



**A Guide to Filming in the East Midlands
Code of Practice
2009**

Guide to Filming and Code of Practice

Introduction

The Film Friendly Initiative welcomes you to the region! We hope your experience of shooting your production in our region is a positive one and that your shoot runs as smoothly as possible whilst working in harmony with the public and local residents of the East Midlands.

The East Midlands Film Friendly Initiative's goal is to maintain the East Midlands' reputation as a 'Film Friendly' region.

It is EM Media's (Regional Screen Agency for the East Midlands) aim for the Initiative to work with, the local authorities which cover all counties of the East Midlands (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland), in addition to relevant city centre management organisations and destination management organisations and East Midlands Tourism.

We are currently working on a supplementary document 'Contacts and Notices' which will be available shortly. In the meantime, for specific contacts and guidelines within each county, please contact the Location Services team at EM Media via locations@em-media.org.uk or by calling Nic Smith or Dan Hodgett on 0115 934 9090.

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1. Filming on public highways

To film on any public road within the region contact the relevant council highways department and the local police force. Any motorway filming must be cleared with the Highways Agency.

2. Parking services

Dispensation for metered parking bays may be granted upon application to the parking services department within the relevant council. The process and associated fees will differ from council to council.

3. Police assistance

Police assistance may be provided (at a cost) by the police department in the area the production wishes to film. This is especially useful during difficult public filming or filming on public roads.

4. City centre filming

The city centre management department and the police must be informed of any filming taking place in the city. When contacting the police you may be given an incident number which can then be quoted if there are enquiries about the production.

Residents and local businesses should be given ample prior notice of filming (at least one week). The notification should include;

- Production title.
- Production company name.
- Dates of proposed filming.
- Details of any disruption that may be caused (vehicles parked on street etc).
- Contact details for the location manager on the production.

5. Production meetings

In the case of larger scale productions it may be possible to arrange a meeting of all the relevant council departments (police, highways, parking, communications etc) to discuss permissions, schedules and problems that may arise from the production.

6. Location fees

All local authority owned or privately owned properties being used within the production should receive a reasonable location fee in accordance with the budget of the production. For guidance on suitable daily rates contact EM Media, details above.

7. Security on set

An SIA registered security guard should be present on set, where possible, to safeguard the equipment, actors and the public.

8. Traffic management

During filming it may be possible to hold traffic in specific areas, however the relevant police force will be able to offer advice on a project by project basis. Officers may be available to provide traffic management duty for a fee.

9. Respect for the location and set clear-up

It is essential that every member of the production company is respectful towards the location, whether it is private or public property. The production team should also ensure that all set construction materials and litter are removed from the location and that the location as a whole is reinstated to its original state.

10. Firearms

The police should be informed well in advance of any use of replica firearms or weapons. The re-enactment of any crime needs to be made clear to the police too. When using firearms of any kind on a production an armourer needs to be present.

11. Public liability insurance

The production needs to have current public liability insurance in place and must be able to produce a certificate on request.

12. Risk assessments

A production must have carried out an official risk assessment, without this the production's public liability insurance will be affected.

13. Stunts and special effects

A named and qualified stunt coordinator or special effects supervisor must be in direct control if any stunts or special effects are scheduled to take place at any time during filming and at any location.

14. Residents and the public

All productions filming on location are working amongst the public and local residents and therefore must be respectful and considerate at all times.

NB: The terms 'production' and 'filmmaker' cover all visual media including feature films, television, short films, music videos, commercials and photo shoots. For more details contact EM Media.