



Representing the London Boroughs of Newham & Tower Hamlets

NOTICE OF NO OBJECTION Terms & Conditions for Street Filming & Photography

The Film Office Ltd recognises the cultural and economic importance of the film industry to this country and makes location filming in London quick and easy.

Pressure on London streets from all whom live, work and travel through has never been greater, so professional behaviour and a commitment to 'best industry practice' is essential.

Film London, along with all London Borough Film Offices (BFO's) established a protocol for filming called the 'Code of Practice' which includes your obligations under the law. These being known they can be taken into account at an early stage of planning and built into the schedule rather than added on, and we expect all film makers to adhere to the code.

Since these obligations are best practice currently applied by the Industry to minimise the effects of a film unit on location and to avoid problems arising, they will not inhibit film-making in any way.

Broadly speaking, everyone has the freedom to be on the public footway provided they do not:

- obstruct the footway and maintain access at all times
- obstruct others from going about their business
- cause a disturbance or hazard

But you should always consult with The Film Office Ltd as soon as you know that you want to shoot. We can:

- Issue you a notice of no objection for street filming and alert relevant departments in the Local Authority of your presence.
- Advise you of other activities, events and sensitivities in the area so that your shooting is not jeopardised by them.
- Co-ordinate with other shoots in the area.
- Save you money and time by advising you of local parking and other facilities.
- Help you avoid wasting effort on things that are untenable - we will help you find a credible way to achieve your requirements.

The Film Office Ltd looks to promote filming so unlike other boroughs we do not charge for a notice of no objection to shoot in one of our boroughs. So long as equipment is simply a camera, tripod or any hand held equipment then there is no charge for filming on our streets. Be aware that a filming licence is required to shoot in any estate, park, market or council building and location fees applicable.

The Film Office Ltd's Rules & Guidelines for street filming & photography have been arranged alphabetically for easier reference.

Table of Contents

1.0	CABLING	3
2.0	CATERING & FACILITIES	3
3.0	CHARGES	3
4.0	CHILDREN	4
5.0	CONING	5
6.0	CONSULTATION	6
7.0	COURTESY	6
8.0	CHERRY PICKERS, CRANES, GENIE BOOMS, CRANES, SCISSOR LIFTS, HORDING, SCAFFOLDING AND AERIAL PLATFORMS	6
9.0	DRIVING SHOTS	7
10.0	FILMING ON COUNCIL PROPERTY	7
11.0	FIREARMS	7
12.0	HEALTH & SAFETY AND RISK ASSESSMENT	7
13.0	HIGH-VISIBILITY CLOTHING	8
14.0	EMPLOYMENT	8
15.0	INDEMNITY AND INSURANCE	8
16.0	LIGHTING, LIGHTING TOWERS AND GENERATORS	9
17.0	LITTER	9
18.0	LOSS OF TRADE	9
19.0	NIGHT FILMING (20.00-08.00)	10
20.0	NOISE AND NUISANCE	11
21.0	OBSTRUCTION	11
22.0	PARKING	11
23.0	POLICE NOTIFICATION AND THE ROLE OF POLICE OFFICERS ON LOCATION	13
24.0	PROP OR MOCK EMERGENCY SERVICES	13
25.0	ROAD MARKINGS AND SIGNS	13
26.0	RUBBISH	13
27.0	SOUND PLAYBACK	14
28.0	STREET FURNITURE AND STREET LIGHTING	14
29.0	STUNTS, SPECIAL EFFECTS AND PYROTECHNICS	14
30.0	TRACK	14
31.0	TRAFFIC MANAGEMENT	14
32.0	UNIT SIGNS	14
33.0	WETDOWNS	15

1.0 CABLING

- 1.1 All cables must be made safe **as they are laid** and not at some later time.
- 1.2 Cables must be laid in the gutter along the highway or in the junction between a wall and the footway.
- 1.3 Cables on steps must be taped down to avoid the risk of tripping.
- 1.4 Wherever possible cables should be flown at a minimum 17' (5.2m) above a public carriageway and 8'6" (2.6m) above footways. The Film Office Ltd will, wherever possible, seek to make generator parking available which avoids the need to cable across the highway.
- 1.5 If there is a need to lay cabling across a footway the Production must cover with rubber matting. This matting should be;
 - a) a minimum of one metre wide, and;
 - b) visible to the public by proper lighting, cones or high-visibility hazard tape.
- 1.6 Rubber matting should be regarded as essential safety equipment and carried as a matter of course.
- 1.7 On quieter roads it may be permissible to lay cables using proper cable ramps. If so then the appropriate signage must be used and clearance given by the Borough Film Office.
- 1.8 It is essential to gain clearance from the The Film Office Ltd before any cables are attached to street furniture

2.0 CATERING & FACILITIES

- 2.1 Catering wagons and make-up caravans may be parked at the road-side on agreement with The Film Office Ltd, provided that adequate arrangements are made for the disposal of waste water into a suitable drain and that no hoses or cables are taken across the pavement since these may constitute a hazard. Dining tables or steps to the kitchen hatchway must not obstruct the pavement: please remember that people congregate at these points and this may cause an obstruction at mealtimes.
- 2.2 Location managers are encouraged to use local halls etc... for dining, costume and make-up in order to minimise the number of vehicles in the unit. Likewise they should, where possible investigate off-street parking areas for unit bases.

3.0 CHARGES

- 3.1 Any damage caused by a production company to the public highway or street furniture will be charged for.
- 3.2 So long as the Production are only using a camera, tripod and hand held equipment then The Film Office Ltd does not charge for filming on the Public Highway. If the Production are using other film equipment on the Public Highway then charges are applicable. Film Officer charges may also be applicable to a shoot. The below gives a breakdown of these charges. Production Companies are reminded that charges are liable to be higher the less notice The Film Office Ltd has.

Equipment on Highway

For any film equipment on the street other than a camera and tripod, charges are applicable, depending on requirements.

Officer Time

Hourly rate £65 (Plus VAT)

Not charged on

- Enquiries or Applications
- Advice
- Anything that falls within the Local Authority's duty of care.

Chargeable when

- The Film Officer is required to make arrangements for a production or be present on location
- When a shoot is subject to specific requirements and a Film Officer has to attend the shoot e.g. on a night shoot, to ensure compliance
- A Film Officer is called to the location to investigate a complaint and that complaint is found to be valid
- There is a breach of a filming licence / Code of Practise and the Film Officer has to investigate
- When the Film Officer has to clear up after a production e.g. by arranging a re-instatement, removing unit signs, clearing rubbish
- Site visits
- Processing Late Applications – under 24 hours notice given

Cancellation Charges

Cancellation of parking applications with less than 7 days notice will be subject to cancellation fees.

If a shoot is cancelled it will be subject to cancellation fees for any work already carried out.

4.0 CHILDREN

The Production must apply for a Child Performance Licence for children performing in their production, who are under school leaving age (16 yrs old). This must be completed well in advance of the shoot. It takes 21 days to issue a licence. The Education Welfare Service for the Local Authority in which the child resides issues licences, unless the child is at Boarding School.

Where the child is not from the United Kingdom, the child remains subject to the UK requirements when they arrive here. However, care should also be taken to identify and address any additional requirements that arise from the child's usual country of residence or when shooting outside of the UK.

The hours that a child is permitted to work will depend upon their age. The Production must check the permitted working hours with the relevant Education Welfare Service.

More information on child licensing is available from the NNCEE website: www.NNCEE.org.uk.

5.0 CONING

- 5.1 Cones have no legal force to secure parking and their use must be agreed with The Film Office Ltd prior to use.

6.0 CONSULTATION

- 6.1 Successful filming relies upon the local residents and business receiving at least one-week's notice. The Film Office Ltd will be able to provide contact details needed for consultation depending on the location.
- 6.2 Letters should be sent to local residents and businesses outlining fully the intended filming and include;
- a) Date, time and exact location of filming
 - b) Date of letter
 - c) Location manager and The Film Office Ltd's contact numbers
 - d) Number of crew or production personnel expected on location
 - e) Clear details of any stunts or dressing planned
 - f) Clear details of lighting plans
 - g) Clear details of parking proposals

A template letter can be found on our website:

<http://www.filmoffice.co.uk/filming-in-london/planning-your-shoot.aspx>

- 6.3 The Production should follow the advice of The Film Office Ltd concerning residents and local businesses.
- 6.4 The Production is to give a call-sheet to The Film Office Ltd as soon as it becomes available.

7.0 COURTESY

- 7.1 Crew members will act at all times with exemplary courtesy

8.0 CHERRY PICKERS, CRANES, GENIE BOOMS, CRANES, SCISSOR LIFTS, HORDING, SCAFFOLDING AND AERIAL PLATFORMS

- 8.1 When planning to use cherry-pickers, genie booms, cranes, scissor lifts, hoarding, scaffolding and aerial platforms on the public highway, The Film Office Ltd must be informed and permission given in the form of a relevant licence where applicable. The location manager or crane hire company must also discuss the exact positioning of such equipment with the Borough Film Officer and the conditions of any permission granted should be adhered to at all times.
- 8.2 The Production must meet all health and safety requirements at all times and a pedestrian management plan or traffic management plan submitted where applicable.
- 8.3 Rigging or de-rigging must be carried out at times that will not cause an unreasonable noise or nuisance.

9.0 DRIVING SHOTS

- 9.1 All Road Traffic Legislation must be complied with subject to the grant of any concessions by the Highways and/or Traffic Authority and the Police.
- 9.2 The Production must abide by the MET Police Rules & Guidelines for filming from a moving vehicle at all times.
- 9.3 The Production must always consult with The Film Office Ltd where any shooting from a moving vehicle is required.

10.0 FILMING ON COUNCIL PROPERTY

- 10.1 Whenever filming is to be carried out on Council-owned property e.g. in parks, council estates, markets and council owned buildings a specific filming licence must be obtained from The Film Office Ltd.

11.0 FIREARMS

- 11.1 No firearms of any kind including prop or replica are to be used without the consent of the Police and The Film Office Ltd.
- 11.2 The Production must obtain a Film weapon CAD number from the Police and relay this to The Film Office Ltd.
- 11.3 Where it is a live firing weapon the Production must have a licence holder for that weapon present, or a Registered Firearm Dealer (RFD) or a servant of the RFD.

12.0 HEALTH & SAFETY AND RISK ASSESSMENT

- 12.1 The Production must make sure that a healthy and safe working environment is created for all. All relevant Health & Safety legislation must be abided by at all times.
- 12.2 The producer must appoint a competent person to act as the Health & Safety representative and a full risk assessment of the location must be carried out in accordance with the Health & Safety at Work Act (1974) and the Management of Health & Safety at Work (Amended) Regulations (2006).
- 12.3 The Production must provide a comprehensive Risk Assessment of the location to The Film Office Ltd and be able to satisfy their insurance provisions and statutory obligation to employees and those affected by their actions. The Film Office Ltd may require specific Risk Assessment from the Production for specific activities such as special effects, stunts etc...
- 12.4 The Health & Safety representative appointed must be on location at all times to co-ordinate and monitor the Health & Safety systems and control any measures put in place as a result of the risk assessment.
- 12.5 The Licensee or Third Parties must recognise and comply with their duties under health and safety law. The Licensee or Third Parties must ensure that they comply with their legal duties to eliminate or reduce the risk from their work. The Licensee or Third Parties must define responsibilities and duties, have a system for managing health and safety and provide a risk assessment on request to Film Office. The Licensee or Third Parties must assess and manage risks. The Licensee or Third Parties must regularly review the process and procedures for managing risk. Health

and safety legislation applies to all work activities in the UK, whether conducted by UK nationals or foreigners, even if they are not being paid. Legal duties under health and safety law cannot be delegated.

Statutory Obligations of the Licensee or Third Parties:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Management of Health and Safety at Work (Amendment) 2006
- Fire Precaution (Workplace) Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007

- 12.6 The Licensee and the Third Parties using temporary electrical systems over 6kVA are required to complete a BS 7909 certificate on the day of the shoot. The certification must be carried out by a qualified and competent electrician. A Senior Person Responsible (SPR, as defined in BS 7909) must be appointed by the Licensee to oversee and manage all electrical safety during the shoot. The contact details of the SPR must be made available to Film Office prior to Filming taking place.

In signing this agreement, The Licensee and the Third Parties take responsibility for following BS 7909 guidelines and carrying out BS 7909 certification. Film Office may request a copy of the completion certificates for their own records.

The Licensee and the Third Parties must ensure that they are working electrically safe (Electricity at Work Regulations 1989; 'EaWR'). The Licensee and the Third Parties must ensure that the equipment used at the Location is electrically safe (Provision and Use of Work Equipment Regulations 1998, 'PUWER').

The Licensee and the Third Parties are responsible for ensuring that all electrical equipment will conform to Portable Appliance Testing (PAT) Regulations and electrical work complies with British Standard BS 7671 & BS 7909.

13.0 HIGH-VISIBILITY CLOTHING

- 13.1 Crew members and production personnel working on the highway must wear appropriate high-visibility clothing. This is an essential safety requirement.
- 13.2 Failure to wear appropriate high-visibility clothing invalidates any insurance provision for the entire shoot.

14.0 EMPLOYMENT

- 14.1 The Production must implement all current UK Legislation that informs and guides the employment of all workers.

15.0 INDEMNITY AND INSURANCE

- 15.1 The Production must indemnify the Local Authority, its officers and employees against any claims or proceedings arising directly from any injury to persons or damage to property as a direct result of the activities of the Production or its agents.
- 15.2 The Production must have public liability insurance with a limit of indemnity no less than £5,000,000 (five million pounds) in respect of any one accident or series of

accidents arising out of the presence of the film unit at the location. The Film Office Ltd must see proof (i.e. the insurance cover note) that such cover is carried and is current prior to the filming taking place.

16.0 LIGHTING, LIGHTING TOWERS AND GENERATORS

- 16.1 The construction and positioning of lighting towers, lights and generators must be discussed with The Film Office Ltd at least one week in advance of the shoot.
- 16.2 Any lighting towers, lighting and generator positions constructed must be certified by the Local Authority via the The Film Office Ltd.
- 16.3 When placing lighting stands on the carriageway or the footway The Film Office Ltd must be informed and clearance given.
- 16.4 The following considerations should be taken to prevent any risk to the public or production company employees;
- a) All lights above ground level and lighting stands are properly secured
 - b) Lighting stands placed on a footway must be attended at all times
 - c) Lights do not dazzle motorists
 - d) Lights are not shone directly towards residential properties at any time without specific permission.
 - e) Where there is a potential that residents may be disturbed by lighting effects they are to be offered the facility of having their bedroom windows blacked out to avoid light penetration.
- 16.5 Any generator used should comply with the specific requirements of the Environmental Act (1990) and be positioned as far away as possible from all residential properties. The Film Office Ltd can advise on the correct positioning.

17.0 LITTER

- 17.1 All the crew must ensure they dispose of litter responsibly. The Film Office Ltd may be able to arrange a rubbish pick-up if requested. (see RUBBISH below)

18.0 LOSS OF TRADE

- 18.1 Where a shoot has caused a loss of trade to a local business this must be compensated for. The Film Office Ltd recommends that agreement is reached with traders liable to be affected in advance of the shooting day.

The following formula has proved equitable:

- a) Take the average turnover of the same day in the previous two weeks (i.e. previous two Thursdays if the shoot is on a Thursday) and take the average.
- b) Deduct the actual turnover at the end of the shoot day from the average to give an indication of the loss of turnover.
- c) Compensation should be for loss of profit only, which on dry goods is usually 40% rising to 60-70% on perishable goods or labour intensive ventures.

19.0 NIGHT FILMING (20:00 - 08:00)

- 19.1 All night shoots are to be co-ordinated with The Film Office Ltd.
- 19.2 The Film Office Ltd will need to see the script for the scene(s) to be shot so that they have an accurate idea of what is intended: a realistic wrap-time for the amount of action to be shot is to be given. Night shoots in residential areas are naturally sensitive and it is essential to consider and consult with local residents and businesses in the planning process.
- 19.3 All residents and businesses are to be contacted by letter at the earliest opportunity explaining in some detail what is proposed and how this is to be achieved. The Film Office Ltd's telephone number is to be quoted as a contact number for residents who wish to voice concerns. Adequate time (a minimum of one week) must be allowed for residents to voice their concerns. The Film Office Ltd will advise the location manager of local concerns and these must be resolved to the Borough Film Officer's satisfaction prior to the shoot taking place.
- 19.4 Whenever possible night shoots should be scheduled for **nights when there is no working day following**. Companies intending to shoot in residential areas beyond 22:00 hours (or after 20:30 hours in areas where there are young children and there is a school day following) on a night when there is a working/school day following will be subject to stringent requirements to ensure no legitimate complaints ensue.
- 19.5 Any activity, including filming, is subject to the Environmental Act (1990) regarding noise and nuisance. A legitimate complaint about noise or nuisance from a resident to the Local Authority can result in the termination of the shoot and the confiscation of equipment. Therefore, it is advisable
- a) To shoot all scenes requiring noise above conversational level before 22:00 hours.
 - b) That conversation at the location is limited to what is essential to achieving the shoot and even then at whisper level.
 - c) That radios should be turned down to a minimum and earpieces used.
- 19.6 There may be cases when equipment or heavy vehicles that cannot be removed silently at the end of filming must be left in situ until 07:00 the following day and attended throughout the night by security. This must be cleared by The Film Office Ltd one week before filming.

Only essential vehicles will be allowed close to the location. Personal vehicles and facilities should be parked away from the location and residences to minimise noise at the end of filming. The Film Office Ltd will be pleased to co-ordinate the use of local car parks, schoolyards etc for this purpose.

So as to minimise the impact of extra vehicles parking in the area and specifically the noise of departing vehicles at the end of the shoot, personal vehicles should not be parked in streets designated by The Film Office Ltd in the immediate vicinity of the location. A plan of 'off-limits' streets is to be carried in the call sheet.

These conditions are to be published in the call sheet in addition to any risk assessment so that the entire crew is aware of them.

20.0 NOISE AND NUISANCE

- 20.1 Noise should be kept to a minimum when setting up early in the morning. Generators should not be switched on before 08.00 or after 22:00 unless it has been approved by The Film Office Ltd.
- 20.2 Local authorities have the right to take action under the Environmental Protection Act (1990) as a result of any unreasonable noise and nuisance caused by filming.(refer to section 12.2)

21.0 OBSTRUCTION

- 21.1 There shall be no interference with the free passage along public footways or highways. However it is permissible to invite the co-operation of the general public.
- 21.2 **Nothing** is to stand on the footway or the roadway unless consent has been given by the relevant Highways Authority. The Film Office Ltd will co-ordinate this. This covers tea tables, steps up to catering wagons or other facilities vehicles, awnings over footways, rubbish bins as well as all filming equipment. It is the responsibility of the Production to list what they wish to do in this area so that this may be presented to Highways: nothing that is obviously a hazard will be presented.
- 21.3 If it is discovered that the Production has implemented something to which there has been no agreement then Highways will be informed to take appropriate action. If the infringement presents an immediate risk e.g. badly laid cables that may be tripped over the 1st A.D. will be informed that the hazard must be rectified before further shooting.
- 21.4 If the unauthorised equipment does not constitute an immediate hazard or can be mitigated to an acceptable level e.g. a track which still leaves ample room for a double baby buggy (1.2m) then the Location Manager will be informed that, since it does not have consent, Highways may not let it stand.
- 21.5 If, to achieve a shot, it is necessary to obstruct the footway the Production should obtain the approval from The Film Office Ltd who will take the advice of the Highways and Traffic sections of the Local Authority. It will be necessary to provide in such circumstances a safe alternative walkway for pedestrians using approved barriers.

22.0 PARKING

- 22.1 All film unit vehicles must be parked legally and safely. Pavement/Footway parking is strictly forbidden unless specifically authorised by The Film Office Ltd.
- 22.2 There is no charge for parking unit vehicles where there are no restrictions since to make such a charge would be illegal. However, location managers should consult with The Film Office Ltd for unit parking, even if there are no restrictions, to ensure that traffic flow is unimpeded and there is no conflict with road workings.
- 22.3 Location managers should discuss all parking plans with The Film Office Ltd at least one week in advance of filming, in particular, the on-street requirement for technical vehicles, other on-street equipment and bays to be reserved or kept empty for 'continuity'.
- 22.4 It is inadvisable to enter into binding contracts or assume that a location is viable until parking requirements have been agreed with The Film Office Ltd.

- 22.5 Location managers are responsible for the adherence to parking or vehicular movement agreements made with The Film Office Ltd and they are to be given adequate authority by the production to enforce this. This is a Health and Safety requirement.
- 22.6 Where possible vehicles will be parked in suspended parking bays. Waivers for single/double yellow lines or Film Parking Waivers may only be given with the approval of The Film Office Ltd if we are satisfied that there are no unresolved safety issues and that alternative parking is not available.
- 22.7 Resident Parking bays will only be suspended
- a) If there is no alternative parking in the area for the unit.
 - b) If a minimum of one week's notice is given to the residents in the area affected.
 - c) If there is adequate alternative parking available within a short walk from the suspended area. (Disabled bays or bays parked on by disabled people may not be suspended unless there is alternative parking immediately adjacent and only if there is no alternative).
- 22.8 Film vehicles will not be allowed to park in such a way that the passage of pedestrians or vehicular traffic is blocked or impeded or that emergency access is restricted or denied. Prior agreement must be secured from The Film Office Ltd to block a footway for filming.

22.9 PARKING OPTIONS & CHARGES

All Parking options with relevant application lead times and associated costs are detailed on the website and can be viewed at <http://www.filmoffice.co.uk/filming-in-london/parking.aspx>

Accreditation Notices must be placed in filming vehicles parked in suspended bays.

The Film Office Ltd will e-mail the relevant Accreditation Notice(s) to the production's contact prior to the suspension date.

23.0 **POLICE NOTIFICATION AND THE ROLE OF POLICE OFFICERS ON LOCATION**

23.1 The production company must inform the Police and/or appropriate emergency service of all details of filming on the street or in a public place in liaison with The Film Office Ltd. This includes any staging of crimes, accidents or use of firearms and special effects. The Film Office Ltd can advise on contact details.

23.2 There will be times when it is prudent to have Police officers in attendance while filming on location. Occasionally The Film Office Ltd or the Police will specify that filming may not proceed unless Police officers are in attendance.

23.3 If Police officers are required to be in attendance on location then their role is to maintain the peace and uphold the law. The production company must cover any costs of providing this service but Police officers are not employees of the production company.

24.0 **PROP OR MOCK EMERGENCY SERVICES**

24.1 The Film Office Ltd and the emergency service in question must be informed if there are actors to be dressed in a specific uniform (Police, London Ambulance Service or London Fire Brigade).

24.2 The staging of crimes and accidents, plus use of weapons (including prop/replica, deactivated/replica firearms) and special effects/stunts must be agreed in advance of shoot with The Film Office Ltd.

25.0 **ROAD MARKINGS AND SIGNS**

25.1 The temporary painting-out, disguising or removal of road markings, yellow lines or other council highway signage requires the specific approval from The Film Office Ltd.

26.0 **RUBBISH**

26.1 All rubbish litter is to be double bagged, removed from the location and disposed of responsibly at the end of the shoot or on a daily basis if the shoot is to be longer than two days. The cost of this will be borne by the Production. The Film Office Ltd, given adequate time, can provide skips or other rubbish collections: charges upon request.

26.2 Any production found leaving rubbish behind will be prosecuted under the Environmental Protection Act (1990). Waste created on location must be recycled wherever possible.

27.0 SOUND PLAYBACK

- 27.1 The filming of artists to audio play-back can only be undertaken with the prior agreement from The Film Office Ltd, at any time.

28.0 STREET FURNITURE AND STREET LIGHTING

- 28.1 The removal of street furniture, including signs, and the adjustment of street lighting must be carried out by the Local Authority and charged to the production company. All arrangements for this work must be made through The Film Office Ltd.
- 28.2 Minor work by the production company may be permissible with prior permission from The Film Office Ltd but any damage or reinstatement costs would have to be met by the production company.

29.0 STUNTS, SPECIAL EFFECTS AND PYROTECHNICS

- 29.1 All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified stunt co-ordinator or special effects operative and comply with the Environmental Protection Act (1990).
- 29.2 Any plans must be discussed with The Film Office Ltd at least one week in advance of the shoot. The production company is strongly advised to follow the direction of the The Film Office Ltd in regards to the feasibility of stunts.
- 29.3 No firearms or replica/mock firearms should be used without consultation and consent where appropriate of the Police and The Film Office Ltd on each occasion. The production company must ensure the safe custody of such weapons at all times.

30.0 TRACK

- 30.1 All matters relating to tracking must be discussed with The Film Office Ltd at least one week in advance of filming. Any obstructions or alternative footways planned must be cleared by The Film Office Ltd. Tracking boards may be required in certain circumstances.
- 30.2 The production company should ensure that pedestrians and in particular wheelchair users are not impeded by filming.

31.0 TRAFFIC MANAGEMENT

- 31.1 Where traffic management is required the production must gain approval for plans from The Film Office Ltd prior to their shoot. Plans, method statements and relevant risk assessments will be required to be drawn up and qualified personnel and companies with relevant chapter 8 signage used at all times.

32.0 UNIT SIGNS

- 32.1 No unit signs should be used without express written agreement from the Local Authority. It may constitute an offence under the Road Traffic Act (1988) and unauthorised signs will be removed.

32.2 Illegal Signs will be removed by council officers and a charge for officer time will be made. Offenders may be prosecuted.

33.0 WETDOWNS

33.1 Wet-downs may only be carried out by the production with the approval of The Film Office Ltd after

- a) Approval from the requisite Highway Authority
- b) Proper evaluation of the forthcoming weather conditions
- c) Confirmation that proper signage will be used

Notes:

The descriptions highway, carriageway and footway used in this document are in conjunction with The Highways Act (1986)

The description *Production* refers to the producer or production company, production manager, location manager or any other authorised officer or supervising worker of the audio-visual project being made.

Local Authority defines the administrative body of a local council responsible for an area or district of London. There are 33 Local Authorities in London.

Highways Authority defines the body responsible for managing and maintaining the highway. This includes Local Authorities' Highways Departments and Transport for London, the traffic and highway authority for the main road "Red Route" network (Transport for London Road Network) in London.

Traffic Authority defines the body responsible for assessing the impact of any proposed activity on traffic flow and the local community. This includes Local Authorities' Highways Departments and Transport for London.