



## **Guidelines for Filming in Croydon**

### **Mission Statement**

Croydon contains some versatile and iconic locations in London. Croydon intends to build a reputation as an efficient and film friendly borough, using innovative policies such as film parking permits, flexible lead in times and Temporary Traffic Notices. Croydon Film Office aims to strike a balance between the requirements of film productions and the best interests of residents and businesses. The advice we give to film makers is free; we will always work with you to help set up the shoot. If a shoot is simply not feasible, because of the location or because of schedule clashes, we will help you find an alternative solution.

### **Introduction**

The purpose of this document is to provide guidance to anyone considering filming in the Borough of Croydon. We have included suggestions, links and contacts with various organisations that will help you with your shoot. For the purposes of these guidelines, “filming” activities covers any activity using a camera, with the exception of news-gathering crews (see Sec 3.1). These guidelines may be updated from time to time, please make sure you have the most up to date version, which will be available on our website: [www.Croydonfilmoffice.co.uk](http://www.Croydonfilmoffice.co.uk)

### **Contents:**

1. Do I need a licence?
2. Do I have to pay for a licence?
3. What is a film licence?
  - 3.1 News Crews
4. Before you make an application



- 4.1 Location
- 4.2 Availability
- 4.3 Check that you have enough time
- 4.4 Approval Process
- 4.5 Site Visit
- 5. Making an application using FilmApp
  - 5.1 Sufficient detail
  - 5.2 Managing public interest
  - 5.3 Sensitive locations
  - 5.4 Budget and insurance
  - 5.5 Croydon Council resources
  - 5.6 Submitting FilmApp
  - 5.7 Next steps
  - 5.8 Agreement and payment
- 6. Planning Complex Shoots
  - 6.1 Filming Plan
  - 6.2 Define the filming area
  - 6.3 Local Impact
  - 6.4 Controlled area
  - 6.5 Filming Proposal
  - 6.6 Site Plan
  - 6.7 Health and Safety
  - 6.8 Risk Assessment (Filming safety)
  - 6.9 Consultation with Stakeholders
  - 6.10 Croydon Council contracted works
- 7. Cancellation and withdrawal of permission
  - 7.1 Appeal

Cancellation by the production company

Appendix 1 Licensing

Appendix 2 Spectator management and police

Appendix 3 Specific Locations in Croydon

Appendix 4 Traffic Management and Parking

Appendix 5: Media management, Insurance and stakeholder consultation

Appendix 6: Your Health & Safety Responsibilities

Appendix 7: A – Z of Key Issues

Appendix 8: Legislation

## **1. Do I need a licence?**

Almost all commercial film shoots and many non-commercial film shoots require a licence to film in Croydon. If your film shoot conforms to ALL the following conditions you do not require a licence, and there is no need to inform us:

- 1) Crew of less than 5
- 2) Filming on public highway (pavement) ONLY without causing an obstruction
- 3) Non-commercial (end product not for broadcast or sale)
- 4) Hand held camera ONLY



There is some confusion about what constitutes as public property – for example the Whitgift shopping centre is actually private property, even though there is a public right of way.

Commercial filming is defined as those film shoots where the intellectual property rights in the resulting film or photograph may need to be transferred to a third party such as a broadcaster or client. You will need a location release (contained in the film licence) to enable you to make this transfer.

Legitimate students and self-funded film makers will require a licence to film in Croydon, licences are provided at a reduced cost, and location fees may be waived. Please contact the film officer if you think your project might qualify for this concession.

## **2. Do I have to pay for a licence?**

Croydon Council do charge an administration fees for small crew street filming. Dependant on the location, you might incur a location fee as well. Other fees might include parking, unit base, a donation to a residents association or site visit. All fees must be paid before filming takes place, unless your company has a credit agreement. Large scale productions incur higher costs than small scale productions. The fees are set by the council, and they reflect the running costs of the film service and maintenance of locations. Students and self-funded film makers may qualify for a reduced cost licence. Please contact the film officer if you think your project might qualify for this concession.

## **3. What is a Film Licence?**

The licence provided contains a written location release which allows you to assign intellectual property rights to a broadcaster or client. The licence also includes indemnity clauses and terms and conditions and any special conditions that might be imposed. Once issued, Croydon Film Office will record your filming licence and make sure that relevant stakeholders are kept informed. You can change times of filming and get a refund if you do not use the film licence, providing you inform us in writing before the filming licence begins.

If you are photographing a public place, you may be asked by the Police to provide identification so we advise you to carry some recognised photo id.

### **3.1 News crews**

Legitimate News crews, covering a breaking story are not required to have a licence to film on pavements and on the highway in Croydon. (This exception does not cover planned filming for documentaries or current affairs programmes). However, you may still need a licence if you are filming on private land such as a park or a housing estate.

## **4. Before you make an application**

If you know where you want to shoot, and you have a small crew of less than 5 people and you do not require parking suspensions or road closures, and you will not cause any obstruction or traffic disruption and you are not using any equipment other than a tripod, hand-held lights and/or microphones, you can apply to film immediately. Go to



[www.Croydonfilmoffice.co.uk](http://www.Croydonfilmoffice.co.uk) and make an application using FilmApp, our online filming form. You will be automatically directed along a “Fast Track” process.

If you have obtained a licence, it is still possible that you may be asked to move, if for example, in the opinion of a council officer or Police officer your filming is causing an obstruction or a hazard.

We advise anyone who is planning a larger shoot, or a shoot that does not conform to the conditions above to get in touch with us at the earliest opportunity, either by phone on 0845 190 1970 or by e mail at [info@Croydonfilmoffice.co.uk](mailto:info@Croydonfilmoffice.co.uk) It might be necessary to arrange a site visit or to check availability of a location before you make your application.

**4.1 Location:** Please check whether your shoot is on private property, as this will require permission from the land owner, which you are responsible for obtaining. There are also some areas in Croydon that are more sensitive and may need further discussion with us, please see **Appendix 3 - Specific Locations.**

**4.2 Availability** You can check with Croydon Film Office to make sure that your proposed date does not clash with other planned events at the same location. You can check the Londonworks register to see if there are any planned road works near your shoot by following this link: <http://public.londonworks.gov.uk>

#### **4.3 Check that you have enough time**

Croydon Film Office recognises that filming is a creative process and sometimes plans can change. We do not impose strict lead in times; however, we need a certain amount of notice to be able to support your filming effectively. The earlier we know about what you want to do, the more likely it is that we can approve your application and support you. As soon as you know where you want to film, and have potential dates in mind, contact us and we will try to help.

#### **4.4 Approval Process**

Some locations are simple to arrange, others are more complicated, with several stakeholders involved in the approval process. Equally, some locations may be unavailable because of an event or for some other reason. A degree of schedule flexibility is useful. The most important principal here is communication; please call us as soon as you think a specific location might be required. Please see appendix 10 for lead times required for licence applications. If your date and location are available, you are ready to complete the licence application using FilmApp. (go to [www.filmapp.org/Croydon/](http://www.filmapp.org/Croydon/))

#### **4.5 Site Visit**

A site visit will be required for all large scale shoots, anything involving road control or temporary structures. There is a charge for site visits. It is best to arrange a site visit at the earliest opportunity.

### **5. Making a Filming Application using FilmApp.**



Instructions about how to make an application can be found on the website: [www.filmapp.org/Croydon/](http://www.filmapp.org/Croydon/)

When you complete your application, please be aware of the following issues:

### **5.1 Sufficient detail**

It is easier for us to approve your application if we have a good idea of what you want to do, however we are aware that you may not have complete details of equipment or vehicles at this stage. In this case, please include what detail you can and update us when you have more information.

### **5.2 Managing public interest**

Does your shoot require management of the public? If you are expecting a large amount of public interest or plan to have crowd scenes, you may need to employ security officers or Stewards to manage your filming area safely. (Please see **Appendix 2: Spectator Management**).

### **5.3 Sensitive Locations**

- Croydon has several areas which are may have certain conditions attached to their use. If you are planning to use one of these areas, you may need to have further discussions with your Film Officer during the planning process. Please see **Appendix 3 – Specific Locations** for more information. If you cannot use one of these locations you can discuss alternative dates and locations with the Film Officer in a consultation. The appropriateness of your chosen area will be assessed by us before deciding to approve your application. We will take into account the following:
  - The opinion of the residential community
  - The physical layout of the location
  - Townscape and capacity of the area (in terms of pedestrian and vehicle traffic)
  - Impact on pedestrian and vehicular traffic
  - Consideration of the frequency of filming being held at the location
  - Simultaneous activity
  - Other filming,
  - Other events
  - Ceremonies, road works or other activity which will impact on the intended location

### **5.4. Budget and insurance**

You may incur unexpected expenses during your shoot (for example making good on a bench that is damaged during filming). Please check that your budget will cover all expenses and charges, whether from us or those from other agencies. You will also need Public Liability Insurance for your shoot. The minimum acceptable insurance cover is usually £5 million. If you are a student, please check with your college. The Film Officer will let you know if that amount needs to be increased.

### **5.5 Croydon Council resources**





You will need to give some information about what Council resources you expect to need for your shoot (e.g. parking, road closures). You do not have to give too much detail at this point. Applications should include any requests for the use of our assets such as buildings, schools, street furniture, employment of our Cleansing Teams, or other specialists. Please also include details of any use of intellectual property, such as Croydon Council branding and logos. Please note: you and your production company will be responsible for making sure that the public highway is clear from any rubbish created by your shoot. If this is not cleared away we will clear it and charge your production company, and you may be liable for a fine under fly tipping legislation.

### **5.6 Submitting FilmApp**

If you wish to go ahead with your shoot and you have confirmed that you're preferred dates and locations are available (see 4.2), please complete FilmApp (link?). You will need your public liability insurance document at this stage. Other supporting documents such as parking forms or road control applications can be forwarded at a later stage. Once submitted, a confirmation e mail is sent to you automatically by the system.

### **5.7 Next steps**

When we receive your Filming Application, we will evaluate it and either approve it once checks have taken place or consult with other stakeholders. If we need more information from you, we will get in touch.

### **5.8 Agreement and payment**

If we agree that your shoot can go ahead, (and a fee is due) we will issue you with an invoice and payment request. Once payment has been received, we will issue the licence. We have made the payment process as simple as possible using an online credit card payment system (Worldpay-Link?). If your production company has a credit agreement with FilmFixer Ltd (who operate Croydon Film Office) then we simply need a purchase order number to issue the licence.

If no fee is due, we will simply issue the licence once checks have taken place.

There may be some special conditions attached to your licence. We will contact you to discuss these should special conditions be necessary.

## **6. Planning Complex Shoots**

When planning your shoot, please consider the following points:

### **6.1 Filming Plan**

If you are planning a small or very simple shoot, you will not need to produce this document, but the majority of planned filming will need to have a Filming Plan. The



Filming Plan is a live document which records the development of your shoot and records any agreements, changes or issues that may come up. The scale of your shoot will determine how detailed your planning needs to be, but most large or medium sized shoots require at least one meeting between the film officer and the location manager and any other relevant partners. Please be aware that charges will apply to recover the costs of the Film Officer's time (schedule of these?). To begin with it may be better to have an outline of your shoot, which you can add detail to as your shoot takes shape. You may wish to consider the following areas:

### **6.2 Define the filming area**

You will need to identify the area required for your filming, including spaces required for equipment and vehicles. If your shoot is large and/or complex it may be easier to provide us with a scale drawing or map.

### **6.3 Local impact**

You may need to show us that you have considered the impact of your shoot on the surrounding area (such as residents and businesses)

### **6.4 Controlled area**

If you need to control access to areas within your filming area, then you will need to tell us the method of control you wish to use, for instance the issue of badges, passes wristbands or a similar system. You may also need to employ security staff to keep your filming area safe. Croydon Council requires any security staff to have a valid Security Industry Authority (SIA) licence. Please see **Appendix 2** for more information.

### **6.5 Filming Proposals**

It may be useful to send any written film proposals you create for your planned shoot to the film officer before any initial meetings so that we can fully understand all your requirements.

### **6.6 Site Plan**

If you think that you will need to bring large amounts of equipment or vehicles into your filming area, you will need to complete a site plan. This shows how you plan to create safe routes for vehicles and pedestrians around your location (using agreed diversions if necessary). Your site plan should keep inconvenience to the general public to a minimum.

### **6.7 Health and Safety**

Your production schedule will also need to allow time to be set aside for all necessary Environmental Health inspections by the Council. Please see **Appendix 6** for more information.

### **6.8 Risk Assessments (Filming Safety)**

As the location manager for your shoot, you need to make sure that any necessary risk assessments are completed for all aspects of filming. If you choose to appoint a risk assessor, we will still hold you responsible for making sure that all required risk assessments are done. See **Appendix 6** for more information



## **6.9 Consultation with stakeholders**

As part of your production plan, you will need to consult with local businesses and residents and (where relevant) contact business and residents associations so that they are aware of your shoot and can discuss any concerns with you. Please see **Appendix 5 - Stakeholders**.

## **6.10 Croydon Council Contracted Works**

If an agreement is reached with us to remove and replace street furniture or any other work involving Council owned or managed property as part of your shoot, you will need to agree a programme of works, possibly using our approved contractors. Approval for these works will need to be agreed between Croydon Film Office, Croydon Highways and any other relevant stakeholder before your planned filming date and we can arrange this for you as part of the planning for your shoot. Any work should be carried out by our own contractors with the production company bearing the costs, if the production carries out the work by prior arrangement, then an inspection will need to take place after the work. If you want to use any street furniture and other fixings such as existing catenaries (hanging cables) or fixing points for your shoot, please inform us, either on your FilmApp application, or by informing the Film Officer assigned to your case.

## **7. Cancellation and withdrawal of permission**

### **Cancellation by Croydon Council**

In certain circumstance we may have to withdraw our support for your shoot after your application has been approved. Your filming could be jeopardised if any of the following elements become an issue, and you may be refused permission to continue with your filming;

1. Application is not received in time;
2. The scope of your filming changes significantly and it differs considerably from the original application;
3. There are major changes to the plan which means that the filming is no longer compatible with our policies and guidelines;
4. The date changes to one that coincides with other events or filming, road or building works that would increase the impact on the surrounding area;
5. The location changes to an inappropriate or sensitive location (**See Appendix 3**);
6. A licence application (such as a Temporary Traffic Notice) is refused (where critical to the shoot);





7. Any of the timelines agreed are not met;
8. A major contractor withdraws critical support;
9. You fail to comply with any conditions or actions agreed
10. A partner such as the Police will not support the application
11. Circumstances beyond our control (such as a national incident or emergency) mean that the shoot cannot take place.

Where such action is anticipated you will be advised verbally as well as in writing by Croydon Film Office of the need to correct any matter as soon as it appears likely to become an issue. We will do everything we can to make sure that your filming can go ahead.

**Please note:** There may be occasions (such as national incidents or state funerals) when we may need to change or cancel your shoot, but we will do everything we can to ensure that you can proceed. If at any time during this process we decide to refuse permission for planning to proceed, or for the filming to go ahead, you will be informed as soon as that decision is made and then provided with the reason in writing. We will also notify you of any refunds.

### **7.1 Appeal (see Appendix 7 for Complaints)**

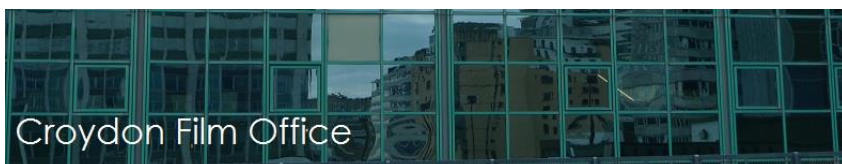
There are three possible appeals:

1. Appeal against the policy (if your proposal is not supported)
2. Appeal against a decision
3. Appeal against charges or refusal to grant a waiver

Unless the decision was made by the Film Officer, the first appeal should be directed to him/her. If the decision was originally made by the Film Office Manager (info@Croydonfilmoffice.co.uk) then a complaint can be made in writing to the Film Office and a written response will be made within 10 working days. If this response is still unsatisfactory, a complaint can be made to Croydon Council using the council's complaints process. A copy of which should be sent to the Film Office. (*this section is a bit confusing*)

### **7.2 Cancellation by the production company**

If a shoot is cancelled, and notice is given by the production company in writing before the licence period begins, then all fees (except administration and any costs incurred for site visits etc) will be refundable. If a Temporary Traffic Notice has been purchased, and costs have already been accrued (for example by creating a consultation) then these costs will be deducted before any refund is agreed.



### **Please continue to Appendices**

#### **Appendix 1: Licensing**

This section gives a brief overview of some of the more usual licence applications used for filming. You will need to apply for a licence from the Council (Via Croydon Film Office) if you plan to do any of the activities below during filming:

- Use aerial platforms, cranes, jibs or cherry pickers
- Use a tripod or dolly and track on the pavement or highway
- Obstruct the pavement or highway
- Use loudspeakers
- Put up a temporary structure
- Use temporary traffic holds
- Divert or block traffic
- Use special effects of any type
- Child Performers
- Film on council property such as housing estate or park.

Please let the Film Officer know during your planning sessions if you require any of these licences, so that we can help to obtain them as quickly as possible.



## **Appendix 2: Spectator Management and Police**

### **Stewarding Plan**

If you need stewarding staff for your shoot, you will need to provide a stewarding plan which should be shown overlaid with any traffic management plan. Please note that all Stewards and security staff will need to hold a valid Security Industry Authority (SIA) licence.

### **Chain of command**

As the location manager we need you to make sure that there is a single clear chain of command, especially where there are sub-contractors or more than one company or group involved. Where the police are in attendance there should be a written memorandum of understanding between all parties on the responsibilities of each team and for what functions under what circumstances the Police should assume responsibility.

### **Traffic management**

If traffic management is involved then only stewards trained in Chapter 8 Signing and Guarding (City and Guilds) (*is this specific to Croydon or generic?*) can be employed to place out traffic signs and cones to set up road or lane closures.

### **Stewards – roles and responsibilities**

A steward is someone who we hold responsible for the safety and care of the general public around your filming area. A steward's role is to minimise the risk of injury to public, cast and crew. Stewards should be easily identified by using tabards, arm



bands or high visibility jackets. The primary duties of a steward are to: understand their responsibilities towards health and safety of all categories of involved parties; carry out pre-filming safety checks; control or direct members of the public who are in or around the filming area; along with checking suppliers, contractors, and accredited staff and specialists; assist with the safe operations of the shoot; recognise crowd conditions so as to ensure safe dispersal of spectators in the event of overcrowding; assist emergency services as required; respond to emergencies; undertake specific duties in an emergency or as directed by the safety officer or appropriate emergency service officer.

### **Stewards Training and briefing**

Adequate training and briefing of stewards and marshals is central to effective shoot safety and you should make sure that all stewards have received an adequate briefing for their role. We will expect to see evidence of this in the production schedule. At large shoots it is good practice for the police to be invited to play a role in the stewards briefing, especially when police are also deployed during filming.

### **Police**

We recommend you inform the Police in writing about your shoot if there is any possibility that your shoot might cause a disturbance. It is essential to inform the Police if the planned filming contains a re-enactment of a crime, actors in Police uniform, any violence or uses firearms or other weapons (even dummy weapons). This is necessary if your filming is taking place on private land or public land.

In any cases the Film Officer can advise you if notification is necessary. You can contact the Met Police Film Unit) for further information.

Police officers should not be deployed in stewarding roles.

Local arrangements can be made with police to attend film shoots, in such cases police will charge for their attendance. If you do need a police officer to attend your shoot, we would advise early discussion with the police at the earliest opportunity



### **Appendix 3 – Specific Locations in Croydon:**





## Appendix 4: Traffic Management and Parking

We recognise that most types of filming on streets will require some disruption of the traffic (pedestrian or vehicular) at some point.

The standard filming licence allows you to place a camera tripod on the street, and to film on the pavement, **without** blocking the pavement. It is important that pedestrian's right of way, and any access or egress to properties or premises is not impeded by your filming.

It is perfectly allowed to request a pedestrian to wait a moment, but it must be made clear that access must be maintained at all times, and if a pedestrian wishes to continue without waiting, they must be allowed to do so.

If you need to stop pedestrians walking into shot, and it is necessary to cordon off or obstruct a pavement, then specific permission has to be sought to do this. To close a pavement, you will need to obtain a Temporary Traffic Notice

Equally any interference with road traffic, i.e. stopping cars, coning or holding traffic in any way will require a **Temporary Traffic Notice** (TTN)

**A Temporary Traffic Notice** is a legal notice issued by the council highways department. The notice specifically allows filming to take place on public pavements



or roads, and allows sufficient powers to be granted to obstruct the pavement or road, or suspend normal provisions or restrictions such as parking or one way traffic for the purpose of filming.

It is best to discuss your requirements with the film officer at the earliest opportunity. The Film Officer may recommend that you apply for an TTN. The process starts with a site meeting with the film officer and the council highways department. The proposal is discussed, and an outline plan is reached. At this point it is the responsibility of the production company to present a workable **Traffic Management Plan (TMP)** which includes details of the planned stewarding, signage and other measures such as control points, diversions and locations of signs to be used, as well as locations of any personnel assigned to traffic control.

Small scale filming events might need a very simple TMP, for example a small traffic hold in a quiet street will not pose much difficulty. This can be agreed quickly on application. However, more complicated shoots are a different matter. Often it is a good idea to employ a specialist Traffic Management Company. Croydon Council has a list of preferred suppliers. See Key Contacts.

Once the TMP has been prepared, it must be submitted along with a full method statement and evidence of the Traffic Management Company's public liability insurance. We will also need a written statement from the production company indemnifying the Council from any legal action. We will agree filming times and the length of traffic holds depending on the time of day, the road being used and the amount of traffic being affected.

If the TMP is satisfactory, you will be provided with an TTN. It is possible that your shoot may be disturbed by unplanned emergency works, but no scheduled works will be allowed on any location that you have booked using the TTN.

For more substantial shoots, (such as a period shoot requiring extensive road control and diversions for more than 24 hours) a **Temporary Traffic Order** might be required. This needs *6 weeks notice*, and extensive resident's consultation.

### **On the day of your shoot**

If there are any unforeseen events that affect traffic flow, it is possible that you may be asked to release traffic or suspend filming. In an emergency the Police or council may ask you to finish your filming altogether in the event of an incident, accident or any matter where we need to return to normal traffic flow. This is very unlikely to happen, but the council takes no responsibility for any costs incurred because of any emergency requirements. We will need you to inform us if your filming ends early, and you will need to contact the Film Officer to request permission to continue if filming over-runs.

Any personnel placing out traffic signs and those deployed to use the stop/go boards will need to hold Chapter 8 Signing & Guarding (City and Guilds)(see *query above*). All personnel involved in traffic management will need to wear yellow reflective jackets,



and those controlling traffic should ensure that the jackets have sleeves (not just tabards). This is especially critical when filming at night.

Please note: Traffic should only be held as agreed with the filming officer in advance in writing. Under no circumstances should unqualified personnel be asked to control traffic.

### **Setting out the area**

Please make sure that a suitable barrier or obstruction is placed across the road at each holding point when your boards are in the stop position, to reduce the chance of motorcyclists or cyclists failing to comply with the stop sign. If an emergency service vehicle on an emergency call needs access to your held area, all filming should cease immediately to allow them to pass safely. All personnel deployed in traffic management will need to be in direct communication with each other in order to co-ordinate the control, and also to inform each other of any danger by vehicles failing to comply, or of approaching emergency vehicles. Each control point should also be staffed by a member of the production team in order to explain or assist with any enquiries from the public as to the reason for the traffic control. Should a driver request urgent passage then this should be facilitated if it is safe to do so. Sufficient time should be allowed between traffic holds to allow for any traffic levels to reduce to normal flow. If it is going to take time to reset your shot, then you should finish the take, allow traffic flow to resume, stop traffic for the reset, then allow traffic flow again before stopping for a retake. This will ensure that traffic holds are kept to a minimum. If at your location there is only very minimal traffic this can be reviewed.

### **Legislation**

Section 16 of The Traffic Management Act 2004 places a clear responsibility on the Council to keep traffic moving and to reduce congestion. We will carefully consider any application to close roads, traffic lanes or otherwise disrupt traffic flow for the purpose of holding filming on the highway. Section 16A of The Road Traffic Regulations Act 1994 (as amended by the Local Government Act 2008) allows the Council to issue traffic orders to restrict or prohibit the use of a road in connection with filming if it is necessary for the purpose of:

- (a) facilitating filming;
- (b) enabling members of the public to watch the activity
- (c) reducing the disruption to traffic likely to be caused by the activity

The London Local Authorities and Transport for London Act 2008 amended s. 16 Road Traffic Regulation (Special Events) Act 1994 to allow for the Prohibition or restriction on roads in connection with certain filming (For Greater London). If, having considered all our responsibilities, and taking into account other events, such as road works or building works taking place at the same time and affecting the film location, we agree to allow you to close or restrict a road, then you can complete an application form for an TTN

You should consider that there may be further costs involved in the implementation of any closures. These may include completion of the traffic management plan, hire and



placement of traffic signs, properly qualified stewards to implement closures and erecting signage. As filming manager you have no power to stop or direct traffic. Once a TTNN has been issued then you may deploy signs and barriers to affect your closure. The Council will only permit personnel trained in Chapter 8 Signing & Guarding (City and Guilds) (see query above) to place out road closure signs and cones.

### **Parking Suspensions**

If it is necessary to suspend parking for the shoot then you need to complete the Parking Suspension form (available at [www.filmapp.org/Croydon/](http://www.filmapp.org/Croydon/) ). Once the parking suspension has been authorised, you are responsible for reserving the suspended parking areas using traffic cones when they have been correctly suspended for your use. Croydon Council does not guarantee that all suspended parking will be available for your use, but we will endeavour to remove cars to the nearest available parking (at cost to the film company NOT residents) if required.

### **Residents Bays**

Croydon Council will suspend residents parking as a last resort if no other options are available. It may be necessary to suspend nearby Pay and Display bays to accommodate displaced residents. We are unlikely to agree to the suspension of diplomatic, doctors, ambulance, or motorcycle bays except in extremely exceptional circumstances. 15 working days notice required.

### **Pay and Display and Shared Use bays**

Croydon Council will suspend P&D bays and Shared Use bays for filming when an application has been received with *5 working days notice*.

### **Film Parking Permit**

Croydon Council operates a film parking permit scheme. This allows technical vehicles to park on P&D bays, Residents bays, Shared use bays and Single Yellow Line bays. Up to 4 different locations can be used in one day. The permit is for one vehicle only, and can be used on one day only. The serial numbers of the permits are sent to the Parking contractors on the day of the shoot. Any film company misusing the permits will be given a penalty charge notice and will not be allowed to use the permits again. We will issue multiple permits when required.

### **On street**

To view all on street parking available in Croydon please visit: <http://www.croydon.gov.uk/transportandstreets/parking/parking-permits/zone-maps>

### **Weekend Parking**

If a film crew pay for a day's parking and need to remain on site into a day where parking is free of charge they will only be required to pay for the day that charges apply. In Croydon this will normally apply from a Saturday to a Sunday. However, you need to be parked in a way that your vehicle does not block more than those bays that have been suspended.

### **Unit Bases**



## **Appendix 5: Media management, Insurance and stakeholder consultation**

### **Media Management**

Where there is media interest in your filming you may need to make provision for media on site. You should make reasonable efforts to offer reasonable access. Local newspapers and other media will be interested and the council does not wish to arbitrate between media and film companies about access to public places.

### **Insurance & Costs Identified**

No damage should be caused to the public highway or street furniture by your shoot. If any damage does occur as a direct result of the planned filming – whether by your action or inaction or staff you have invited in to the area - you will be responsible for the reasonable cost of reinstatement works and for the immediate temporary protection measures to make the damaged area safe. We recommend you allow a contingency for damage to our assets.

### **Consultation**

As part of your planning process you will need to inform businesses and residents within the vicinity of, or who could be affected by, your filming location. This can be done in advance by letter. You should also include the name and telephone number of your Special Events Filming Officer so that the recipient can consult with the team regarding your proposals. Please provide us with a sample copy of the letter prior to distribution. Where there is an active Resident's or Business Association, we will provide you with contact details and request that you consult with them as part of this process. The letter should include details of:





- location
- duration
- timings of exterior sequences
- special effects
- number of people on site
- lighting
- cranes
- tracking
- parking
- dressing
- stunts
- actors in uniforms
- use of imitation firearms
- other weapons
- parking
- location of any generators

### **Appendix 6: Your Health & Safety Responsibilities**

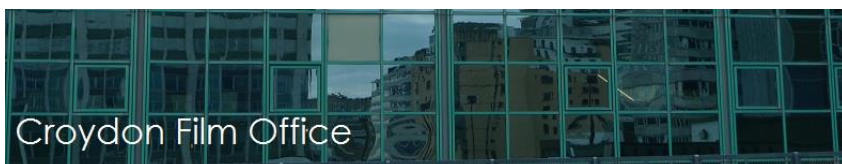
Anyone filming in Croydon has a “Duty of Care” under Health & Safety Legislation. This duty runs through Common and Criminal Law and you need to demonstrate awareness of these duties throughout the planning processes.

### **The Corporate Manslaughter and Corporate Homicide Act 2007**

This Act allows an organisation to be found guilty of this offence if the way in which its activities are managed causes a death. This amounts to a gross breach of a relevant duty of care to the deceased. This is intended to complement and not replace other forms of accountability such as those under health and safety legislation. The Act applies to; companies and other corporations, including: public bodies, organisations incorporated by Royal Charter, Limited Liability Partnerships, and all other partnerships and trade unions and employers associations (if the organisation is an employer), Crown Bodies such as government departments and police forces. All companies in a contracting chain may be liable for the offence will depend on whether they owed a relevant duty of care to the victim. This also applies to charities and voluntary organisations where they have been incorporated or operate as an organisation such as a partnership with employees.

### **What is a Duty of Care?**

This is an obligation for an organisation to take reasonable steps to protect a person’s safety. There are many publications available that provide advice and guidance on site safety. The majority of the publications can be obtained from the Health & Safety Executive (HSE)



### **High Visibility Clothing & Personal Protection Equipment (PPE)**

You need to make sure that the crew wears the appropriate level of safety clothing when filming on the public highway. Where personnel are involved in controlling traffic then high visibility jackets must be worn.

### **Civil Contingencies Act 2003**

You are required by the Civil Contingencies Act 2003) to make sure that you have contingency plans to cover your own business continuity for the installation, site programme and dismantling of your shoot. We are obliged to be satisfied that your plans are suitable and that they are part of a single plan in response to any wider incident within Croydon or central London. To help meet our joint duties and obligations, we will acknowledge that you have attended all necessary meetings to assist you in forming those plans; and that at those meetings all the agencies have had opportunities to help you ensure that your plans will be able to assist any Police led response required.

## **Appendix 7: A – Z of Key Issues**

### **Animals**

If you are using animals in your filming you need to make sure that you use animals that are trained to meet the film requirements. We would normally expect them to be supplied by a known industry supplier or owner. The production company must agree to follow either the RSPCA Guidelines for the Use of Animals in the Audio Visual Industry or the PAWSI Code, guidelines as a minimum standard for the welfare of animals in the Audio Visual Industry. [www.rspca.org.uk/performinganimals](http://www.rspca.org.uk/performinganimals) or [www.pawsi.org](http://www.pawsi.org)

For Dangerous Wild Animal Licences & Performing Animal Registrations please visit the websites above.

### **Animals - Horses & Carriages**

Horses and carriages when used on the highway are accepted as a form of transport and therefore do not require special permission. We do however expect them to comply with Department of Transport code of practice for horse-drawn vehicles, the minimum requirements being; control of the horse is maintained at all times, harness is selected and fitted to the horse for road use, horse is safely hitched to the vehicle following laid down procedures, the controlling position adopted is appropriate to the vehicle in use, the health, safety and security of the horse, self and others is maintained throughout, If the horse and carriage is being used after dark then appropriate lighting must be used, with a white light to the front and red lights to the rear.

### **Cabling & Power**



If you are using any electrical equipment, any power lines or cables, where possible, should be flown above the footpath or carriageway at a height of 5.2m above the footway (2.6m at the lowest point). Council street furniture cannot be used for this purpose. If this is not possible then cables should be routed along fence lines, barrier lines, kerbs or other protected routes. If there is no other option but to cross footpaths they should be protected by suitable cable ramps or safety covers to ensure there is no trip hazard. Interference with the normal use of the public highway by pedestrians and traffic should be kept to a minimum. Where generators are used they should have a barrier and be stewarded to protect from public contact. *Petrol generators are not allowed in Croydon, diesel generators should be used.* If you are using any form of power supply for lighting equipment, then all installations must comply with Electricity at Work Regulations 1989. Fire extinguishers must be provided. Advice can be obtained from the London Fire brigade Emergency Planning Officer.

### **Camera track (Dollies)**

All matters with regard to camera tracking will need to be discussed and agreed with the Film Officer in advance of filming. Obstructions and diversions should be planned and agreed. Tracking boards may be required in some circumstances. All use of dollies should be correctly risk assessed. Interference with the normal use of the public highway by pedestrians and traffic must be kept to a minimum. The placing of track on a pavement will require a specific temporary structure licence which can be obtained via the film office.

### **Catering**

Catering units will only be permitted at Unit Bases with agreement from a Film Officer. No dirty water or food waste should be allowed to fall or flow in to the rainwater gullies and drains. Where necessary a dirty water bowser should be used. Wherever possible caterers should use environmentally friendly materials and products. (See also litter removal).

### **Child Performers**

Child performers under the age of 17 are likely to need a child performer's licence. You can apply to the Council for the licence provided that the child is a Croydon resident, and children who live overseas will also require licences. See Appendix 10 for process times. The production must ensure that any requirements of the child's originating country are also complied with. The hours a child can be permitted to work depends on their age, details can be obtained from the Education Welfare Department.

### **Complaints about the Croydon Film Office service**

If you wish to make a complaint about the service you receive from Croydon Film Office or any Council units during your shoot, please follow the process below.

1. Please address your complaint to the Supervising Film Officer.
2. If the Supervising Film Officer is the subject of the complaint, or you do not feel that your complaint was resolved, please address your complaint to the Managing Director, FilmFixer Ltd ([info@filmfixer.co.uk](mailto:info@filmfixer.co.uk))

### **Coning for Parking**



Cones have no legal force to secure parking, use of cones must be agreed with the film officer in advance. If you are a resident and a film company has placed traffic cones in your street, please be advised that the film company has no legal right to prevent any parking unless they have a Temporary Traffic Notice in place, or if they have suspended the parking.

### **Cranes, jibs, cherry pickers**

Use of any type of aerial platform or lifting equipment and its positioning will need to be discussed and agreed with the Film Officer in advance. You will need to apply for a licence for this type of equipment, (see appendix 10) which will take 10 working days to process. Use of any such equipment should be covered in the Risk Assessment.

### **Employment**

You will need to ensure the implementation of all current UK legislation with regards to employment of workers. You must also observe the Minimum Wage and Working Time Regulations. See [www.direct.gov.uk/en/employment](http://www.direct.gov.uk/en/employment) and [www.bectu.org.uk](http://www.bectu.org.uk) When employing staff from overseas you must ensure that you have proof of their right to enter and remain in the UK and right to work in the UK.

### **Filming at night**

Filming on the public highway will normally be limited to no later than *23:00 hours (22:00 hours on a Sunday)* in residential areas. Any filming that you wish to do beyond this time will require special arrangements and must have the full agreement of local residents, Police and Croydon Film Office. You will need to factor in adequate time for consultation.

### **Filming from vehicles**

You will need to consult with the Metropolitan Police Film Unit, [filmunit@met.police.uk](mailto:filmunit@met.police.uk) and our Highways and Traffic Management Team, Transport for London (if affected) through our Special Events and Filming Officer. Usual forms of filming include, low loaders, tracking vehicles, and A Frames. All Road Traffic Legislation should be complied with subject to agreement by our Highways authority and the police.

### **Firearms & Weapons**

No weapons or firearms of any kind including prop or replica firearms should be used without agreement in advance between the production team, Police and or appropriate emergency service and our Film Officer. This includes when filming exteriors and or interiors on public and private property. Where the weapon is a live firing weapon then the production must have a licence holder for the weapon present, or a registered firearms dealer (RFD) or a servant of the RFD. Where the weapon is a blank firing weapon it is recommended that you have an RFD or their servant present. A CAD number must be provided by the Met Police film unit and this CAD number must be independently verified to the relevant film officer.

Further details about use of weapons in film are available from the Met Police film Unit.



### **Health & Safety**

The production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. (See sec 11 above) For major productions we will expect a safety officer to be identified.

**Highways and Traffic Management** – see Appendix 4.

### **Historical Locations**

The production should respect any conservation regulations laid down by our Film Officer or the property owner or manager.

### **Indemnity & Insurance**

It is a condition of our filming licence that the film company should possess a valid third party liability insurance policy (also known as Public Liability Insurance or PLI). This means that if an accident occurs, and some damage or injury is caused, the insurance company will cover all expenses. It must be very clear that the film company or college or individual making the application should be named in the insurance policy. The clauses relating to indemnity and insurance is on the film licence – Appendix 9

### **Lighting**

The production will need to agree the location of any lighting in advance. This can be flexible; however the light must not be shining towards moving traffic, or into private non-involved occupied property. Where this cannot be avoided and the occupants do not object then you should offer black-out drapes to the owner or occupier. Use of equipment must be risk assessed and comply with Health and Safety regulations (see above) .

### **Litter Removal**

You should make sure that any waste or refuse created by your filming is cleared during and at the conclusion of filming. Where road closures are implemented for filming the closures cannot be removed until the footpaths and carriageways are clear of equipment and refuse. Contracts can be arranged with the Council contractors or private contractors if you wish. Charges will apply in this case ( See Schedule).

### **Hours of Filming**

*Filming on the highway will normally be limited to 07:30 and 22:30 hours, (22:00 hours on a Sunday) in residential areas. This allows 30 minutes from 07:00 hours to set up and 30 minutes from 22:30 hours to clear out. Any filming beyond this time must have the special agreement of local residents, police and Film Officer. Adequate time must be allowed for consultation with all interested parties.*

### **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 requests to reduce noise levels if requested by any Council or police officers during the shoot. Full compliance with The Noise at Work Regulations 1989 and the Control of Noise at Work





Regulation 2005 is required. Use of audio playback and megaphones will only be permitted following an agreement with our Special Events and Filming Officer. The parking position of generators also needs to be agreed in advance due to noise and possible emissions. The agreed location will depend on local sensitivities.

**Parking** – see Appendix 4.

### **Police & Emergency Services**

The staging of crimes, or accidents and the use of firearms and special effects need to be discussed with the police and other emergency services as agreed with the Film Officer. The police may also need to know if the calibre of the performers or celebrities is likely to raise issues of crowd control or other security issues. Metropolitan Police Service Film Unit (MPSFU). (See Key Contact) Your first point of contact will normally be the location borough's Police Events Office, however if you wish to discuss general legislative issues then the MPSFU may be preferable. [filmunit@met.police.uk](mailto:filmunit@met.police.uk) They will assist and advise film-makers on the legislative issues surrounding the following

- fake police officers or vehicles;
- re-creating crime;
- presence of weapons props,
- imitation, deactivated and replica firearms;
- explosions or perceived explosives;
- special effects;
- scenes involving nudity;
- filming on the move (see Filming from vehicles above).

The MPSFU may also attend site meetings where filming crosses borough and police authority boundaries. If you wish to request the presence of police at your film location within the borough then this will need to be discussed with borough Police,

### **Public Transport**

You will need to seek permission of the relevant authority before filming on public transport.

**Please note:** Drinking alcohol or being perceived to be drinking alcohol on is now banned on the Tube, London Buses, Dockland Light Railway, trams services and at all Transport for London stations throughout the City.

**Residents and Businesses** – see Appendix 5

### **Rivers & Waterways**

You will need to seek the permission from the relevant governing body before planning to film on any waterway. Specific health and safety measures will apply. (See Key Contacts).

### **Road Markings**

If you wish to paint out or disguise road markings, lines or road signs you need to have prior agreement of the borough's Film Office and Highways, the police need to be



informed, and we would require an undertaking to reinstate the markings fully after the filming has concluded.

### **Scaffolding & Lighting Towers**

If you need scaffolding and or lighting towers on the highway or in other public areas then you will need to discuss this with our Special Events and Filming Officer and you may require a Temporary Structure Licence( see appendix 10)

**Security** – see Appendix 2. [www.sia.org.uk](http://www.sia.org.uk)

### **Signage**

Placing directional signs on the highway without authority is illegal. If you have obtained a Temporary Traffic Notice for your production, you will need to employ staff qualified in Chapter 8 Signing and Guarding (City and Guilds) to place out the agreed signage (see query above).

### **Special Effects and Pyrotechnics**

In accordance with statutory Health and Safety obligations you will need to provide a risk assessment and method statement. You will need to inform the Film Officer, the police and other emergency services in advance. You will need to consult with all local residents and businesses likely to hear, see or be affected by the special effects. Your planning time needs to allow sufficient time for this to be carried out to our satisfaction. All special effects must be carried out under the supervision of a JIC graded TV supervisor or features supervisor; all pyrotechnics shall be under the direction of a JIC graded pyrotechnics supervisor. Atmospheric effects such as wet downs, mist and rain will need to be discussed in advance with our Special Events and Filming Officer and will only be carried out with his or her permission after full evaluation of weather conditions. Any effect that makes road pavement surfaces wet **MUST NOT** be used if the temperature is 4 ° C or lower(*Is this the same for all boroughs?*). You will be responsible for clearing up any waste products created.

### **Stunts**

Where stunts are to be performed, as well as agreeing the activity with our Film Officer you will need to complete a full risk assessment and method statement. You should also consult with the emergency services, as well as local residents and businesses. All stunts must be supervised by a Joint Industry Stunt Committee coordinator or person of similar experience.

### **Suspension of Street Traders, Pavement Artists and Tables and chairs licences**

In some instances it may be necessary to suspend the activity of or relocate street traders, and/or pavement artists or to suspend tables and chairs licences or reduce the size of their site in order to facilitate your shoot. The licences for these are managed by the Council and therefore we would be responsible for notifying the licence holders of any changes to their licensed sites. You as organiser will be responsible for any costs involved.

## **Appendix 8: Legislation**



A list of relevant legislation for your information.

### **1. Animals**

Management of Health & Safety Regulations 1999  
Management of Health & Safety at work (Amendment Regulations) 2006  
Animal Welfare Act 2006  
Protection of Animals Act 1911  
The Performing Animals Regulation Act 1925  
The Pet Animals Act 1951  
The Pet Animals 1951 Amendment Act 1983  
The Dangerous Wild Animals Act 1976  
The Wildlife & Countryside Act 1981  
The Wildlife & Countryside (Amendment) Act 1985  
The Wildlife & Countryside (Amendment) Act 1991

### **2. Cabling**

Health & Safety at Work Act Management Regulation 1999  
Electricity at Work Regulations 1989

### **3. Catering**

Health & Safety at Work Act Management Regulation 1999

### **4. Child Performers**

Children & Young Persons Act 1963  
Children & Young Persons Act 1969  
Children (Performances) Regulations 1968  
Protection of Children Act 1978  
Children (Performances) Regulations 2000  
Children (Protection at Work) Regulations 1998  
Children (Protection at Work) Regulations 2000  
Children Act 2004

### **5. Cranes/Jibs/Cherry Pickers**

Lifting Equipment & Lifting Regulations 1998  
The Provision & Use of Work Equipment Regulations 1998  
The Supply of Machinery (Safety) Regulations 1992  
The Supply of Machinery (Safety) (Amendment) Regulations 1994

### **6. Employment**

Immigration Act 1971 (As amended by the Immigration and Asylum Act 1999 & the Nationality Immigration and Asylum Act) Immigrations, Asylum & Nationality Act 2006  
National Minimum Wage Act 1998

### **7. Filming from/with Vehicles Road Traffic Act 1988**

Road Vehicle (Construction & use) Regulations 1986

### **8. Firearms & Weapons Firearms Act 1968**

Criminal Justice Act 1988  
Public Order Act 1986  
Violent Crime Reduction Act 2006

### **9. Health & Safety Health & Safety at Work Act 1974**

Management of Health & Safety at Work Regulations 1999  
Management of Health & Safety at Work (Amendment) Regulations 2006  
Fire Precautions (workplace) Regulations 1999



## **10. High Visibility Clothing**

Personal Protective Equipment Regulations 1992  
Personal Protective Equipment Regulations 2002

## **11. Highways/Traffic Management**

Management Regulations 1999  
Road Traffic Regulations Act 1984  
Highways Act 1980  
Highways (Amendment) Act 1986  
Road Traffic Act 1988  
Traffic Management Act 2004  
Road Vehicle Lighting Regulations 1989  
Road Vehicles (Construction & Use) Regulations 1986

## **12. Indemnity & Insurance**

Employer's Liability Act 1969  
Employer's Liability Regulations 1988  
Employer's Liability (Compulsory Insurance) Amendment Regulations 2004

## **13. Lighting Electricity at Work Regulations 1989**

BS7909 Code of Practice for Temporary Electrical  
Systems for Entertainment Related Purposes

## **14. Rubbish Removal**

Environmental Protection Act 1990

## **15. Hours of Filming**

Management of Health & Safety at Work Regulations 1999  
Environmental Protection Act 1990

## **16. Noise**

Control of Noise at Work Regulations 2005  
Environmental Protection Act 1990

## **17. Parking**

Management of Health & Safety at Work Regulations 1999  
Road Traffic Regulation Act 1984  
Highways Act 1980  
Highways (Amendment) Act 1986  
Traffic Management Act 2004

## **18. Police Emergency Services**

For legislation advice contact the Metropolitan Police  
Service Film Unit [www.met.police.uk/filmunit](http://www.met.police.uk/filmunit)

## **19. Public Transport**

Transport for London Conditions of Carriage 2008

## **20. Risk Assessments**

Health & Safety at Work Act 1974  
Management of Health & Safety at Work Regulations 1999

## **21. Scaffolding & lighting towers**

Management of Health & Safety at Work Regulations 1992  
The Workplace (Health Safety & Welfare) Regulation 1992  
Construction (Design & Management) Regulations 1994

## **22. Security**

The Private Security Industry Act 2001



### **23. Signage**

Highways Act 1980 Section 132(1)

Criminal Justice Act 1982

### **24. Special Effects & Pyrotechnics**

Special Effects: Provision and use of Work Equipment 1998

Fire Precautions (workplace) Regulations 1999

Dangerous Substances & Explosive Atmospheres Regulations 2002

Storage of Dangerous Substances 2003

Control of Substances Hazardous to Health (Amendment) Regulations 2004

Control of Explosives Regulation 1991

The Corporate Manslaughter & Corporate Homicide Act 2007

### **25. Street Furniture, Street Signs, Street Lighting**

Traffic Signs Regulations & General Directions 2002

Highways Act 1980

### **26. Stunts:**

Management Regulations 1999

Explosives Act 1875





Appendix 9

sections 14 + 15

*(Need example from film licence)*



## Appendix 10

- Simple filming involving **handheld equipment only**, maximum 5 people filming on public pavements.  
No Licence necessary
- Simple filming, small crew with tripod and handheld lights  
Licence Required, No notice period
- Filming requiring traffic management (e.g temporary traffic holds)  
5 working days to obtain a Temporary Traffic Notice (including consultation with Highways)
- Temporary structure (such as scaffolding or Dolly and Track)  
Licence required 5-10 working days (depends on the location and scale of the structure)
- Filming requiring aerial platforms, cranes, genie boom, cherry pickers (without need of a road closure)  
Licence required 5-10 working days (depends on the location and scale)
- Complex filming, possibly including street furniture removal, street lighting control, stunts or use of special effects  
Licence required 5-10 working days
- Major filming event involving multiple road closures  
6+ weeks (depending on location)
- Parking suspensions  
5 working days (including consultation with residents)
- Parking Permits  
No Notice Period
- Child performer's licence.  
21 working days
- Aerial platform/ lifting equipment  
10 working days
- Temporary Structure Licence  
10 working days notice.
- Suspension of Street Traders, Pavement Artists and Tables and chairs licences  
*No known time?*



## KEY CONTACT LIST

- Met Police Film Unit (James Waller)

[filmunit@met.police.uk](mailto:filmunit@met.police.uk)

- Traffic Management Company- preferred Croydon Suppliers
- London Fire Brigade Emergency Planning Officer

[emergencyplanning@london-fire.gov.uk](mailto:emergencyplanning@london-fire.gov.uk)

telephone 020 8555 1200 ext 51781.

- Policing

Your first point of contact will normally be Croydon Police Events Office, however if you wish to discuss general legislative issues then the MPSFU may be preferable. [filmunit@met.police.uk](mailto:filmunit@met.police.uk)

- Rivers and Waterways

Thames – Port of London Authority see [www.pla.co.uk](http://www.pla.co.uk) for contact details. Canals – British Waterways. Email: [enquiries.hq@britishwaterways.co.uk](mailto:enquiries.hq@britishwaterways.co.uk)

- Stunts

Joint Industry Stunt Committee coordinator

<http://jigs.org.uk/stunts>

- A&E Departments

A&E, Croydon University Hospital, Mayday Road, Croydon

020 8401 3000



### **Schedule of Charges**

Charges of film officers

Litter Removal

© Copyright: FilmFixer Ltd

Information set out in these guidelines is correct at time of the commencement of the year. We can not be held accountable for any variations to any information contained herein which may occur during the course of the year. Should you have any questions relating to any specific matter contained in this document, please do not hesitate to contact the film officer.