a minimum, especially during unsociable hours (normally 10pm to 8am), express permissions should be sought if filming is outside of these hours. Generators should be baffled or integral with the location vehicles.
13. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
14. Crew members should keep access to homes and businesses clear at all times.
15. No danger or annoyance should be caused by the dazzle of lights.
16. If filming activity blocks a footway or any other public right of way, an alternative safe and supervised route for pedestrians must be provided.

#### **OBSERVING DESIGNATED AREAS**

Filmmakers' activities should be limited to areas and times for which permission has been granted.

17. 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.



18. Drinks and meals should be taken only in designated areas.

19. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in ashtrays supplied by the company.

20. 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**

Productions are guests on a location and must treat both public and private property with the utmost respect.

21. 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. Waste created on location should be recycled wherever possible.

22. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.

23. Objects belonging to the location must not be moved or removed without the owners' express permission.

24. 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.

25. The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.

26. Whenever necessary the Production Company must ensure that the location and its environs are protected by security staff.

27. It is the responsibility of the Production Company to adhere to any statutory requirements made to protect;

- Areas of Outstanding Natural Beauty
- Sites of Specific Scientific Interest
- National Parks

28. 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.

#### **CARE OF THE ENVIRONMENT**

North East Screen and its partner local authorities in the North East are committed to the reduction of carbon emissions. This commitment includes the active promotion of film making that is as environmentally friendly as possible.

Further information on environmental issues and minimising the impact of our actions can be found on the following websites:

- [www.globalactionplan.org.uk](http://www.globalactionplan.org.uk)
- [www.greenprocurementcode.co.uk](http://www.greenprocurementcode.co.uk)
- [www.carbontrust.co.uk/energy/startsaving/tech\\_energy\\_management\\_implementation.htm](http://www.carbontrust.co.uk/energy/startsaving/tech_energy_management_implementation.htm)

Additionally recycled scenery and props are available from the following suppliers:

- [www.scenerysalvage.com](http://www.scenerysalvage.com)
- [www.propsupermarket.com](http://www.propsupermarket.com)

#### **GOOD WORKING PRACTICE**

North East Screen expect all productions working in the north east to adhere to and demonstrate good working practices with respect to all their crew, artists, supporting artists and supply chain companies. There is information and contacts here <https://filmtvcharity.org.uk/get-support/support-for-organisations/wellbeing-resources-for-employers/>. Production companies must ensure they offer clear guidance for anyone needing help and advice to support their well-being.

## REPORTING

North East Screen are currently working alongside the North East's local authorities to carry out a study of the level of filming activity in the North East. North East Screen request that all Production Companies submit their production spend form on completion of filming in the North East. This information will be treated in strict confidence and will only be used as a cumulative total of all filming in the local authority area and the North East Region as a whole. This research will then be used as an economic argument for the continuing services of North East Screen and local authority film contacts as well as to support development initiatives for the Filming & Media sector in the North East.

In certain circumstances, local authorities, Police, other emergency services or location owners may deem it necessary to impose additional stipulations on filmmakers.

## PUBLICITY

Publicity and promotion are essential elements in contributing towards a sustainable future for filming in the North East. North East Screen alongside its local authority partners invest significant levels of both revenue and staff time into film in the region. In order to continue with this commitment these partners are continually challenged to demonstrate the value and worth of filming in their respective areas. Allowing North East Screen and the local authorities to maximise the profile of their work in supporting film in the region by providing both permission and content for press and promotion work is integral to securing the future of filming in the region and ensuring that it continues to have a support infrastructure that benefits the industry. With this in mind all productions are encouraged to work closely with these partners to ensure that all available press and promotion opportunities are realised.



## Appendix 1 - STATUTORY OBLIGATIONS

Consideration	Statutory Obligations
<p><b>Animals</b></p>	<p><a href="#">RSPCA: Performing Animals</a></p> <p>Statutory obligations</p> <p><a href="#">Management of Health and Safety Regulations 1999</a></p> <p><a href="#">Management of Health &amp; Safety at Work (Amendment) Regulations 2006</a></p> <p><a href="#">Animal Welfare Act 2006</a> (Repeals parts of 1911 Act, 1954 Act and 1988 Act)</p> <p><a href="#">The Protection of Animals Act 1911 to 1988</a></p> <p><a href="#">The Performing Animals (Regulation) Act 1925</a></p> <p><a href="#">The Pet Animals Act 1951</a></p> <p><a href="#">Pet Animals Act 1951 (Amendment) Act 1983</a></p> <p><a href="#">The Dangerous Wild Animals Act 1976</a></p> <p><a href="#">The Wildlife &amp; Countryside Act 1981</a></p> <p><a href="#">The Wildlife &amp; Countryside (Amendment) Act 1985</a></p> <p><a href="#">The Wildlife &amp; Countryside Amendment) Act 1991</a></p>
<p><b>Aerial Filming</b></p>	<p>In addition to obtaining appropriate permissions from the relevant landowner, Productions using manned or unmanned aircraft for filming purposes shall ensure that they are familiar with aircraft legislation and procedures that relate to aerial filming in England, outside of London. For more information contact the General Aviation Department at the Civil Aviation Authority (CAA) on 01293 573525 or <a href="mailto:ga@caa.co.uk">ga@caa.co.uk</a>.</p> <p>Further guidance</p> <p><a href="#">Local Authority Guide – Filming with Drones</a></p>

	<p><a href="#">CAA Drones</a></p> <p><a href="#">NATS Airspace and drones</a></p> <p>Statutory obligations</p> <p><a href="#">The Air Navigation Order 2016</a></p> <p><a href="#">Countryside and Rights of Way Act 2000</a></p>
<b>Cabling</b>	<p>The Production shall agree in advance with the Film Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cables to avoid hazards.</p> <p>Further guidance</p> <p><a href="#">HSE: Preventing Slips and Trips at work</a></p> <p><a href="#">HSE: Slips and Trips: hazard spotting checklist</a></p> <p><a href="#">HSE: Electrical Safety at Work</a></p> <p>Statutory obligations</p> <p><a href="#">Health and Safety at Work Act Management Regulations 1999</a></p> <p><a href="#">Electricity at Work Regulations 1989</a></p>
<b>Camera Track (Dollies)</b>	<p>All matters relating to camera tracking shall be discussed and agreed with the Film Contact in advance of filming. Any obstructions or alternative footways planned must be cleared by the Film Contact. Tracking boards may be required in certain circumstances. The Production shall agree to ensure that any action involving tracking is risk assessed.</p>

## Catering

Catering arrangements and the positioning of catering vehicles shall be agreed in advance with the Production and Film Contact. The Production shall ensure that no dirty water or food waste be deposited in rainwater gullies and that caterers use a dirty water bowser where possible. Wherever possible the Production shall make use of environmentally friendly materials. Wherever possible, but subject always to the Production's own rules and/or those of its commissioner, which may specify approved caterers, catering is to be sourced from local businesses.

Further guidance

[HSE: Waste Management and Recycling](#)

[HSE: Catering Information Sheets](#)

[HSE: Catering and Hospitality](#)

Statutory obligations

[Management of Health and Safety Regulations 1999](#)

## Charges

Some Local Authorities do not charge for filming in the street but most charge an administration fee (either a flat fee or a fee for their time spent assisting filming or both), a fee for the use of council property and a fee for making parking spaces available.

Further guidance

[Filming in England: On Location Filming Strategies & Fees; Guidance for Local Authorities](#)

## Child Performers

Child Performers under school leaving age usually require a Child Performance Licence. The Production must apply for a Performance Licence for the child well in advance. 21 days is required to issue a licence. Child Performance Licences are issued by the Education Welfare

Service for the Local Authority in which the child resides, unless the child is at Boarding School. Where the child is not from the United Kingdom, the child remains subject to the UK requirements when they arrive here. However, care should also be taken to identify and address any additional requirements that arise from the child's usual country of residence or when shooting outside of the UK. The hours that a child is permitted to work will depend upon their age. The Production must check the permitted working hours with the relevant Education Welfare Service.

Further guidance

[National Network for Children in Employment & Entertainment \(NNCEE\)](#)

[NNCEE Guide to Child Performance Licensing](#)

[Filming in England – Working with Child Performers](#)

Statutory obligations

[Children and Young Persons Act 2008](#)

[Children Performance and Activities Licensing Legislation 2015](#)

[Protection of Children Act 1978 and 1999](#)

[Children \[Performances and Activities\] Regulations 2014](#)

[Children \[Protection at Work\] Regulations 1998](#)

[Children \[Protection at work\] Regulations 2000](#)

[Children Act 2004](#)

**Coastlines**

The Production should liaise with the Local Authority and Film Contact to ensure the area agreed is appropriate and safe for filming. The coastguard and relevant emergency services must also be notified.



## Cranes/Jibs/Cherry Pickers

The Production shall discuss and agree with the Film Contact, and any other relevant authorities, the specific camera crane or jib arm to be used, and the positioning of such equipment, well in advance of filming. It may be necessary for the relevant authority to carry out a highway inspection both before and after a cherry picker is used. Camera cranes, jib arms and cherry pickers must be tested and have proof of documentation and shall be operated by certified qualified technicians. Productions shall agree to consult codes and guidance from recognised bodies such as ASPEC's Guidance in the Provision and Safe Operation of Cranes, and shall carry out a risk assessment where using such equipment. Such equipment is likely to require a licence from the relevant Local Authority. Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.

Further guidance

[HSE: Lifting Operations and Lifting Equipment Regulations](#)

[HSE book: Lifting Operations and Lifting Equipment Regulations 1998](#)

[HSE: Mobile Elevating Work Platforms](#)

[HSE: Preventing Accidents During Lifting Operations](#)

[HSE: Lifting Procedures](#)

[HSE: Equipment and Machinery](#)

Statutory obligations

[Lifting Operations and Lifting Equipment Regulations 1998](#)

[The Provision and Use of Work Equipment Regulations 1998](#)

[The Supply of machinery \[Safety\] Regulations 2008](#)

## Employment

The Production must implement all current UK legislation that informs and guides the employment of all workers. The Production must also observe their legal responsibilities and obligations with regard to the National Minimum Wage and the Working Time Regulations. Producers must obtain sufficient proof of 'Right to Work' for all those individuals directly engaged by the Production prior to commencement of their engagement, and keep copies of the documents in order to comply with UK Immigration legislation. Such 'proof' includes, but is not limited to, a valid passport, national identity card, residence permit and, where required, a certificate of sponsorship (which as of December 2008 replaces the work permit).

Further guidance

[GOV.UK: Working, Jobs and Pensions](#) (for minimum wage and working time regulations)

[GOV.UK: Code of Practice for Performers \(Film and TV\)](#)

[GOV.UK: Code of Practice for Workers \(Film and TV\)](#)

[BECTU](#) (for rights at work, pay rates etc)

[Production Guild](#) (for managed migration, production and accounting personnel etc)

[ScreenSkills: Work Placement schemes in the Creative Industries](#)

[British Film Commission: Visas and Sponsorship](#)

Statutory obligations

[Immigration Act 2016](#)

[Immigration, Asylum and Nationality Act 2006](#)

[National Minimum Wage Act 1998 and 2021](#)

## Equality

Productions should promote and integrate equality of opportunity into all aspects of its business, including in appointment of staff and crew. They should ensure that they reflect the

diversity of the communities under-represented and not discriminate on the basis of race, colour, religion, creed, sex, sexual orientation, gender identity, age or disability.

Further guidance

[Equality and Human Rights Commission Guidance for Employers](#)

Statutory obligations

[Equality Act 2010](#)

### **Filming From Vehicles**

This section refers to, but is not limited to, filming using low loaders, tracking vehicles and a-frames.

The Production shall agree to consult with the relevant Highways and Traffic Authority when filming from a moving vehicle on a public road. All Road Traffic Legislation must be complied with subject to the grant of any concessions by the Highways and/or Traffic Authority and the Police.

Further guidance

[HSE: Safe filming and recording involving vehicles](#)

[HSE: Guidance on Vehicles at Work](#)

Statutory obligations

[Road Traffic Act 1988](#)

[Road Vehicles \[Construction and Use\] Regulations 1986](#)

## Firearms and Weapons

It is always the responsibility of the Production to ensure the safe custody of firearms and/or offensive weapon at all times.

The use of firearms and weapons must be discussed in advance with the Film Contact, appropriate Police force and the appropriate emergency services

See also: Stunts, Special Effects and Pyrotechnics

Further guidance

[HSE: Management of Firearms and Weapons in Film and TV Production](#)

Statutory obligations

[Firearms Act 1968](#)

[Criminal Justice Act 2003](#)

[Public Order Act 1986](#)

[Violent Crime Reduction Act 2006](#)

## Health and Safety

The Production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. All relevant Health and Safety legislation must be abided by. Failure to follow appropriate Health and Safety procedures may invalidate any insurance.

Further guidance

[HSE: Film, TV and Broadcasting](#)

[HSE: Workplace Health, Safety and Welfare](#)

	<p>Statutory obligations</p> <p><a href="#">Health and Safety at Work Act 1974</a></p> <p><a href="#">Management of Health and Safety at Work Regulations 1999</a></p> <p><a href="#">Management of Health and Safety at Work (Amendment) Regulations 2006</a></p> <p><a href="#">Fire Precautions [Workplace] Regulations 1999</a></p> <p><a href="#">The Corporate Manslaughter and Corporate Homicide Act 2007</a></p>
<b>High Visibility Clothing</b>	<p>The Production must ensure that the appropriate level of safety clothing is worn for the safety of the crew when filming on the public highway and in the public domain.</p> <p>Further guidance</p> <p><a href="#">HSE: Personal Protective Equipment (PPE) at Work</a></p> <p><a href="#">HSE: Health and Safety in Audio Visual Production – Your Legal Duties</a></p> <p>Statutory obligations</p> <p><a href="#">Personal Protective Equipment Regulations 2002</a></p>
<b>Highways/Traffic Management</b>	<p>The Production shall liaise with the relevant Film Contact when wanting to use public highways and footpaths for filming or for placing down equipment. There are conditions and lead in times to be considered for closures. The Productions will likely need to contact the appropriate Local Authorities/ public highways agency well in advance of the desired shoot date.</p> <p>Further guidance</p> <p><a href="#">HSE: Work Related Road Safety</a></p>

Statutory obligations

[Management of Health and Safety Regulations 1999](#)

[Road Traffic Regulation Act 1984](#)

[Highways Act 1980](#)

[Highways \(Amendment\) Act 1986](#)

[Road Traffic Act 1988](#)

[Traffic Management Act 2004](#)

[Roads Vehicles Lighting Regulations 1989 \(Amendment\) 2005](#)

[Roads Vehicles \[Construction & Use\] Regulations 1986](#)

## **Indemnity and Insurance**

The Production shall obtain and produce to the Local Authority or Film Contact a copy of the relevant insurance needed before shooting commences. The need for insurance is governed by statutory obligation.

See also: Public Liability Insurance

Further guidance

[HSE: Employers' Liability Act](#)

Statutory obligations

[Employers' Liability Act 1969](#)

[Employers' Liability Regulations 1998](#)

[Employers' Liability \[Compulsory Insurance\] \(Amendment\) Regulations 2004](#)

**Lighting**

The Production shall agree the positioning and safety of lighting in advance with the Film Contact and/or designated authority. An appropriate degree of flexibility may be agreed providing it is within the parameters of Health and Safety legislation.

Further guidance

[BSI: Temporary electrical systems for entertainment and related purposes](#)

[HSE: Electrical Safety](#)

[HSE: Electrical Safety for Places of Entertainment](#)

[HSE: Electrical Safety for Entertainers](#)

Statutory obligations

[Electricity at Work Regulations 1989](#)

**Litter Removal**

The Production shall ensure that all litter is removed immediately at the end of the filming and that the location and environs are returned to the same condition in which they were found. The Production may ask the relevant Local Authority to remove litter; this service is to be provided according to local contract rates. Waste created on location should be recycled wherever possible.

Further guidance

[DEFRA: Code of Practice on Litter and Refuse](#)

Statutory obligations

[Environmental Protection Act 1990](#)

**Nature**

[The Sites of Special Scientific Interest \(Appeals\) Regulations 2009](#)

	<p><a href="#">The Sites of Special Scientific Interest (Appeals) (Amendment) Regulations 2010</a></p> <p><a href="#">Countryside and Rights of Way Act 2000</a></p> <p><a href="#">Wildlife and Countryside Act 1981</a></p> <p><a href="#">The Water Resources Act 1981</a></p>
<b>Night Filming</b>	<p>The Production shall consider and consult with the Film Contact, local residents and businesses in the planning process.</p> <p>Further guidance</p> <p><a href="#">DEFRA: Noise Nuisances</a></p> <p><a href="#">DEFRA: Artificial light nuisances</a></p> <p><a href="#">HSE: Noise at Work</a></p> <p>Statutory obligations</p> <p><a href="#">Management of Health and Safety Regulations 1999</a></p> <p><a href="#">Environmental Act 1990</a></p>
<b>Noise</b>	<p>Use of audio playback and megaphones shall only be permitted following agreement between the Production and the Film Contact. The parking position of generators shall be agreed in advance between the Film Contact and the Production and will depend on local sensitivities.</p> <p>See also: <a href="#">Night Filming</a></p> <p>Statutory obligations</p> <p><a href="#">Control of Noise at Work Regulations 2005</a></p> <p><a href="#">Environmental Act 1990</a></p>



## Parking

The Production shall submit detailed parking plans to be discussed and agreed with the Film Contact; in particular for on-street parking for technical vehicles, equipment and bays to be reserved for continuity. The Production shall make every effort to find off street parking for all facilities vehicles. The Production shall not obscure mandatory or warning traffic signs when parking vehicles on highways that are not closed. Regarding coning for parking, The Production acknowledges that cones have no legal force to secure parking and their use shall be agreed in advance with the Film Contact.

Further guidance

[HSE: Vehicles at Work](#)

Statutory obligations

[Management of Health and Safety Regulations 1999](#)

[Road Traffic Regulation Act 1984](#)

## Police/Emergency Vehicles

The Production shall inform the appropriate police force and/or appropriate emergency service of all proposed filming on the street and/or in a public space, as agreed with the Film Contact. The staging of crimes and accidents, plus use of firearms (including prop and replica firearms) and special effects shall be agreed, in advance of the shoot, police service, the emergency service and the Film Contact. The Production shall inform the police service and/or appropriate emergency service when filming involves celebrities who may cause security or crowd control issues. The Creative England production services team will endeavour to liaise with the appropriate authorities and provide all reasonable assistance to all filmmakers.

There may be a legislative impact of scenes involving the following:

- Fake police officers or vehicles
- Re-creating crimes
- Presence of weapons both prop and imitation and, in the case of firearms, deactivated or replica firearms
- Explosions or perceived explosives
- Special effects
- Scenes involving nudity
- Filming on the move e.g. low loaders, A-frames and tracking

See also: [Filming from Vehicles](#) and [Firearms and Weapons](#)

Northumbria Police

[http://www.northumbria.police.uk/contact\\_us](http://www.northumbria.police.uk/contact_us)

Cleveland Police

<http://www.cleveland.police.uk/contact-us/index.aspx>

Durham Police

[http://www.durham.police.uk/misc/contact\\_us.php](http://www.durham.police.uk/misc/contact_us.php)

Local Authority Film Contacts can provide local Police Contacts; contact [filloffice@northeastscreen.org](mailto:filloffice@northeastscreen.org) for further details.

#### **Public Liability**

The Production shall provide a copy of Public Liability Insurance to the Local Authority or filming location for all location filming, and agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production.

See also: Indemnity and Insurance

**Public Transport**

The Production must seek permission from the relevant Film Contact before filming on public transport.

[Public Service Vehicles \(Carrying Capacity\) Regulations 1984](#)

[Public Service Vehicles \(Conduct of Drivers, Inspectors, Conductors and Passengers\) \(Amendment\) Regulations 2002](#)

[Public Passenger Vehicles Act 1981](#)

**Risk Assessment**

Risk Assessments are required by both the self-employed and any organisation with employees, so that they can meet their statutory duties to employees and those affected by their actions, as well as satisfying their insurance obligations. Specific Risk Assessments, beyond those generic assessments generally applying to film production on location, are also required depending on the type and nature of filming, and also as to the place/s where filming is to take place.

While the Film Contact may demand the provision of copies of the Production’s relevant Risk Assessments, the responsibility of the completion and content of this document lies solely with the Production, specifically the Producer. The Producer retains a non-delegable duty to ensure that the film production is performed safely, though the Producer can decide to delegate some element of responsibility to a ‘competent other’. All such health and safety duties, and therefore any liability arising, ultimately lie with the Producer – to that extent those duties are non-delegable. It must be underlined that merely because risk assessments have been provided as requested by the provisions of the Film Contract, that does not mean that the Film Contact has ‘approved’ or ‘signed off’ the document.

Further guidance

[HSE: Risk Management](#)

[HSE: Controlling Risks in the Workplace](#)

[HSE: Health and Safety in the Entertainment and Leisure Industry](#)

Statutory obligations

[Health and Safety at Work Act 1974](#)

### **Scaffolding/Lighting Towers**

All requests to erect scaffolding or lighting towers in a public area, highway or footway shall be agreed in advance with the Film Contact and/or designated authority. A temporary structure licence may be required.

Further guidance

[HSE: Equipment and Machinery](#)

[HSE: Scaffold Checklist](#)

[HSE: Working at Height](#)

[HSE: Work at Height: A Brief Guide](#)

Statutory obligations

[Management of Health and Safety at Work Regulations 1992](#)

[Management of Health and Safety Regulations 1999](#)

[The Workplace \[Health, Safety and Welfare\] Regulations 1992](#)

[Construction \[Design and Management\] Regulations 1994](#)

[Construction \(Design and Management\) Regulations 2015](#)

## Security

The Production must use Security Industry Authority (SIA) licensed security for all licensable activity at all times and follow guidelines that conform to the Private Security Industry Act. SIA Security badges will have individual numbers on which can be checked on the SIA website. Licensed activity includes but is not limited to manned guarding (guarding premises against unauthorised access, destruction or damage, and theft), close protection (guarding an individual) and guarding cash or valuables in transit. A Door Supervisor license is required if manned guarding activities are undertaken in relation to licensed premises that are open to the public (i.e. a public house, restaurant or bar).

What to ask when choosing a security company:

- Are they SIA licenced?
- Do they have public and employers liability insurance of up to £10m?
- What list of services do they provide? (ie: Location Security, Studio Security, Location Support, Lock offs, Crowd Control, Event Security, Street Reservations, Dog Patrols and Close Protection)
- Can they provide a risk assessment?

The Production must respect security issues local to the area or location in which the filming is taking place and shall take advice of the Film Office and relevant police authority, the security provider and the Film Contact when deciding upon the number of security personnel required and their positioning. The Production may be asked to work alongside on-site security officers. Such on-site security are not employees of the Production, so in this instance it is advisable to check insurance policies.

	<p>Further guidance</p> <p><a href="#">SIA: Private Security Legislation</a></p> <p><a href="#">SIA website</a></p> <p>Statutory obligations</p> <p><a href="#">The Private Security Industry Act 2001</a></p>
<p><b>Signage</b></p>	<p>Unless approved by the relevant Traffic or Highways Authority, unit direction signage on the highway is illegal. The Production shall consult the Film Contact before attaching all other non-public highways signage.</p> <p>Further guidance</p> <p><a href="#">GOV.UK: Traffic signs, signals and road markings</a></p> <p>Statutory obligations</p> <p><a href="#">Highways act 1980 Section 132(1)</a></p> <p><a href="#">Criminal Justice Act 1982</a> (ss 35, 37, 38, 46)</p>
<p><b>Special Effects/Pyrotechnics</b></p>	<p>This section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects. In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment and method statement. The Production shall notify the relevant Film Contact or relevant third party whenever physical, or pyrotechnic effects are to be used, and shall consult the Police Emergency Services in advance.</p> <p>The Production shall inform local residents and businesses of such filming, in consultation with the Film Contact. All special effects shall be under the direct supervision of a JIGS graded SFX</p>

Supervisor, or person of similar experience. Atmospheric effects (e.g. wet downs, snow, mist and rain) may only be carried out with the approval of the Film Contact after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule. Productions shall consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU Special FX branch, etc.

Further guidance

[HSE: Preventing Slips and Trips at work](#)

[HSE: Hazard spotting checklist](#)

[HSE: Smoke and Vapour Effects](#)

[HSE: Explosives and Pyrotechnics](#)

[HSE: Filming Involving Vehicles](#)

[HSE: Special or Visual Effects](#)

[HSE: Dangerous Substances and Explosive Atmospheres Regulations](#)

[HSE: Stunts, Fights and Hazardous Production Activities](#)

Statutory obligations

[Management of Health and Safety Regulations 1999](#)

[Explosives Act 1875](#)

[Road Traffic Acts 1988 and 1991](#)

[Provision and Use of Work Equipment 1998](#)

[Fire precautions \[Workplace\] Regulations 1999](#)

[Dangerous Substances and Explosive Atmospheres Regulations 2002](#)

[Storage of dangerous substances 2003](#)

	<p><a href="#">Control of Substances Hazardous to Health Regulations 2002</a></p> <p><a href="#">Control of Substances Hazardous to Health (Amendment) Regulations 2003</a></p> <p><a href="#">Control of Substances Hazardous to Health (Amendment) Regulations 2004</a></p> <p><a href="#">Control of Explosives Regulations 1991</a></p> <p><a href="#">The Corporate Manslaughter and Corporate Homicide Act 2007</a></p>
<b>Street Signs, Furniture and Lighting</b>	<p>The removal of street furniture, including street signs, and the adjustment of street lighting shall be subject to agreement in advance between the Film Contact and, if necessary, the Traffic or Highways Authority. All agreed work shall normally be carried out by the Traffic or Highways Authority and charged to the Production at cost. The Production shall agree to cover these costs and those of re-instatement.</p> <p>See also: <a href="#">Signage</a></p> <p>Statutory obligations</p> <p><a href="#">Traffic Signs Regulations and General Directions 2002</a></p> <p><a href="#">Highways Act 1980</a></p>
<b>Stunts</b>	<p>In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment. The Production shall notify the relevant Film Contact or relevant third party whenever stunts are to be prepared or filmed on location and shall consult the Police and Emergency Services in advance.</p> <p>Further guidance</p> <p><a href="#">HSE: Stunts, Fights and Hazardous Production Activities</a></p> <p><a href="#">HSE: Preventing Slips and Trips at work</a></p> <p><a href="#">HSE: Stunts &amp; Fight Scenes</a></p> <p><a href="#">HSE: Filming Involving Vehicles</a></p> <p><a href="#">Confirm British Stunt Register Membership Status</a></p>



	<p><a href="#">Understand the Stunt Grade Scheme</a> <a href="#">BSR Website</a></p> <p>Statutory obligations <a href="#">Management of Health and Safety Regulations 1999</a> <a href="#">Explosives Act 1875</a> <a href="#">Road Traffic Acts 1988</a> and <a href="#">1991</a></p>
<b>Sustainability</b>	<p>Productions are encouraged to adopt green filming practices to reduce their environmental impact while filming. It is important that productions comply with Local Authorities' environmental policies. Green Screen recommends a wide range of sustainable measures across all departments.</p> <p>Further guidance <a href="#">Green Screen</a></p>

Appendix 2 – Police and Emergency Services Contact Details

Emergency Service	Telephone	Contact E-Mail	Web Address
<b>Police</b>			
Northumbria Police	03456 043043	<a href="mailto:Fru.events@northumbria.pnn.police.uk">Fru.events@northumbria.pnn.police.uk</a>	<a href="http://www.northumbria.police.uk">www.northumbria.police.uk</a>
Durham Constabulary	03456 060365	<a href="mailto:customerservicedesk@durham.pnn.police.uk">customerservicedesk@durham.pnn.police.uk</a>	<a href="http://www.durham.police.uk">www.durham.police.uk</a>
Cleveland Police	01642 326326		<a href="http://www.cleveland.police.uk">www.cleveland.police.uk</a>
<b>Ambulance</b>			
North East Ambulance Service	0191 430 2000	<a href="mailto:publicrelations@neas.nhs.uk">publicrelations@neas.nhs.uk</a>	<a href="http://www.neambulance.nhs.uk">www.neambulance.nhs.uk</a>
<b>Fire and Rescue</b>			
Cleveland Fire and Rescue Authority	01429 872311	<a href="mailto:info@clevelandfire.gov.uk">info@clevelandfire.gov.uk</a>	<a href="http://www.clevelandfire.gov.uk">www.clevelandfire.gov.uk</a>
County Durham and Darlington Fire and Rescue Authority	0191 3843381	<a href="mailto:serviceHQ@ddfira.gov.uk">serviceHQ@ddfira.gov.uk</a>	<a href="http://www.ddfra.go.uk">www.ddfra.go.uk</a>
Northumberland County Council	0845 600 6400	<a href="mailto:ask@northumberland.gov.uk">ask@northumberland.gov.uk</a>	<a href="http://www.northumberland.gov.uk/default.aspx?page=1304">www.northumberland.gov.uk/default.aspx?page=1304</a>
Tyne and Wear Fire and Civil Defence Authority	0191 444 1500	<a href="mailto:Press.Office@twfire.gov.uk">Press.Office@twfire.gov.uk</a>	<a href="http://www.twfire.org">www.twfire.org</a>
<b>Mountain Rescue</b>			
Cleveland Search and Rescue Team	01642 723853	<a href="mailto:secretary@csrt.co.uk">secretary@csrt.co.uk</a>	<a href="http://www.csrt.co.uk">www.csrt.co.uk</a>
Northumberland National Park Mountain Rescue Team		<a href="http://www.nnpmrt.org.uk/contactus.php?mailto=secretary">www.nnpmrt.org.uk/contactus.php?mailto=secretary</a>	<a href="http://www.nnpmrt.org.uk">www.nnpmrt.org.uk</a>
North of Tyne Search and Rescue Team		<a href="mailto:secretary@northoftynesearchandrescue.org.uk">secretary@northoftynesearchandrescue.org.uk</a>	<a href="http://www.northoftynesearchandrescue.org.uk">www.northoftynesearchandrescue.org.uk</a>

Teesdale and Weardale Search and Mountain Rescue Team	01833 630999	<a href="mailto:secretary@twsmrt.org.uk">secretary@twsmrt.org.uk</a>	<a href="http://www.twsmrt.org.uk">www.twsmrt.org.uk</a>
<b>Coastguard</b>			
Marine and Coastguard Agency	02380 329487	<a href="mailto:SAR.Response@mcga.gov.uk">SAR.Response@mcga.gov.uk</a>	<a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>

# Contact North East Screen Film Office to Access

@filmoffice@northeastscreen.org



South Tyneside Council



Sunderland City Council

## Appendix 4 - The Location Filming Process

