

Berkshire Filming Policy

2022- 2023

developed by



in partnership with



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Section 1: Who We Are and What We Do

- I. Launched in 2019, The Berkshire Film Office (BFO) is a project run and managed by not-for-profit production company and training provider, [Resource Productions CIC](#). We act as bridge between the film industry and the six local authorities that make up Berkshire, to facilitate filming on location. The BFO responds to and manages filming enquiries, promotes local facilities, and facilitates a creative and technical talent pipeline through its '[Creative Collective](#)'.

Section 2: Definition of Filming

- I. Filming as set out in this policy includes (but is not limited to) student & charity productions, commercials & promos, online content, domestic TV, High End TV (HETV), photography, short film, and feature film.

Section 3: Objectives of the Film Office

- I. To establish Berkshire as a “film friendly” county:
 - We aim to accommodate filming needs where possible.
 - Ensuring filming is conducted in a safe manner with minimal disruption.
- II. To act as a Film Office hub for the six Councils of Berkshire:
 - [Slough Borough Council](#)
 - [Royal Borough of Windsor & Maidenhead](#)
 - [Bracknell Forest Council](#)
 - [Reading Borough Council](#)
 - [Wokingham Borough Council](#)
 - [West Berkshire Council](#)
- III. To increase screen Industry investment into the Berkshire economy by:
 - Maximizing revenue generated by filming in Berkshire.
 - Supporting the growth of film production, suppliers, and facilities.
 - Enabling local residents to gain creative and digital skills and employment.
 - Promoting film tourism and encouraging national and international visitors.

Section 4: Purpose of the Policy

- I. To set out a recommended framework for filming in Berkshire including:
 - How a production company makes an enquiry using an '[Application to film – Enquiry form](#)' (appendix 1).
 - The decision-making process.
 - Charges for managing filming on land owned by local authorities.

Section 5: Making an Application to Film

- I. The BFO acts as a hub for filming requests in Berkshire.
 - We are a central broker between council departments and productions.
 - We recommend locations to productions during the scouting process.
 - We support applicants to find and complete the relevant council's paperwork.
 - We support councils to obtain required documentation from applicants.
 - Where appropriate we will invoice on behalf of councils.
 - We liaise with councils, productions, and residents.

- II. The Application process is as follows:
 - 1.) **Make an Application** - Full completion of [Application to film – Enquiry form](#)
 - At least **10 working days prior to filming**.
 - At least **12 weeks prior to filming** (if Traffic Management required).
 - Applications must be submitted by 16:00 GMT.
Please Note - excludes, the date of filming, weekends, and holiday closures.
 - 2.) **Submit Documentation** - The BFO may request Insurances, Risk Assessments, Traffic Management Plans etc. to assess viability.
 - 3.) **Raise Quote** - If the application is viable, the BFO will issue a quote (xero¹ or email).
 - 4.) **Accept Quote** - The production must accept the quote within three working days before the application can be taken further.
 - 5.) **Invoice** - The BFO and/or council will raise an invoice.
 - 6.) **Payment** – Proof of Payment must be sent to the BFO to secure permission.
 - 7.) **Permission** - Permit, Film Agreement, Licence, or a Notice of No Objection issued.
 - 8.) **Letter Drop** - The production must organise a letter drop to residents and businesses affected two weeks prior to filming. The BFO must approve the letter before it is sent out.
 - 9.) **Filming** - The production can film.

- III. The relevant council has the sole power to authorise filming. The BFO are not able to grant permission to film and only act on the council's behalf.

¹ Note Xero emails are automated from our accounting software and may be directed to your spam/junk folder.

Section 6: Charges and Cancellations

- I. For indicative charges see 'Guide to Filming Costs' (Appendix 2).
 - The BFO for facilitating filming on all council owned/managed sites.
 - It is dependent on the type and size of crew.
 - Payments will be requested upfront by the Film Office/council.

- II. BFO Charges
 - The BFO charge a 10% administrative fee on top of any council charges.
 - Depending on the scale of enquiry the BFO charge a processing fee of £75/ph.

- III. Once the quote has been **accepted** (Xero or email), cancellations result in charges:
 - 9 working days or less before filming = 50% of quote and/or costs to date.
 - 5 working days or less before filming = 100% of quote and/or costs to date.

- IV. If filming is rescheduled, we will attempt to accommodate for a reschedule fee.

- V. Additional charges are applicable for:
 - Specialist Fixer Services
 - Fast Turnaround – If your request does not allow the required lead time
 - S171 Licence – Minimum lead time of 12 weeks and covers all activity on the road e.g., Traffic signals and stop.
 - Temporary Traffic (Regulation) Order (TTO/TTRO) – Minimum lead time 12 weeks. For road closures only. For a TTRO and S171 the applicant will need to provide:
 - Traffic management plans, with a suitable diversion route is necessary.
 - Google maps image, highlighting the works on location.
 - Copy of Public Liability Insurance (PLI) for a minimum of £10 million.
 - Scanned coloured copies of the supervisors and Operatives SWQR card, front and back.
 - Pay & Display, Bay suspensions & Parking permits
 - Unit Base Facilities
 - Temporary Structures
 - Crane Licenses
 - Low loader
 - Street Lighting Amendments
 - Amendments to Street Furniture
 - Wet down the street
 - Refuse Collection
 - Removal of Street Furniture or Signage
 - Damage caused by production company
 - Over-running of any production

- Drones - Councils can grant permission to take off and land on council property, not to access the airspace (this excludes no drone zones). The operator is responsible for proper use of the airspace itself, and it is also their responsibility to comply with the law, regulations, and terms of insurance. Before permission can be given the production will need to display proof of
 - PfCO – Permission for Commercial Operations Number and/or A2 and GVC licenses (as of January 2023 the BFO will only accept A2 and GVC licenses).
 - Flight Plan - Take-off and landing site(s), minimum distance from persons not directly under the operator’s control, whether the drone will fly above any people including pedestrians, roads, and buildings.
 - PLI
 - Appropriate UAS insurance compliant to EC 785/2004.
 - Risk Assessment - must be specific to the operation in question and include the maximum height, flight plan and control measure.

VI. There is no charge to broadcasters or organisations filming brief reports or news items. However, you should still complete an [‘Application to film – Enquiry form’](#) (Appendix 1) and notify the BFO.

Section 7: Decision Making Process

- I. The BFO/Councils aims to accommodate filming requests that do not unduly
 - Disrupt or inhibit public use of an area.
 - Conflict with or are likely to conflict with other uses of the land/property.
 - Endanger the public.

- II. The decision to refuse an application will be taken by the corresponding council department. Councils reserve the right to refuse an application to film if one or more of the checks listed below raise any concerns.
 - Application – is the ‘Application to Film- Enquiry Form’ completed in full?
 - Ownership – is the location owned and managed by a Berkshire council?
 - Lead time – has the applicant allowed the required lead time for their request?
 - Legal Covenants – do any covenants apply?
 - Insurance – does the applicant have adequate insurances in place (£10m min)?
 - Indemnity – is the council granted indemnity when filming is taking place?
 - Health and Safety – is there any significant health and safety risk to the public?
 - Reputation Management – is there reputational risk to the council or county?
 - Highways - is a highway, parking bay or suspension needed?
 - Planning Services – is permission required for a temporary structure?
 - Environmental Health – will there be noise or filming at night?

- Informing the Public - are those affected by filming consulted and informed?
 - Emergency Services – have they been notified, and access accommodated?
 - Failure to pay – has the applicant paid in full?
- III. Anyone carrying out commercial filming or photography on council land or property without permission will not own the copyright of their films and photographs. As such these assets will then be passed onto the council.

Section 8: Credits

- I. 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.
- II. 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 upon request).

Section 9: Data Protection

- I. Under the Data Protection Act 2018, we are required to ask your permission to keep personal details for you. For further information please visit: <https://www.resource-productions.co.uk/corporate-privacy>
- II. Completing the [Application to film – Enquiry 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' dataprotection officer dom@resource-productions.co.uk

Section 10: Appendices

- I. Appendix 1 Berkshire Film Office '[Application to film – Enquiry form](#)'
- II. Appendix 2 Guide to Film Charges

For more information go to
<https://berkshirefilmoffice.co.uk/>

Application to Film

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 can not advise on COVID-safe protocols, but filming is able to continue where safe and legal. Restrictions will vary from council to council.

Contact

Location Manager *

First Name

Last Name

Phone Number *

Area Code

Phone Number

Email *

example@example.com

Producer *

First Name

Last Name

Phone Number *

Area Code

Phone Number

Email *

example@example.com

Production Details

Title of Production *

Type of Production *

- Feature Film
- HETV
- Domestic TV
- Commercial/Promo/Corporate
- Student

Production Company *

Office Number *

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Estimated production spend in Berkshire *

Proposed Filming Dates, Times and Locations

Prep and strike dates *

Filming Start Date *



Day Month Year

Number of filming days *

Also indicate alternate start date if applicable

Location address OR Location you are looking for within Berkshire *

Outline the nature of the scenes being filmed. *

Number of cast and crew *

Details of practical exterior filming

- Temporary Traffic Order (Stop & Go)
- Road/Footpath Closure
- Pedestrian Control
- Use of a Drone
- Parking suspension
- Unit Base
- Special licenses (scaffolding/hoarding/crane,etc.)
-

Please indicate if you are using or filming any of the following;

- Scene of an Offensive Nature
- Scenes with visible celebrities likely to draw crowds
- Working with Children & Animals
- Violence or Sex Scenes
- Firearms or Pyrotechnics
- Marked Police Cars
- Actors in Emergency Service Uniform
- Scenes of a Crime
- Alterations/Set Dressing/Wet Downs
- Flood Lights/HMIs/Light Towers
- Loud Noises (including generators)
- Stunts
-

Do you have Public Liability Insurance (min £5M) and Risk Assessments?

Please select your answer

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

- Fixer Services
- Crew and Talent
- Production Facilities
- Funding
- Waste Collection
- Recycling
-

How did you hear about us?

- Search Engine
- Council Website
- Council Staff Member
- Social Media
- Resource Productions Website
- College/University
- Berkshire Film Office Event
- Word of Mouth
-

N.B. If the shoot is cancelled, you/the production are subject to a fee for the works already carried out.

The BFO liaises with each Council for filming activities that occur on their land and property. Documents you send us will be passed on to the Council for review and decision-making. The BFO have no jurisdiction over their decision.

Data Protection

Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Resource Productions/Berkshire Film Office and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. 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: 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

Submit

Guide to Filming Cost

Appendix 2 – V1 2022

This is just a guide and pricing will vary depending on the Local Authority and complexity of the enquiry.

Fees do not include VAT and are **subject to an additional 10% BFO administrative fee.**

Street Filming		
Item	Fee	Lead Time
Small Production (up to 5 people incl. cast & crew)	£150 - £399	Minimum 10 working days
Medium Production (6 to 29 people incl. cast & crew)	£400+	Minimum 10 working days
Large Production (30 and over incl. cast & crew)	Price on application	Minimum 10 working days
Student & Not for Profit (at the discretion of each local authority)	Price on application	Minimum 10 working days

Highways and Parking		
Item	Fee	Lead Time
S171 License	£300 - £1000	Minimum 12 – 14 Weeks (to meet legal requirements)
Temporary Traffic Regulation Order (TTRO/TTO)	£500 - £2500	Minimum 12 – 14 Weeks (to meet legal requirements)
Street Parking Permits/Dispensations	£100 - £500 per day	Minimum 12 – 14 Weeks (to meet legal requirements)
Car Parks	£500 - £2000 per day (e.g., £10 per bay per day)	Minimum 10 Working days

Other		
Item	Fee	Lead Time
Berkshire Film Office Processing fee	£75 per hour	Minimum 10 working days
Cancelation Fees	50% of quote and/or costs to date.	9 working days or less before filming
	100% of quote and/or costs to date.	5 working days or less before filming
Reschedule Fee	Price on Application	Minimum 10 working days
Fast turnaround Fee	£100 per application	Charged if application is received less than the requested lead time
BFO Site Visit Fee	£100 per day	Minimum 10 working days
Flat Drone Fee	£135 per application	Minimum 10 working days
Temporary Structures, Crane, Licenses, Street Lighting Amendment, Street Furniture,		As available