

# Berkshire Filming Policy 2019

developed by



in partnership with



**BERKSHIRE FILM OFFICE**

Managed by Resource Productions Consulting Ltd t/a Resource Productions

27 Church Street, Slough, Berkshire, SL1 1PL

Telephone: 01753 69 48 50 - Email: [film@berkshirefilloffice.co.uk](mailto:film@berkshirefilloffice.co.uk)

Registered in England number: 5365084 VAT registration number: 883 4231 17





**COVID – 19 Filming:** When planning filming please review [UK Government regulations](#). Additional advice and guidance can be found here – TV Production: [PACT/IK Broadcasters](#), Commercials: [Advertising Producers Association](#). Film & High – End TV Drama, [British Film Commission](#). Berkshire Film Office and Resource Productions CIC cannot advise on COVID-safe protocols, but filming is able to continue where safe and legal. Restrictions will vary from council to council.

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## Section 1: Definition of Filming

'Filming' as set out in this policy includes (but is not limited to) student & charity productions, commercials & promos, online content, TV, photography and film.

## Section 2: Objectives of the Film Office

### I. To establish Berkshire as a “film friendly” county;

We aim to accommodate filming needs where possible. We are one of the most connected places in the UK with the M4 motorway running East from London across the county to Oxford in the West. We are also home to Heathrow Terminal 5 and are less than an hour from Leavesden, Pinewood and Shepperton Studios. Berkshire offers a range of locations including urban, rural, canals and riversides.

### II. To enable Berkshire based not-for-profit [Resource Productions](#) to act as a film office hub for the six Berkshire unitary authorities;

- [Slough Borough Council](#)
- [Royal Borough of Windsor & Maidenhead](#)
- [Bracknell Forest Council](#)
- [Reading Borough Council](#)
- [Wokingham Borough Council](#)
- [West Berkshire Council](#)

### III. To increase Screen Industries investment into the Berkshire economy by;

- Maximising the revenue generated by filming in Berkshire.
- Ensuring filming is conducted in a safe manner with minimal disruption.
- Supporting the growth of film production, suppliers and facilities.
- Promoting tourism and encouraging national and international visitors.
- Enabling local residents to gain creative and digital skills and employment.

## Section 3: Purpose of the Policy

### I. To set a recommended framework for filming in Berkshire including;

- How a production company makes an application to film.
- The process for assessing whether an application to film should be approved.
- Charges for filming on land owned by local authorities.



## Section 4: Application Process

- I. **BFO acts as hub for filming requests in Berkshire.**  
‘Apply to Film’ (Appendix 1) via [www.berkshirefilmoffice.co.uk](http://www.berkshirefilmoffice.co.uk)
- II. **BFO is a FREE central signpost and broker.**  
We support applicants to find and complete the relevant council’s paperwork.  
We support councils to obtain required documentation from applicants.
- III. **Applications should be made at least 10 working days prior to filming.**

## Section 5: Decision Making Process

- I. **Decisions are made as a result of the following questions;**
  - 1) Ownership – is the location is owned by the authorising Council?
  - 2) Legal Covenants – do any covenants apply?
  - 3) Insurance – does the applicant have adequate insurances in place (£5m)?
  - 4) Indemnity – is the council is granted indemnity when filming is taking place?
  - 5) Health and Safety – is there any significant health and safety risk to the public?
  - 6) Reputation Management – is their reputational risk to the council or county?
  - 7) Parking Services – is a highway, parking bay or suspension needed?
  - 8) Planning Services – is permission required for a temporary structure?
  - 9) Environmental Health – will there be a lot of noise or filming at night?
  - 10) Informing the Public - are those affected by filming consulted and informed?
  - 11) Emergency Services – have they been notified and access accommodated?
  - 12) Application – is the ‘**Application to Film**’ completed fully?
  - 13) Code of Practice – will it conform to the ‘**CoP & Filming Guidelines**’?
  - 14) Failure to pay – has the applicant accepted ‘**Filming Costs**’?
  - 15) Terms and conditions – has the applicant signed a ‘**Filming Agreement**’?
- II. **BFO will also help direct enquiries requiring third party involvement.**

## Section 6: Permission to Film

- I. **Permission is granted through a permit or ‘Film Agreement’ (Appendix 4)**

The relevant council has the sole power to authorise filming.  
BFO may be able to provide permission to film, if authorised by a Council.  
BFO cannot grant permission to film on third party owned property.





## Section 7: Refusing Permission to Film

- I. Berkshire Film Office aims to accommodate filming requests that do not unduly disrupt or inhibit public use of an area; conflict or be likely to conflict with other uses of the land/property; or endanger the public.
- II. The decision to refuse an application will be taken by the council's appointed film officer and/or BFO. Local authorities reserve the right to refuse an application to film if one or more of the checks listed at [SECTION 5](#), raises any concerns.

## Section 8: Charges

- I. **For indicative charges see 'Guide to Filming Costs' (Appendix 2).**  
Charging is applicable for filming on all local authority owned/managed sites and is dependent on the type and size of crew. Purchase Orders and/or payments may be requested upfront by the local authority. Charges will vary from council to council.
- II. **Additional charges are applicable for;**
  - a. Specialist Fixer Services
  - b. Temporary Traffic Notices (TTN)
  - c. Temporary Traffic (Regulation) Order (TTO/TTRO)
  - d. Pay & Display bay suspensions & Parking permits
  - e. Unit Base Facilities
  - f. Temporary Structures
  - g. Crane Licences
  - h. Street Lighting Amendments
  - i. Amendments to Street Furniture
  - j. Wet down the street
  - k. Refuse Collection
  - l. Removal of Street Furniture or Signage
  - m. Damage caused by production company
  - n. Over-running of any production
- III. **News and Current Affairs reports**  
No charge to broadcasters or organisations filming brief reports or news items. However you should still **'Apply to Film'**(Appendix 1) and **notify council PR.**



## Section 9 : Cancellation

- I. Each council and location has its own cancellation policy, however for cancellation less than seven days before the agreed shoot date, a cancellation fee equivalent to 50% of outstanding fees shall be payable. Cancellation less than 48 hours before agreed shoot, 100% of outstanding fees are payable.
- II. If filming has to be rescheduled, we will attempt to accommodate. However, where costs have or will be incurred regardless of cancellation or reschedule, e.g. staff overtime, additional charges etc. these will be charged at full cost.

## Section 10: Credits

- I. Anyone carrying out commercial filming or photography on local authority land or property without permission will not own the copyright of their films and photographs which will pass to the council.
- II. It is expected that a credit or acknowledgement will be given when filming on council land or property. By agreement, these may include the name of the council, Berkshire Film Office, and/or words relating to the location.

*For example: "Filmed on location at [NAME OF FILM LOCATION] ", or "Shot on location in Berkshire", or "Location courtesy of [NAME OF LOCAL AUTHORITY] & Berkshire Film Office "or "Berkshire Film Office logo" (available on request)*

## Section 11: Data Protection

- I. Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. For further information please visit: <https://www.resource-productions.co.uk/corporate-privacy>
- II. Completing the "Apply to Film" Form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact Resource Productions data protection officer [dom@resource-productions.co.uk](mailto:dom@resource-productions.co.uk)

## Section 12: Policy Review

This policy will be reviewed annually.

## Section 13: References

Film London – Filming in London Code of Practice

[http://core.filmlondon.org.uk/library/documents/Film-London-Code-of-Practice\\_2018\\_web.pdf](http://core.filmlondon.org.uk/library/documents/Film-London-Code-of-Practice_2018_web.pdf)



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## Section 14: Appendices

Appendix 1 **Apply to Film (example)**

Appendix 2 **Code of Practice & Filming Guidelines**

Appendix 3 **Guide to Film Charges**

Appendix 4 **Filming Agreement (example)**

For more information go to  
[www.berkshirefilmoffice.co.uk](http://www.berkshirefilmoffice.co.uk)



# GUIDE TO FILMING COSTS

\*This is just a guide and pricing may vary depending on the Local Authority.

## Street Filming

e.g. Highways, Parks and Open Spaces

Item	Per Day
Small Production (up to 5 people incl. cast & crew)	£300 – £500
Medium Production (6 to 29 people incl. cast & crew)	£600 - £2,500
Large Production (over 30 people incl. cast & crew)	£3,000 - £5,000
Student & Not for Profit (at the discretion of each local authority)	Negotiable
Variations to “Application to Film”	<i>At cost only as incurred</i>

## Local Authority Properties

e.g. Town Halls, Leisure Centres, Schools, Community Centres etc.

Production type	Per Day	Lead Time
Hire of Facilities	£500 - £5,000	10 working days (subject to availability)

## Highways & Parking

Item	Cost	Lead Time
Temporary Traffic Notice (TTN)	£500 - £1,500	10 working days
Temporary Traffic Order (TTO)	£3,000	3 months
Parking Permits, Waivers & Dispensations	£25-£100 per bay per day	Depending on notice period given

## Other

Item	Cost	Lead Time
BFO representative on set as and when required by location owner	£250 per day	n/a
Talent & Crew listed on Berkshire Film Office website	£100 - £250 per day	Subject to Availability
Unit Base Facilities	£500 - £5,000 per day	Subject to Availability
Temporary Structures Crane Licences Street Lighting Amendments Amendments to Street Furniture	POA	As available



www.rbwm.gov.uk



**WOKINGHAM**  
BOROUGH COUNCIL



## Berkshire Film Office - Apply to Film

### OFFICE USE ONLY

Ref No: BFO -	CONTACT NAME:
Date of Enquiry:	LOCAL AUTHORITY:
Enquiry Taken by:	DATE REFERRED:

### LOCATION MANAGER CONTACT DETAILS

Name	Contact Number	Email
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### PRODUCER CONTACT DETAILS

Name	Contact Number	Email
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### PRODUCTION ACCOUNTANT CONTACT DETAILS

Name	Contact Number	Email
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### PRODUCTION COMPANY DETAILS

Production Company Name	Office No:
Address	Postcode

### PRODUCTION DETAILS

Title of Production
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#### Type of Production

Feature Film  
  HETV  
  Outside Broadcast  
  Commercial/ Promo / Corporate  
  Student/ Charity  
  Other (Please specify)

#### Local Authority for proposed location

Slough  
  Windsor & Maidenhead (RBWM)  
  Wokingham  
  Bracknell Forest  
  Reading  
  West Berkshire  
  Don't Know

Estimated production spend in the county:  
  £0  
  £1- £499  
  £500 - £4,999  
  £5000+  
 Number of cast & crew:

#### Proposed Filming Dates, Times and Locations

Start Date	End Date	Start Time	End Time	Location <small>(please list all correct street names or addresses where appropriate - exact locations are required for street-work checks)</small>
Example - 01/10/2018	02/10/2018	09:00:00	17:00:00	Greenham Common, Newbury

Please list the type of equipment (e.g. Drone cameras, Cranes, Towers, Tracking vehicle and Camera track)

#### Where will you be filming?

Exterior  
  Interior  
  Both

#### Any additional requirements for filming?

Specialist Fixer Services  
  Temporary Traffic Notices (TTN)  
  Temporary Traffic (Regulation) Order (TTO/TTRO)  
  Pay and Display bay suspensions & Parking Permits  
 Child Licence Application  
  Unit Base Facilities  
  Temporary Structures  
  Crane Licences  
  Street Lighting Amendments  
 Amendments to Street Furniture  
  Wet down the street  
  Refuse Collection  
  Removal of Street Furniture or Signage

#### Outline nature of scenes being filmed

#### Please indicate if filming any of the following:

Scenes of offensive Nature  
  Violence or sex scenes  
  Scene of a crime  
  Loud Noises  
  Actors in emergency service uniform  
 Firearms  
  Marked Police Car  
  Other emergency service vehicle  
  Stunts  
  Children & Animals  
  Alterations & Set Dressing  
 Pre-Lighting  
  Traffic Mgt/ Road Closure

#### Unit base required for facilities and crew?

Yes  
  No  
 If yes, please provide:  
 Unit base address & postcode:  
 Contact name & Number:

#### Would you like to work with local Berkshire based facility and service providers?

Fixer Services  
  Crew & Talent  
  Production Facilities  
  Funding  
  Training  
  Recycling  
  Waste Collection  
  Other (please specify)

#### How did you hear about the Berkshire Film Office?

Social Media  
  Online Listing  
  Council Website  
  Resource Productions Website  
  Word Of Mouth  
  Council Staff member  
 College/ University  
  Event  
  Other (please specify)

#### Company Disclosure:

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Resource Productions/YES and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: <https://www.resource-productions.co.uk/corporate-privacy>

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Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at dom@resource-productions.co.uk

You can agree to be contacted for other purposes by ticking any of the following boxes:

By post

By phone

By email

I declare that all the information I have provided is accurate and that I have read and understood the statement relating to Data Protection.

SIGNATURE

DATE

	/		/	
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Once completed please email this form to - film@berkshirefilloffice.co.uk

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