

Berkshire Filming Policy

2024 - 2025

Managed by



in partnership with



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Section 1: Who We Are and What We Do

- I. The Berkshire Film Office (BFO) is managed by not-for-profit Community Interest Company [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 [Crew & Talent Database](#).

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.
 - We aim to ensure 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 to make an enquiry ‘[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 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 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 is required) Our working day for enquiries runs from 10:00 to 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.) **Conduct a Site Visit** – To establish an exact quote a Site Visit may be appropriate for your production. A Film Officer and Council officer may need to be present on site. In this case, the 1st Site Visit is free but any visit thereafter to the same location is chargeable, at a flat rate. (see Guide to Filming Costs).
 - 5.) **Accept Quote** - The production must accept the quote within 3 working days before the application can be taken further.
 - 6.) **Invoice** - The BFO and/or council will raise an invoice.
 - 7.) **Payment** – Payment must be received to secure permission.
 - 8.) **Permission** - Permit, Film Agreement, Licence, or a Notice of No Objection issued.
 - 9.) **Letter Drop** – Where appropriate, the production must organise a letter drop to residents and businesses affected at least 2 weeks prior to filming. Depending on the nature of the shoot, a Council may request to approve the letter prior to distribution.
 - 10.) **Filming** - The production can film.
 - 11.) **Feedback form** – Whether your enquiry converted into a booking or not, a feedback form will be issued to you. This is crucial for us to report to our funders

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

and partners and improving our service and the image of filming in the UK as a whole.

- III. The relevant council has the sole power to authorise filming. The BFO are not able to grant permission to film and can only act as a conduit for the council.

Section 6: Charges and Cancellations

- I. For indicative charges see 'Guide to Filming Costs' (Appendix 2).
- The BFO charge for facilitating filming on all council owned/managed sites.
 - Charges are dependent on the type and size of crew and impact on the space.
 - 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 size and complexity of the enquiry, the BFO charge a processing fee of £75/per hour.
- III. If filming is rescheduled, we will attempt to accommodate for a reschedule fee.
- IV. 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.
 - If filming is rescheduled, then cancelled, regardless of time frame, full cancellation charges will be charged.
- V. Additional charges are applicable for:
- Specialist Fixer Services.
 - Fast Turnaround – If your request does not allow the required lead time.
 - Site Visit fees – 1st Site Visit/Recce with the BFO/Council present is free. After that a nominal charge is applicable per Site Visit/Recce.
 - Council/BFO Call Out Fee.
 - S171 Licence – Minimum lead time of 12 weeks and covers all activity on the road e.g., Traffic Signals and Stop/Go.
 - 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 the operator's responsibility to comply with the law, regulations, and terms of insurance. Before permission can be given the production will need to display proof of
 - 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).

Section 7: Decision Making Process

- I. The BFO/Councils aim 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 enough lead time for their request?
 - Legal Covenants – do any covenants apply?
 - Insurance – does the applicant have adequate insurances in place)?
 - Indemnity – is the council granted indemnity when filming is taking place?

- Health and Safety – is there any significant risk to the public?
 - Reputation Management – is there 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. This will be agreed upon booking.

For example: "Location courtesy of [NAME OF LOCAL AUTHORITY] & Berkshire Film Office "and "Berkshire Film Office logo".

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 project@reource-productions.co.uk.

Section 10: Appendices

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

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

[Link to Enquiry Form](#)

Guide to Filming Costs

Appendix 2 – V2 2024

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

Fees do not include VAT and are **subject to an additional 10% BFO Processing 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 Weeks (to meet legal requirements)
Temporary Traffic Regulation Order (TTRO/TTO)	£500 - £2500	Minimum 12 Weeks (to meet legal requirements)
Street Parking Permits/Dispensations	£100 - £500 per day	Minimum 12 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
Fast Turnaround Fee	£100 per application	Charged if application is received less than the requested lead time
Location Fee	Price dependent upon Location	Minimum 10 Working days
Berkshire Film Office Processing fee	£75 per hour	N/A
Cancellation 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	N/A
2 nd Site visit fee (previously visited Location)	£100 per visit	N/A
BFO on call/on set fee	£250 per day	N/A
Flat Drone Fee	£135 per application	Minimum 10 working days
Temporary Structures, Crane, Licenses, Street Lighting Amendment, Street Furniture,		As available