

## **FILMING POLICY** **WITHIN** **OXFORDSHIRE**

Within Oxfordshire numerous requests are received to authorise the use of the highway for filming purposes, or to park vehicles on the highway whilst filming takes place. Oxfordshire County Council recognises the positive contribution film production can make to the local area with particular regard to economic benefits and enhancing tourist interest in the locality.

It is the purpose of this policy to indicate some of the parameters, and details of the initial points of contact within Oxfordshire County Council, who will act as information hubs and ensure that the appropriate authorities are aware of requests.

### **GENERAL INFORMATION**

1. No filming activity should take place until permission has been granted by all relevant parties.
2. Consultation must take place with all those affected by filming at least 20 working days prior to filming or less by agreement with the Highway Authority and Environmental Health if filming includes night time shoots, use of lights, sound, or chemicals.
3. A Notice of Intent to film should be forwarded to Oxfordshire County Council at least one week prior to the commencement of filming indicating that all permissions have been obtained.

### **CONSIDERATIONS FOR OBTAINING PERMISSION**

The following information is required to assist in determining permission:

1. The name of the production company, type of production, contact name and details.
2. The size of the production – personnel and vehicles
3. Any removal of street furniture or carriageway markings
4. Use of cranes, cherry pickers (these will require separate licensing)

5. Use of tracking
6. Parking of production vehicles on double yellow lines, Pay & Display bays
7. Use of special effects
8. Nature of the film
9. Filming of animals or children
10. Adequate Public Liability Insurance as determined by the Highway Authority
11. Proposed dates and locations
12. Risk assessment for each location must be carried out
13. Traffic management and use of stewards

The production company must ensure that location owners and adjacent property owners are:

1. Kept fully informed of the intentions of the production company
2. Whether or not they are used for filming
3. Recompense of any loss of income, although this must be determined between the production company and property owner. Oxfordshire CC does not accept liability.
4. Written notice, such as a letter drop, must be carried out at least seven days prior to the first day of being on location. If notice is less than seven days then a representative of the production company must discuss personally with all relevant property owners.

The production company must ensure that Emergency Services are fully aware of:

1. special effects (Fire Brigade and Police)
2. use of replica firearms (Police)
3. Impersonation of a member of the Emergency Services. (Fire, Police and Ambulance).

**Emergency access must be maintained at all times during set up and filming.**

***The Highway Authority (Oxfordshire CC) will respond to an initial enquiry within 2 working days where practical. Upon receipt of a completed application form and subject to being satisfied the information provided is adequate, they will determine the feasibility of the proposal within 5 working days.***

## **CHARGES**

There is a scale of charges for filming related to crew size, which may be increased if site visits and meetings are required:

Crew size 1-5 people £35

Crew size 6-11 people £75

Crew size 12+ £150

The above charges are inclusive of VAT at 15%. An invoice for payment will be sent to the company address provided on the filming application form. Please do not send cheques.

There will be a charge for the use of any Pay and Display bays, for the removal of unit signing should any be left at the end of filming, and for any alterations required to street lighting or road markings.

District Councils will levy charges for refuse collections, street sweeping (if necessary) and for the removal, storage, and replacement of street furniture.

## **FOR FURTHER CONSIDERATION**

### **HEALTH AND SAFETY**

The Production Company must:

1. Provide a risk assessment for each location where equipment is placed on the highway.
2. A qualified first-aider should always be present during filming
3. Any traffic control must be determined by full consultation with the appropriate highways officer.
4. When any member of the production company is on the highway they must wear high visibility vests or jackets.

It would be appropriate to seek the advice of the Health and Safety Executive.

## **RESIDENTS AND MEMBERS OF THE PUBLIC**

The Film makers are visitors and should be sensitive to the community in which they are working.

1. All neighbouring residents and businesses must be given no less than seven days notice of filming by letter or personal visit, and letter drops must contain telephone/email details for a contact within the production company.
2. Noise must be kept to a minimum at all times.  
Separate permission to make noise during unsocial hours 10pm to 8am must be obtained from a District Council, Environmental Health Noise Control Team. Use of generators has to be approved, and silent running generators may be requested.
3. All members of the production company and its associated workforce are to dress decently at all times. Dress codes may need to be adhered to when working in particular locations.
4. Access to private property must be maintained, and no footways blocked unless with permission by a highway officer and an alternative safe route must be provided, with disabled access.
5. Crew and cast must refrain from lewd, offensive or abusive language or behaviour.
6. Lighting, cables, and other equipment must not cause a hazard to the public.
7. Cranes, cherry pickers etc that are on the highway (including footpath) must be signed and guarded appropriately in accordance with Chapter 8 of the Traffic Signs Manual.

## **MAINTAINING THE AGREEMENT**

Production companies must adhere to the following agreement:

1. Production Vehicles must park within the designated area (permission to be sought in advance) and be appropriately badged. Failure to do so will result in a vehicle obtaining a Parking Ticket. Consistent flouting of the agreement may result in the Police being involved, possible removal of the vehicle, and filming permission may be withdrawn.
2. Refreshments must be taken in the agreed location and catering facilities agreed in advance.

3. Crew and cast must not trespass on neighbouring property, or enter an area of the location that the owner has strictly forbidden.
4. Consistent failure to adhere to the agreement may result in permission being revoked and future applications to film within the area being refused.

## **LOCATION**

Film companies must treat public and private property with respect.

1. All rubbish must be removed regularly, and it is the responsibility of the production company that the area is left tidy and sanitary at the end of the shoot.
2. Protective materials must be provided where appropriate.
3. Objects belonging to the owner of the location must not be removed without their express permission.
4. The production company must make good any damage or mess caused.
5. Security staff should be used if appropriate to protect the location and any equipment.
6. The crew member responsible for the location should check, before leaving the site, that all property has been restored to its original state

## **UNIVERSITY OF OXFORD**

Should you wish to film within the colleges or buildings of the University of Oxford it is necessary to contact the following:

Charlie Beesley  
Film and Television Coordinator  
Media Production Unit  
University of Oxford  
5 Worcester Street  
Oxford OX1 2BX  
Tel: 01865 289985  
Tel: 01865 270528 Email: [oxford-filming@ox.ac.uk](mailto:oxford-filming@ox.ac.uk)

Web address: [http://www.ox.ac.uk/public\\_affairs/filming/](http://www.ox.ac.uk/public_affairs/filming/)

**For filming in Oxford City contact:**

**Katherine Powley**

County Network Coordinator (and Filming Liaison Manager)  
Oxfordshire County Council  
Speedwell House  
Speedwell Street  
Oxford  
OX1 1NE

Email: [Katherine.powley@oxfordshire.gov.uk](mailto:Katherine.powley@oxfordshire.gov.uk)  
Fax: 01875 815730  
Tel: 01865 815342  
Mobile: 07718 657181

Contact Steve Phillips (details below) in Katherine's absence.

**For all filming outside Oxford in South Oxfordshire DC, Vale of White Horse DC, Cherwell DC, and West Oxfordshire DC contact:**

**Steve Phillips**

Network Coordinator (Events and Filming)  
Oxfordshire County Council  
3rd Floor Speedwell House  
Speedwell Street  
OXFORD OX1 1NE

Email: [stevej.phillips@oxfordshire.gov.uk](mailto:stevej.phillips@oxfordshire.gov.uk)  
Mobile 07786027244  
Office (01865) 810421  
Fax 01865 815085

