

# **HAMMERSMITH AND FULHAM FILM OFFICE**

## **FILMING REQUIREMENTS FOR LARGE FILM CREWS**

### **SCHEDULE 1**

The Film Company may be required, at the Council's absolute discretion, to comply with any or all of the following requirements before permission for the Filming is granted.

#### **Filming Area**

A meeting with the Council's Highways, Environmental Health and the Film Office will be arranged at the earliest opportunity to discuss your proposals.

The Film Company will need to identify the area required for the Filming, including spaces required for equipment and vehicles. If the shoot is large or complex it may be easier to provide us with a scale drawing.

The Film Company may need to show the Council that it has considered the impact of the shoot on the surrounding area (such as residents and businesses). A draft risk assessment/site plan will be required by the Council before the meeting takes place.

#### **Site plan/obstruction to the highway**

If the Film Company will need to bring large amounts of equipment or vehicles (More than 3 small and or more than 1 large) into the filming areas, the Film Company will need to complete a site plan. This will also need to show how long each vehicle is.

The site plan must show:

- (i) how the Film Company plan to create safe routes for vehicles and pedestrians around the Location (using agreed diversions if necessary). The site plan should demonstrate that the Film Company's crew will keep inconvenience to the general public to a minimum.
- (ii) What equipment will the Film Company be using at the Location ? For example: Generator (size), lighting truck, camera truck, ladderpod, scaffolding platform, scissor lift, crane, cherry picker, genie boom, jib arm Other (please specify)

#### **Risk Assessments**

As the location manager for the shoot, the Film Company is required to make sure that any necessary risk assessments are completed for all aspects of filming. The Council will not grant permission for the Filming unless a risk assessment is received.

#### **Schedule**

The Film Company must provide details of each day's hours of filming and whether interior/exterior.

#### **Temporary traffic restrictions**

If the Filming can be managed with very short traffic holds (3-4 minutes), or if traffic can continue in single lane alternate flow or contra-flow around the site with more minor traffic management then the Council can consider the use of stop/go boards to allow the Film Company to create the necessary control.

Permission to control traffic using a temporary traffic hold is not permission to close the road at any point.

### **Temporary traffic orders**

If the Film Company needs to close a road it will need to apply for a traffic management order. The Film Company will need to provide a full traffic management plan with the TMO application form showing signage to be used, scale plans of affected roads and any diversions to direct traffic around the closure. This must be done at least 14 days before the shoot.

### **Informing stakeholders**

Letterdrop - As part of the Film Company's production plan, you will need to inform local businesses, residents and residents' associations of the filming plans so that they are aware of the shoot and can discuss any concerns with you. This must include all details in the letterdrop template on the website and have contact details of the H&F Film Office. The council must approve the letter and where it should be delivered to, before it is sent out. The Film Company must give at least 6 weeks notice if there is going to be any temporary traffic restrictions.

### **Parking**

Parking suspensions will only be granted when all the above have been agreed. Therefore, it is imperative that all requirements are actioned before applying for parking bay suspensions. If parking suspension deadlines are not met because of the lateness of receiving any of the above, parking applications will be declined.

### **Special Efx**

The Film Company will need to provide a risk assessment for this activity with a method statement.

### **Environmental Health**

The production schedule may need to allow time to be set aside for all necessary Environmental Health inspections by the Council.

### **Filming at night**

Shooting in residential areas will only be allowed between 08:00hrs to 21.30hrs (Monday-Friday) or 09.00hrs to 21.30hrs (Saturday & Sunday) whether shooting interior or exterior, unless otherwise agreed with residents.

### **Highways Assets**

No highways street furniture or lamp columns can be used without written permission from the Council.

### **Noise**

Noise complaints will be looked at by the Environmental Protection Team. If a production is deemed to be noisy and takes no measures to reduce noise, the production may be required to stop.

### **Light pollution**

If powerful lights are going to be used in residential areas at night time they must be directed away from residential premises and or provide blackout materials for residents affected.

### **Litter**

All litter must be removed on wrap.

### **Funded Officer**

The Council will require funding of an officer to monitor the filming location to ensure that all requirements are met by the filming crew and that disruption is kept to a minimum for local residents.

