



Filming Positive Dacorum

Filming Protocol for Location Managers

We recognise that the majority of production companies/film makers act in a responsible and professional manner, as this is in the interest of all parties concerned. The following Code of Practice outlines the requirements and standards we expect to be met when filming within the boundaries of Dacorum Borough and we request all prospective filmmakers to read it. It applies to all forms of production (including feature films, television, commercials, drama documentaries, music videos, stills shoots, short films and student productions) but not news crews. It aims to ensure that responsible filming is welcomed, efficient and sustainable, whilst minimising the practical impact on businesses and the community.

We also expect production companies/film makers to observe the [Filming on Location: Code of Practice](#) produced by Creative England.

Information and Permissions

- Any filming undertaken is the sole responsibility of the production company/film maker and their employees.
- Filming activity in public areas of the borough should only take place after the council, relevant agencies and landowners have given their express permission. Please see our Filming Guidance for further information on our application process and complete our filming application form where appropriate.
- If you are not sure if the land on which you wish to film on is publicly or privately owned, we may be able to help check this for you. If it is privately owned, you must seek the landowner's permission directly before commencing any filming activity.
- We also encourage production companies/film makers to inform us of any filming that is due to take place in the borough for our information.
- It is the responsibility of the production company/filmmakers to inform other agencies and/or permission sought where appropriate e.g. when depicting crimes, using firearms, filming on the highway, road closures – as per our filming guidance.
- Administration charges for production companies increase, from £125 when a request is submitted at four weeks, £200 at three weeks, £350 at two weeks, to £500 when submitted just one week prior to desired filming date. This charge is in addition to the basic filming fee (as per website), parking charges, and any costs to council assets.

Respect for residents, businesses and members of the public

- Production companies/film makers should always pay due consideration to the sensitivities of the community in which they are filming and residents, businesses and members of the general public should be treated with respect and courtesy at all times.
- All residents and businesses affected by the intention to film must be notified at least two weeks in advance, by letter, of filming arrangements planned in the area to allow for appropriate measures to be taken (if any). The letter should specify the location(s), dates, hours of operation and parking arrangements and provide a named contact and telephone number for any queries or complaints relating to the proposed filming. A copy of this letter should also be sent to the council's Filming Officer.
- If you think your filming could be a distraction to drivers, or have an impact on traffic flow or result in an obstruction to the highway, pavements, public footpaths or bridges, it is your responsibility to notify the appropriate authority in advance (police and/or Hertfordshire Highways).



- If access to pavements or public footpaths are blocked, then an alternative, safe route must be provided and supervised for pedestrians at all times.
- Where businesses are affected by film production, they will reach a private arrangement regarding compensation during filming. This will vary depending on how affected businesses are, based on their location and level of disturbance they anticipate to experience from filming. Evidence may be required by the location company to ensure this is fair and transparent.
- Access to homes and businesses should be kept clear at all times.
- Noise disturbance should be kept to a minimum. If agreement to film during unsocial hours (10pm to 8am) you must take all reasonable measures to mitigate noise.
- Lighting and other equipment must not cause a danger or nuisance to the public. Warning cones and hazard tape should be used when appropriate. Cables should be flown at a minimum of 5.2M above a public carriageway or 2.6M above a footway wherever possible. Otherwise, they should be laid wherever possible along the gutter of a highway or at the junction between a wall and the footpath. They should be covered by suitable taped rubber matting when crossing paths.

Complaints

- Every attempt must be made by the production company to resolve any complaints received from residents or traders relating to on street filming on site, in person and in a timely manner.
- Further requests for filming by the production company will be reviewed against any previous complaints the council may have received and may be refused on this criterion.
- Production companies must fairly compensate businesses who are negatively affected by filming activity. Production companies and businesses will resolve this themselves. Only in extreme or unusual circumstances will the Filming Officer mediate. If a business who is not in an agreement stated above has been affected financially by the filming activities this must also be discussed with the production company. This will need to be evidenced by the business, and reasonable requests for compensation will be considered. For example, if filming occurred at one end of the Old Town, and a business at the other end complained that its revenue was lower than it otherwise would have been, they can submit a retrospective compensation request. Evidence could be four weeks average takings on the affected day(s), or evidence that a delivery or activity was unable to go ahead directly due to production activity.

Safeguarding

- It is the production company/film maker's responsibility to ensure that there are robust measures in place to safeguard children and vulnerable adults who are affected by or connected to the proposed filming.
- When filming on location, the production company/film maker must be respectful and considerate at all times by consulting with the local residents, businesses and the general public who may be affected by their filming prior to, and during their shoot.

Care on Location

- Production companies/film makers should limit their activities to the areas where they have been given permission to film. There should be no trespassing on private land.
- Public and private property should be treated with care and respect and objects belonging to the location including fixtures and fittings should not be removed without the prior agreement of the owner. All items should be put back as they were originally found and in the same condition. Care must be taken to protect furniture and flooring surfaces.



- No temporary directional signage should be fixed to lampposts or other columns without the prior permission of the filming contact; otherwise, they may be taken down.
- Removal of any signs/fixtures requires permission must be ordered by the Filming Officer.
- The production company/film maker is responsible for and should rectify any damage to the property or area in which the filming takes place and notify all parties concerned of any damage at the earliest opportunity.
- Litter removal – all litter must be removed immediately at the end of each day of filming with any waste recycled wherever possible. The removal of litter can be arranged in advance via the council for a fee.
- The location must be returned to its original condition prior to completion of the filming and all evidence of filming removed (e.g. signage), unless otherwise agreed with the landowner.

Parking of Vehicles

- Production/technical vehicles should only be parked where previously agreed with our parking team and at the times/dates specified within that agreement.
- Engines should be switched off on arrival.
- Vehicles should not cause obstruction to public highways or private access e.g. entrances to nearby homes or businesses.
- Cast and crew should not park in the immediate vicinity of the film location unless spaces have been provided.
- Contact the Filming Officer regarding any parking or road suspensions.

Health and safety

- The Dacorum Safety Advisory Group (DSAG) reviews all event and filming proposals within the borough and works in partnership with other stakeholders. It advises where appropriate on matters of safety. It works closely with the council's statutory departments. Each production will need to complete a [DSAG Application](#).
- It is the responsibility of the production company/film maker to ensure that all those involved in the filming (e.g. actors, contractors) comply with current health and safety legislation, risk assessments and that third parties are not put at risk.
- Management of crowds and the public during the setup, filming, and dismantling of any equipment is the responsibility of the production company, to ensure that third parties are not put at risk.
- Suitable location specific risk assessments and safe systems of work must be undertaken, followed and available on location for inspection if required. Types of Risk Assessment that may be required for filming activities include stunts, the use of flammable or toxic materials, construction work, working at heights, Covid and the use of cranes and plant. This is in addition to a comprehensive risk assessment of the location. Appropriate precautions for environmental protection must also be in place

Indemnity and Insurance

- The production company/film maker must have appropriate Public Liability Insurance for all location filming and agree to indemnify the location owner against any claims arising as a direct result of filming. For filming in public spaces and on council owned property, a copy of the Public Insurance
- Liability Certificate must be submitted with the application to film and the level of insurance cover should be for a minimum of £5 million.



Additional Requirements

- DBC may impose additional requirements depending on the specific nature and exact location or timings of your filming, which will be communicated to you directly by email in advance of filming taking place.

Copyright

- We may ask you to provide images (still and moving) of the filming you have undertaken in the borough, for our own promotional material and related publications, or may take our own. Please provide confirmation of how you would like us to promote your production post-production.

N.B. By completing the online application form, you agree to all of the above terms and conditions.

Name of Location Company

Contact information

Signature:

Date: