

Dear Sir or Madam,

Thank you for your enquiry about holding a filming / photographic shoot in Gloucester. The city is a popular location for filming and photography and Gloucester City Council is committed to balancing the economic benefits of these activities with the protection of the city environment and prevention of disturbance to local businesses and residents.

The following application form contains the terms and conditions that you must comply with whilst working in the city and on Council owned land. Please read carefully and then complete and return by email filmoffice@gloucester.gov.uk. If you have any questions or need any assistance, please contact the team on 01452 396995 or filmoffice@gloucester.gov.uk. In most cases, we require at least 5 working days' notice from receiving your completed application to the time the filming / photographic shoot is to take place.

You will also be asked to provide full risk assessments and a copy of your public liability insurance cover (minimum £10 million liability), and confirmation that you agree to indemnify the Council against any third-party claims arising from your filming / photographic activities whilst in Gloucester.

We have recently reviewed our fees and charges for filming, and these are set out in point eight of the terms and conditions document below this letter. The fee charged covers the administration of your application and the use of Gloucester City Council land. In the event of the filming or shoot being cancelled or postponed, there will still be an administration charge to pay. Payment can be made by cheque, or invoice. All applications must contain a purchase order number.

Please note that some areas are privately managed and might involve further costs or requirements. These will be made clear to you once we have received your application or through your initial enquiry.

If your application is approved, you will receive a filming / photography shoot consent form and an invoice for the fee. Please make sure that the person in charge of the filming / photo shoot carries the consent form with them on the day.

If you wish to cancel or amend your application, you must give at least 24 hours notice. Please contact us on the details above if you require any further information.

Finally, we ask that you complete all sections of this application form including the production expenditure section. This will speed up the application process.

Yours faithfully,

The Film Office Team

Terms and Conditions

1. Definition of 'Filming'

Throughout this document, the term 'filming' applies to any individual or company wishing to use Gloucester City Council land for the purpose of creating a non-news film, television, stills or web photography production.

2. Responsibilities & Indemnity

Any filming undertaken on Gloucester City Council land is the responsibility of the producer.

The production company must indemnify the Council, its officers and employees against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of their activities.

All companies, including student projects, must carry £10 million public liability insurance. No production will be granted permission to film without prior documented proof of adequate insurance.

For the majority of filming productions, once permission has been granted by the Council, the company concerned is able to continue with their business without any supervision. It is assumed that most production companies will act in a responsible and professional manner at all times. However, all producers are asked to take their surroundings into consideration, and not obstruct others from carrying out their business or cause a disturbance or safety hazard.

If supervision is required, the Council reserves the right to charge for the Officer hours required.

The Council has a right to deem it necessary to either stop all filming or impose additional stipulations on filmmakers should the need arise.

3. Notice Periods

The Council requires at least 5 working days' notice for all filming applications where a site visit is not necessary. Requests for road closures can take up to three months to be administered, so please consider this when planning your schedule and if you require the closure, provide traffic management of a main road or one which is traffic sensitive.

For any production needing a site visit due to logistics, or more complicated requirements, a minimum of three weeks notice is needed to accommodate site meetings.

If in doubt, please contact the Council who can determine whether there is adequate time to allow the production to take place.

4. Health & Safety

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

All locations and projects must be assessed for risk and hazard, with a full risk assessment report being sent to Gloucester City Council.

Where possible, a person qualified in first aid should always be present during filming.

Personnel from the Police, Fire Service, Gloucestershire Royal Hospital and the Severn Area Rescue Association (if filming by Gloucester Docks, the river or canal), should be contacted in advance of any filming if advised by the Council. We can provide contact names and telephone numbers where necessary.

Local Police must provide special guidance with regards to: -

- The staging of crimes, accidents or use of firearms
- The dressing of artists in police uniforms. It is an offence to impersonate a Police Officer.

The Emergency Services should be advised of: -

- Special effects, fires or explosions
- The impersonation of fire officers, or use of pseudo fire tenders
- The impersonation of ambulance staff or use of pseudo ambulances

Please note that access for emergency vehicles must be maintained at all times.

Any traffic control deemed necessary should be undertaken by personnel approved through the Council with the correct accreditation, or Police Officers if available. This service will incur an additional cost to production. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets. Further advice on filming on the highways of Gloucester can be obtained from the Council.

5. Residents, Businesses and Members of the Public

Successful filming relies upon the local residents and businesses receiving a minimum of one week's notice of filming. Filmmakers on location are visitors to the city and should be sensitive to the community in which they are working. Therefore, please adhere to the following requirements: -

- Location owners and adjacent property owners should be kept fully informed of the intentions of the Production Company, whether they are used for filming or not. A letter one week in advance should notify all neighbouring residents and businesses, providing them with details of the designated contact on site during the production.
- When filming in busy areas such as shopping districts or by Gloucester Docks, access priority must be given to members of the public. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided. This route must be accessible to all and compliant with the Equalities Act (2010). Filming must not block or inhibit any access to a business.
- Noise must be kept to a minimum, especially during unsociable hours or in built up areas. Further information can be obtained from the Council on noise regulations.
- No danger should be caused by the dazzle of lights.
- Lighting and other equipment must not cause a hazard to the general public. Cables should be at least 2.6m above the footway and 5.2m above the carriageway or be covered with matting when crossing pavements. This matting must be suitable for use with wheelchairs and pushchairs. Where appropriate, warning cones and hazard tape must be used.
- If parking permit holders are affected in residential areas by filming, alternative parking arrangements should be provided.

6. Night Filming (20:00 - 08:00)

Night shoots in residential areas are sensitive so it is therefore essential to consider and consult with local residents and businesses in the planning process. If inconvenienced, such areas may then object to future filming projects.

Night shoots in residential areas should be finished and de-rigged by no later than 23:00 hours, unless prior permission has been granted through Gloucester City Council. If the council receives a legitimate complaint about noise relating to the production, this may result in the termination of the shoot.

If a night shoot is required, it is advised to contact Gloucester City Council to obtain advice, especially in cases where vehicles or noisy equipment are being used.

7. Sustainability and Care of the Location

Gloucester City Council has a Sustainable Events Programme that aims to help anyone using council land to minimise negative impacts on the environment. Whilst on location, the following must be taken into consideration: -

- Filming activities must be limited to areas and times for which permission has been granted. If this needs to be amended whilst on site, a representative from Gloucester City Council must be contacted to provide permission.
- The use of public transport is encouraged. Where that is not practical, production vehicles must be parked where agreed at the pre-arranged times.
- Recycling is encouraged, and recycling & waste containers should be made available. All waste must be removed from site at the end of the production. Ensure any [hazardous waste](#) (including batteries, waste electrical and electronic equipment or waste oil) is disposed of properly by a company registered with the Environment Agency. If the area is a designated smoking area, ashtrays must be provided. No smoking areas must be observed.
- Drinks and meals should only be taken in designated areas.
- All signs or property removed, amended or disguised for filming purposes must be reinstated upon completion of filming. All signs erected for the purpose of filming must be removed.
- Any damage or mess caused by filming activities must be made good immediately after filming and all concerned parties notified. This includes adjacent property that may be indirectly affected by materials used to dress the highway e.g. water from a wet down scene.
- Whenever necessary, the company must ensure that the location and its surroundings, are protected by security staff.
- The location manager must check the location 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.

8. Filming Charges and Permissions

Section 93 of the Local Government Act 2003 permits all Local Authorities to charge for the provision of 'discretionary services'. Supporting filmmakers and film productions, including arranging filming on the public highway, is considered to be a discretionary service.

Local Authorities are empowered to set charges as they see fit. Gloucester City Council has recently reviewed its charging policy for filmmakers and has had new fees agreed at committee. Charges for

filming depend on various factors, ranging from the size of the filming project, involvement of the Gloucester Film Office and other Council departments, and are also determined on a cost recovery basis.

Charges for filming will be applied to all applications although the Council reserves the right to reduce or waive these charges for student filmmakers and charitable organisations.

Upon receipt of this completed application form, risk assessments and evidence of Public Liability Insurance, the Gloucester Film Office will consult with departmental colleagues and other public bodies (e.g. Police, local Health Services) as required to establish whether permission to film should be granted. Gloucester City Council aims to review all applications within 5 working days of receipt, although this may not always be possible during peak summer months in the city, or in the case of more complex filming requests.

If the application is approved, Gloucester City Council will send the filmmaker a consent form, approving them to film on Gloucester City Council land. The form will specify the exact areas and timings that have been approved by Gloucester City Council. The filming company must have the consent form present on location at all times, as proof of permission to film.

Gloucester City Council reserves the right to oppose any application to film in the city, for example if insufficient time has been given to consider the application or if the filming would cause nuisance to residents and businesses.

Once the filming fee has been decided and agreed, an invoice will be sent to the name and address provided on the application form. A purchase order number must be included. Payment can also be made by cheque.

This document is intended as a guide to the requirements of filming on Council land in the City of Gloucester. It is not exhaustive and filmmakers, location managers and production companies are advised to check with Gloucester City Council as to local policies and practices.

Gloucester City Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these Terms and Conditions.

The filming fees and charges (these fees are only a guideline – the final fees will be determined by the Gloucester Film Office, in relation to the specific production and its requirements):

- Application processing fee: £30 - £60
- Site visits: £55 per hour
- Out of hours site visits: £85 per hour
- Unit base: £450
- All Filming Applications received with less than 7 days' notice, the fee will be doubled.

Commercial filming:

Crew size/type	Half a day (up to 4 hours)	Full day
Small production (1-5 crew)	£295	£570
Medium production (6-20 crew)	£590	£1,160
Large production (21+ crew)	£1,180	£2,300

Non-commercial filming:

Crew size/type	Half a day (up to 4 hours)	Full day
Small production (1-5 crew)	£90	£175
Medium production (6-20 crew)	£175	£345
Large production (21+ crew)	£350	£690

9. Regional Production Expenditure

In order to continue to support filming and photography in Gloucester and develop the work we do on ensuring the city is film-friendly, it is vital for us to collect information on spend in the city relating to film and photography. This application form contains questions relating to this and we please ask a production representative to complete this section. All information is treated as **strictly confidential** and is only used to acquire an annual value of all production in Gloucester. **We are not required to disclose this form as part of the Freedom of Information Act.**

Contact Details

Name of main contact			
Email		Telephone no.	
Name of organisation			
Address		Invoicing Address (if different)	
Who should the invoice be sent to?		Email address for invoice (if different from main contact)	
Name of contact person on the day (if different from above)			
Email		Mobile no. for contact on the day	
Email for invoicing purposes		Contact no. For invoicing	

Filming / photo shoot details

Project title	
Purpose of the shoot	Charity <input type="checkbox"/> If yes, local <input type="checkbox"/> national <input type="checkbox"/> charity registration no. Not-for-profit <input type="checkbox"/> Commercial <input type="checkbox"/> Student <input type="checkbox"/>
Broadcaster or Distributor	
Transmission date	
Production Budget	

Type of film/shoot (e.g. TV Drama, Fashion Shoot)	
Description of Film / Project Brief	

Description of film / photo shoot

Provide a description of the filming / photo shoot:

Location details (please list each location separately in date/time order and include full address, map pin or grid ref):

Location	Brief Description of Shoot	Start Date and Time	End Date and Time

No. of crew	
No. of cast	
How many of the above are local to Gloucester?	

Please indicate if your shoot will involve any of the following (please **check box**):

Traffic Control	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	Wet Downs	<input type="checkbox"/>
Road Closures	<input type="checkbox"/>	Honey Wagons	<input type="checkbox"/>	Animals	<input type="checkbox"/>
Street Dressings	<input type="checkbox"/>	Catering Facilities	<input type="checkbox"/>	Children	<input type="checkbox"/>
Cherry Pickers / Lighting Towers	<input type="checkbox"/>	SFX	<input type="checkbox"/>	Reconstruction of Emergency / Crime	<input type="checkbox"/>
Camera Crane	<input type="checkbox"/>	Firearms / Guns	<input type="checkbox"/>	Cast Dressed as Emergency Services	<input type="checkbox"/>
Camera Track	<input type="checkbox"/>	Smoke Effects	<input type="checkbox"/>	Driving Sequences	<input type="checkbox"/>

Low Loaders	<input type="checkbox"/>	Fire Effects	<input type="checkbox"/>	Crowd Control / Security	<input type="checkbox"/>
Generators	<input type="checkbox"/>	Wind Machine	<input type="checkbox"/>	Bicycles / Other form of transport	<input type="checkbox"/>
Playback / Music	<input type="checkbox"/>	Stunts	<input type="checkbox"/>	Drones	<input type="checkbox"/>
Other	<input type="checkbox"/>	If other, please specify:			

If you have ticked any of the above, please provide details in a separate attached document.

Regional Production Expenditure

(please complete as much as you can in advance of the filming taking place)

Details of all locations to be used in Gloucester	
Total number of days in Gloucester	
Total number of days to be spent pre-production in Gloucester (recce days)	
Total predicted spend in pre-production expenses e.g. travel, accommodation, food, and drink etc.	£

Total number of nights to be spent in Gloucester	
Total predicted production costs in Gloucester	£
Details and breakdown of the above costs e.g. travel, accommodation, cast, crew, catering etc.	
Facilities to be sourced in Gloucester	

Declaration

Please confirm the following:

I have attached a Risk Assessment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have attached a copy of Public Liability Insurance.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have read and understood the Terms and Conditions.	Yes <input type="checkbox"/> No <input type="checkbox"/>

By returning this, I apply for permission to hold the filming / photoshoot as detailed in this application. I confirm that the information provided is correct and I agree to indemnify Gloucester City Council against any third-party claims arising.

Signed *	
Name (block capitals)	
Position	
Date	

** If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.*