



# Filming guidelines

## **Contents**

Introduction

How to apply for permission

Guidelines

Film-makers' obligations

Fees

Useful contacts

West Norfolk boasts picturesque villages, historic market towns (King's Lynn and Downham Market) and a beautiful coastline. The Borough Council of King's Lynn & West Norfolk owns land and property which reflect the area's outstanding heritage and landscapes.

Key attractions, which have appealed to film-makers in the past include: the 17<sup>th</sup>-century Custom House, designed by Sir Henry Bell, the 13<sup>th</sup>-century Greyfriars' Tower, the recently restored remaining section of a Franciscan friary, the 15<sup>th</sup>-century octagonal Red Mount Chapel, nestled within the Grade II-listed public park, The Walks, and town hall complex - all to be found a short distance from King's Lynn town centre. The stretch of coastline upon which Hunstanton sits is also a favourite amongst film-makers and photographers, the resort's iconic striped cliffs and Victorian architecture providing a popular backdrop. The council also operates three sports facilities, including Lynnsport, which was named as an Olympic Training Camp for the 2012 Olympics.

The council acknowledges the role that film and photography can play in helping to build and maintain the reputation of the borough and attempts to balance filming requests with the needs of the community and any resource implications of requests. Each request will be assessed on its individual merits.

These guidelines outline how to apply for permission to film on land or within property owned by the Borough Council of King's Lynn & West Norfolk. For the purposes of these guidelines 'filming' covers any activity using a camera including still photography with the exception of news-gathering crews. News personnel should speak to Communications (01553 616711/616506).

Please note that the council can only give consent for filming on property that it owns. It is film-makers' responsibility to liaise with private landowners.

## How to apply for permission

If your film is simple, for example, requires hand-held devices and a minimal crew and does not require disruption to traffic or residents, you should apply for permission using the **Basic filming request application** form available at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk). Please refer to the filming guidelines below before submitting your application. There is no charge for this application.

Where the film is a more large scale production, requires greater disruption to the public or where access will need to be restricted or where large equipment or more hazardous special effects are planned, please complete a **Complex production request form** also available online from the Press Office section of our website or by calling 01553 616506. There is a charge of £30 for consideration of such projects. This fee is payable regardless of whether permission is granted or not. If necessary you may be offered a consultation to discuss the full detail of more complex shoots. Consultations may be charged.

Film request applications should be submitted to Communications:

Email: [communications@west-norfolk.gov.uk](mailto:communications@west-norfolk.gov.uk)

Post: Borough Council of King's Lynn & West Norfolk, Communications, King's Court, Chapel Street, PE30 1EX.

Please complete the forms fully ensuring that the following information is included:

- A brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery.
- Details of the location(s) where filming/photography is to take place.
- The dates for filming
- A copy of your valid insurance policy, providing evidence of a minimum of £5 million Employer's Liability Cover and £5 million Public Liability cover (where the risk is considered to require it, applicants may be asked to provide insurance of a higher level).
- A list of equipment that will be used, including any electrical equipment that is to be plugged into a supply within a council-owned property. All equipment must be PAT tested and certified as safe to use.
- A list of crew (including full names)
- Details of any vehicles involved in the shoot, including registration details.

Additional information may be requested at any point during the application process and following permission being granted.

The council aims to deal with requests as quickly as possible. We will email you to let you know that we have received your request and that it is being processed. Simple requests will usually be responded to within three working days. More complex shoots will require more detailed consideration and may require liaison with other parties so we would urge such applicants to complete their applications as early as possible.

We will notify you via email when we have received your request and keep you informed of the progress of your application, providing timeframes where possible. When a decision has been reached, we will contact you.

If filming is permitted you will receive an email outlining the details of the permission and your obligations. In the case of large scale shoots you may also receive an agreement. Please sign and date the agreement and return it to Communications (at the address above).

The council aims to accommodate suitable filming requests that do not disrupt, inhibit public use of an area, conflict or be likely to conflict with other uses of the land/property or endanger the public. In return we would ask that film-makers:

- Co-operate with the council, using the application process outlined above
- Inform the council's Communications department within a timeframe that is adequate to the proportion of the requested filming. As a guide we suggest a minimum of 7 days for standard requests (piece to camera, with minimal crew and equipment) and a minimum of 2 months for more complex or disruptive requests. Where the request is likely to require more detailed planning the council may require a longer timeframe to prepare, please get in touch as early as possible.
- Film-makers are responsible for the conduct of their staff and crew during shoots.

Film-makers and photographers are advised that the council can only grant permission to film in respect of council-owned land and properties. Private landowners must be approached directly. Where filming may impact upon the public highway, the Highways Authority (Norfolk County Council) should be contacted. It may also be appropriate to inform Norfolk Constabulary and in some instances the waterways authority (Anglian Water).

Please see the useful contacts information (page 10) for details of these organisations and other bodies or landowners that may be helpful to plan your project.

## **Guidelines for filming on council-owned property**

These guidelines are designed to provide assistance to production companies. They are not exhaustive. It is your responsibility to ensure that you comply with all laws relevant to your circumstances.

The council assesses each request to film according to the specifics of the request and may at any point request further information from the production company to ensure that the council, its employees and the public are appropriately safeguarded.

For the purposes of these guidelines 'filming' covers any activities involving a camera including still photography, with the exception of newsgathering crews.

### **Access to film sets**

The council reserves the right to access a film set at any time.

### **Animals**

Please inform the communications department if you intend to film using animals. We will need to know the type of animal(s) you will be bringing, the number, how they will be transported and kept and your emergency plan preparations for their evacuation. Depending upon the nature of your request we may need to seek further details before making a decision about your request to film.

The RSPCA Guidelines for the use of animals in the audio-visual industry [www.rspca.org.uk/performinganimals](http://www.rspca.org.uk/performinganimals) details the preferable conditions under which animals should be kept. Film-makers must ensure that they have an animal performance licence and that they comply with all laws relevant to their particular circumstances.

### **Cables and tracking**

Camera track laid in public places should be coned and attended at all times. If a camera crane is used in a public place the surrounding area should be coned off to allow for the swing of the crane and back swing of counter weights.

Where camera track is to be laid on the highway the film company must contact Norfolk County Council – the highways authority.

### **Catering**

Please tell us in your application form if you intend to bring caterers with you on set or if you intend to link up to the mains water supply.

### **Coning, traffic control and road closure**

Where traffic control measures are required please detail these within your application. These will be considered by the car parking operations team in consultation with the highways authority.

### **Child performers**

Child performers under the age of 17 are likely to need a child performer's licence. For further information please contact Norfolk County Council.

### **Health and safety**

Health and safety of the film production company, their employees and the general public affected by the filming/shoot is the responsibility of the photography/film production company. The photography/film production company must ensure that it gives due consideration to health and safety.

The council reserves the right to request copies of relevant health and safety documentation, certificates of inspection and risk assessments. Where the request requires a good deal of technical equipment the council will require a period of at least 1 month's notice. Extra charges may apply.

Production companies submitting requests which involve a good deal of technical equipment or a large crew, which may present greater risks to the public, may be asked to nominate a safety officer. The contact information of this person must be shared with the council.

All electrical equipment must be PAT tested.

### **Insurance**

Anyone filming in the borough has a 'duty of care' under Health and Safety legislation. This duty is explained in common and criminal law and applicants must demonstrate awareness of their obligations.

Before approving any request to film the council will need to see a copy of valid insurances – we request a minimum of £5 million public liability insurance cover and £5 million employer liability insurance for most shoots. More complex shoots may require more extensive coverage.

Student productions and non-commercial filming will be assisted as far as possible. Students should be able to provide a copy of the school/college/university's public liability insurance and a copy of the project risk assessment.

The film-maker will be responsible for the cost of repairing any damage, caused as a direct result of the filming (either by the film-maker, their staff or by an activity that the film-maker has prompted) to street furniture, public highway and interior and exterior of buildings where filming is permitted. You will be expected to use approved contractors to complete the works in agreement with the council and to a reasonable timeframe agreed by the council.

### **Marshals, stewards and security staff**

If your shoot includes crowd scenes or is likely to attract a good deal of public interest you may need to make provision for marshals, stewards or security officers. Please note these details in your filming application form. You may be asked to provide the

council with a stewarding plan. You will need to make sure that staff wear appropriate safety clothing (high visibility jackets etc).

### **Night shoots**

There may be restrictions on night shooting. Please detail any night shoot requirements in your application so that these can be assessed and you can be made aware of any restrictions that apply.

### **Noise and lighting**

#### **Noise**

As part of your health and safety management you will need to make sure that noise levels comply with local by-laws. You must comply with any reasonable request to reduce noise levels if requested by any council or police officer during the shoot. Full compliance with the Noise at Work Regulations 1989 and the Control of Noise at Work Regulations 2005 is required.

If you intend to use audio playback, megaphones or generators you must inform us when you make your application so that appropriate measures can be put in place to minimise disruption and safeguard the public.

#### **Lighting**

Please let us know if you intend to use lighting. The position of the lights and times of use will need to be agreed so that they do not adversely affect residents or use of the highway.

#### **Parking**

All production parking requests should be noted at the point of application.

#### **Scenery**

If you wish to erect scenery or temporary structures of any kind please make this clear on your application form.

#### **Staff and their use of the site**

You will be responsible for the health and safety and conduct of your staff during the shoot. No litter, alcohol or illegal substances are permitted on site.

You must ensure that you comply with current employment legislation.

#### **Risk Assessment**

The council may request to see a copy of the shoot risk assessment and in some instances it may be appropriate for the company to appoint a safety officer – the name of whom should be passed to the council.

#### **Use of vehicles in filming**

Low loaders, tracking vehicles or any other vehicles and any parts attached to them must be fully roadworthy, licensed and insured. Any vehicles must follow all road regulations at all times and cause no obstruction or danger to any other vehicle or pedestrian. If your requirements exceed these please ensure that you speak to the communications office early (at least a month in advance) so that discussions can be held with highways and police representatives.



**Waste and litter**

All waste and litter generated by the production must be disposed of correctly by the production company.

**Weapons and scenes of a violent or offensive nature**

The staging of crimes, accidents or emergency situations will need to be discussed with Norfolk Constabulary and other emergency services.

No knives, firearms or weapons of any kind, including replicas, will be permitted on set without agreement. A licensed armourer must be present when filming involves knives, firearms or weapons. The armourer is responsible for the regulation, distribution, collection and transport of weapons. All weapons should be kept out of view of the public when not being filmed.

In addition to the guidelines, all filmmakers will be expected to abide by any site rules or by-laws relating to a specific location.

**Fees and charges**

Each request will be assessed individually. In most cases fees will not apply, however where appropriate, for example where there are resource implications for the council, charges may be made. All charges will be made clear to the applicant.

Charges do not apply to students creating films as part of their academic studies, registered charities or news reports.

## Useful contacts

Communications department, Borough Council of King's Lynn & West Norfolk, 01553 616711/616506, [communications@west-norfolk.gov.uk](mailto:communications@west-norfolk.gov.uk)

West Norfolk Public Event Safety Advisory Group (PESAG), if you are expecting public attendance at filming you may wish to view the PESAG pages of our website (<http://www.west-norfolk.gov.uk/default.aspx?page=25235>)

Environment Agency, (waterways authority), <http://www.environment-agency.gov.uk/>

Le Strange Estate (parts of Hunstanton beach and chalets). No published number.

National Trust (owns coastline making up Blakeney Nature Reserve, Brancaster Beach Creek Titchwell to Brancaster Staithe)

[blakneypoint@nationaltrust.org.uk](mailto:blakneypoint@nationaltrust.org.uk)

Keith Miller, 07733002204

Norfolk County Council Highways Agency on 0300 123 5000, [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Norfolk Constabulary Corporate Communications is 01953 423666, [www.norfolk.police.uk](http://www.norfolk.police.uk)

Royal Society for the Protection of Birds (RSPB)

Robert Coleman, Senior Sites Manager, 01485 811970