

# Berkshire Filming Policy 2019

developed by



in partnership with



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## Section 1: Definition of Filming



'Filming' as set out in this policy includes (but is not limited to) student & charity productions, commercials & promos, online content, TV, photography and film.

## Section 2: Objectives of the Film Office

### I. To establish Berkshire as a "film friendly" county;

We aim to accommodate filming needs where possible. We are one of the most connected places in the UK with the M4 motorway running East from London across the county to Oxford in the West. We are also home to Heathrow Terminal 5 and are less than an hour from Leavesden, Pinewood and Shepperton Studios. Berkshire offers a range of locations including urban, rural, canals and riversides.

### II. To enable Berkshire based not-for-profit [Resource Productions](#) to act as a film office hub for the six Berkshire unitary authorities;

- [Slough Borough Council](#)
- [Royal Borough of Windsor & Maidenhead](#)
- [Bracknell Forest Council](#)
- [Reading Borough Council](#)
- [Wokingham Borough Council](#)
- [West Berkshire Council](#)

### III. To increase Screen Industries investment into the Berkshire economy by;

- Maximising the revenue generated by filming in Berkshire.
- Ensuring filming is conducted in a safe manner with minimal disruption.
- Supporting the growth of film production, suppliers and facilities.
- Promoting tourism and encouraging national and international visitors.
- Enabling local residents to gain creative and digital skills and employment.

## Section 3: Purpose of the Policy

### I. To set a recommended framework for filming in Berkshire including;

- How a production company makes an application to film.
- The process for assessing whether an application to film should be approved.
- Charges for filming on land owned by local authorities.

## Section 4: Application Process

### I. BFO acts as hub for filming requests in Berkshire.

'Apply to Film' (Appendix 1) via [www.berkshirefilmoffice.co.uk](http://www.berkshirefilmoffice.co.uk)

### II. BFO is a FREE central signpost and broker.

We support applicants to find and complete the relevant council's paperwork.  
We support councils to obtain required documentation from applicants.

- III. **Applications should be made at least 10 working days prior to filming.**

## Section 5: Decision Making Process

### I. **Decisions are made as a result of the following questions;**

- 1) Ownership – is the location is owned by the authorising Council?
- 2) Legal Covenants – do any covenants apply?
- 3) Insurance – does the applicant have adequate insurances in place (£5m)?
- 4) Indemnity – is the council is granted indemnity when filming is taking place?
- 5) Health and Safety – is there any significant health and safety risk to the public?
- 6) Reputation Management – is their reputational risk to the council or county?
- 7) Parking Services – is a highway, parking bay or suspension needed?
- 8) Planning Services – is permission required for a temporary structure?
- 9) Environmental Health – will there be a lot of noise or filming at night?
- 10) Informing the Public - are those affected by filming consulted and informed?
- 11) Emergency Services – have they been notified and access accommodated?
- 12) Application – is the '**Application to Film**' completed fully?
- 13) Code of Practice – will it conform to the '**CoP & Filming Guidelines**'?
- 14) Failure to pay – has the applicant accepted '**Filming Costs**'?
- 15) Terms and conditions – has the applicant signed a '**Filming Agreement**'?

- II. **BFO will also help direct enquiries requiring third party involvement.**

## Section 6: Permission to Film

### I. **Permission is granted through a permit or 'Film Agreement' (Appendix 4)**

The relevant council has the sole power to authorise filming.  
BFO may be able to provide permission to film, if authorised by a Council.  
BFO cannot grant permission to film on third party owned property.

## Section 7: Refusing Permission to Film

- I. Berkshire Film Office aims to accommodate filming requests that do not unduly disrupt or inhibit public use of an area; conflict or be likely to conflict with other uses of the land/property; or endanger the public.
- II. The decision to refuse an application will be taken by the council's appointed film officer and/or BFO. Local authorities reserve the right to refuse an application to film if one or more of the checks listed at [SECTION 5](#), raises any concerns.

## Section 8: Charges

- I. **For indicative charges see 'Guide to Filming Costs' (Appendix 2).**  
Charging is applicable for filming on all local authority owned/managed sites and is dependent on the type and size of crew. Purchase Orders and/or payments may be requested upfront by the local authority. Charges will vary from council to council.
  
- II. **Additional charges are applicable for;**
  - a. Specialist Fixer Services
  - b. Temporary Traffic Notices (TTN)
  - c. Temporary Traffic (Regulation) Order (TTO/TTRO)
  - d. Pay & Display bay suspensions & Parking permits
  - e. Unit Base Facilities
  - f. Temporary Structures
  - g. Crane Licences
  - h. Street Lighting Amendments
  - i. Amendments to Street Furniture
  - j. Wet down the street
  - k. Refuse Collection
  - l. Removal of Street Furniture or Signage
  - m. Damage caused by production company
  - n. Over-running of any production
  
- III. **News and Current Affairs reports**  
No charge to broadcasters or organisations filming brief reports or news items. However you should still **'Apply to Film'(Appendix 1) and notify council PR.**

## Section 10: Cancellation

- I. Each council and location has its own cancellation policy, however for cancellation less than seven days before the agreed shoot date, a cancellation fee equivalent to 50% of outstanding fees shall be payable. Cancellation less than 48 hours before agreed shoot, 100% of outstanding fees are payable.
  
- II. If filming has to be rescheduled, we will attempt to accommodate. However, where costs have or will be incurred regardless of cancellation or reschedule, e.g. staff overtime, additional charges etc. these will be charged at full cost.

## Section 11: Credits

- I. Anyone carrying out commercial filming or photography on local authority land or property without permission will not own the copyright of their films and photographs which will pass to the council.
- II. It is expected that a credit or acknowledgement will be given when filming on council land or property. By agreement, these may include the name of the council, Berkshire Film Office, and/or words relating to the location.

*For example: "Filmed on location at [NAME OF FILM LOCATION] ", or "Shot on location in Berkshire", or "Location courtesy of [NAME OF LOCAL AUTHORITY] & Berkshire Film Office "or "Berkshire Film Office logo" (available on request)*

## Section 12: Data Protection

- I. Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. For further information please visit: <https://www.resource-productions.co.uk/corporate-privacy>
- II. Completing the "Apply to Film" Form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact Resource Productions data protection officer [dom@resource-productions.co.uk](mailto:dom@resource-productions.co.uk)

## Section 13: Policy Review

This policy will be reviewed annually.

## Section 14: References

Film London – Filming in London Code of Practice

[http://core.filmlondon.org.uk/library/documents/Film-London-Code-of-Practice\\_2018\\_web.pdf](http://core.filmlondon.org.uk/library/documents/Film-London-Code-of-Practice_2018_web.pdf)

## Section 15: Appendices

- Appendix 1 **Apply to Film (example)**
- Appendix 2 **Code of Practice & Filming Guidelines**
- Appendix 3 **Guide to Film Charges**
- Appendix 4 **Filming Agreement (example)**



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