



**Clackmannanshire
Council**

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CODE OF PRACTICE FOR FILMING IN CLACKMANNANSHIRE

Any filming undertaken and any liability there from is the sole responsibility of the production company and its employees. Production companies are advised to use the service of a professional Location Manager who will be fully conversant with this Code of Practice and protect the interests of both the production company and the location owner.

PERMISSION AND INFORMATION

No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible notice of at least one week should be given.

1. Clackmannanshire Council (hereinafter referred to as “the Council”) must be informed of all filming activity taking place within Clackmannanshire. The production company’s first point of contact for this purpose is Aileen Littlejohn, Support Services Manager, Chief Executive Services, the Council. A full list of contacts from Clackmannanshire Council and the emergency services can be found in schedule 1.

The following information will be required by the Council for dissemination to the appropriate local authority services:

- (a) The name of the production company, the type of production and a contact person and telephone number;
- (b) The scale of production in terms of numbers of personnel and vehicles;
- (c) The shooting script and schedule of filming;
- (d) Proposals to remove, alter or disguise street furniture or carriage way markings;
- (e) Proposals to use cranes, aircraft, cherry pickers, track, low-loaders, ‘A’ frames or other potentially hazardous equipment in a public place;
- (f) Proposals to park production or associated vehicles on yellow lines, in meter bays or residents’ bays;

- (g) Proposals to use special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways;
 - (h) Proposals to alter heritable property and obtain all necessary statutory approvals.
 - (i) Proposals to film subjects of a controversial nature; and
 - (j) Proposals to use children or animals in filming
2. Central Scotland Police – Events Planning Department must be informed of filming activity. The Council will notify the Police with this information initially, but a follow-up dialogue directly between the production company and the Police Force is suggested for larger productions. In addition to advising the police of points 1 (a-j) above, special guidance should be sought with the following:
- (a) the staging of crimes, accidents or use of firearms; and
 - (b) the dressing of artists in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms 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:
- (a) any likely disruption to traffic due to road closures during filming; (Central Scotland Fire Brigade, Central Scotland Police and Ambulance Service)
 - (b) use of fire hydrants, special effects, fires or explosions (Central Scotland Fire Brigade);
 - (c) the impersonation of fire officers or use of pseudo fire tenders (Central Scotland Fire Brigade);
 - (d) the impersonation of ambulance staff or use of pseudo ambulances; (Ambulance Service)
 - (e) where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the fire brigade.
4. Filmmakers should ensure that locations owners are:
- (a) kept fully informed of the intentions of the production company at all stages whether the location is used for filming or not;

- (b) given a reasonable site rental in accordance with the budget of the film;
 - (c) issued with an approved location contract which clearly states the terms agreed between themselves and the production company; and
 - (d) given details of any production company requirements including dressing and construction.
5. Proof of adequate public liability insurance and any other relevant insurance should be made available on demand to anyone affected by the location filming activities of the production company.

HEALTH AND SAFETY

It is the responsibility of the production company to ensure that employees are in compliance with current Health and Safety regulations when filming on location.

- 6. All locations must be assessed for risk and hazard. When necessary a Health and Safety professional should be consulted. The Council's Health and Safety Adviser should be contacted when filming on the Council's property.
- 7. A person qualified in first aid should always be present during filming.

RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

Filmmakers 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.

- 8. All neighbouring residents and businesses affected by filming should be notified in advance, by letter, of filming arrangements in their area. Wherever possible notice of at least one week should be given.
- 9. Noise should be kept to a minimum, specially during unsocial hours (normally 22.00 to 08.00). Generators should be baffled or intergal with the location vehicle.
- 10. Crew members should aim to dress decently at all times in all weathers. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
- 11. Crew and cast should refrain from using lewd or offensive language.
- 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

16. Drinks and meals should be taken only in designated areas.
17. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in ashtrays provided by the production company.
18. 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

19. Rubbish bins should be made available by the production company and must be cleared regularly.
20. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
21. Objects belonging to the location must not be moved or removed without the owner's express permission.
22. 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.
23. The production company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
24. Whenever necessary the production company must ensure that the location and its environs are protected by security staff.
25. The crew members 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.

In certain circumstances the Council, police, emergency services or location owners may deem it necessary to impose additional stipulations on production companies by mutual agreement.

For Further information please contact:

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