



Filming in Bristol Code of Practice

The City of Bristol operates a permitting system for all location filming and commercial photography projects* (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews), excluding newsgathering. Bristol Film Office will co-ordinate applications for filming on public land and property, including highways, pavements, parks, council-managed buildings and the Harbour Estate. Bristol Film Office also permits the use of council land for aerial filming. Applications for a permit should be submitted to Bristol Film Office with as much notice as possible at: <https://filmingapplication.openbrolly.com/login>

COVID-19 Action List Annex

To ensure that Bristol location filming complies with Government COVID 19 safety guidance and that filming activity does not increase the risk of spreading COVID 19 in the public domain, we have put a temporary COVID-19 Action List Annex in place to supplement this Code of Practice. Production Companies must agree to adhere to both sections of this document until further notice. Applying for filming permission will constitute agreement to the protocols set out in the Code of Practice and COVID-19 Action List Annex. The annex can be found at the end of this document.

No filming activity should take place until permissions have been granted by Bristol Film Office and/or the relevant agencies and landowners. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, we expect notice of at least seven days should be given.

1. PERMISSIONS & INFORMATION

Permission to film will be given on the understanding that the Production Company agrees to adhere to this Code of Practice and any temporary annexes throughout the course of filming activity.

1.1 Bristol Film Office should be informed at the earliest opportunity of any filming that is planned to take place in Bristol. The Film Office can assist the production and make many arrangements on behalf of the Production Company, subject to relevant notice periods. The Production Company must complete and send an application for a Location Filming Permit. The Film Office will require specific information about the project, such as:

- The name of the Production Company, the type of production and a contact person and telephone number.
- The scale of the production in terms of numbers of personnel and vehicles
- The removal, alteration and disguising of street furniture and carriageway markings
- The use of cranes, aircraft, cherrypickers, track low-loaders, 'A' frames, drones/UAVs and other potentially hazardous equipment in a public place.
- The parking of production vehicles on yellow lines, in meter bays or residents' bays
- The use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways
- Productions which depict subjects of a controversial nature
- Filming involving children and animals
- Filming involving weapons (real or imitation) and violence

Bristol Film Office

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Local Police should be informed of filming activity within their districts. Bristol Film Office will assist with this as part of the permissions process. In addition to advising the Police of the points above, special guidance should be sought with the following:

- The staging of crimes, accidents or use of firearms
- The dressing of artistes in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms in between takes

1.2 Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the Emergency Services should be duly advised of:

- Special effects, fires or explosions (Fire Brigade)
- The impersonation of fire officers or use of pseudo fire tenders (Fire Brigade)
- The impersonation of ambulance staff or use of pseudo ambulances (Ambulance Service)

1.3 Filmmakers should ensure that location owners/tenants and adjacent property owners/tenants are:

- Kept fully informed of the intentions of the production company whether they are used for filming or not (including dates and timings, parking, lighting, noise, access arrangements and equipment), including any changes to plans as required
- Given a reasonable site rental fee in accordance with the budget of the film
- Issued with an approved location contract which clearly states the terms agreed between themselves and the production company (where required)
- Given details of any art department requirements including dressing and construction
- Offered alternative parking arrangements where possible and equipment to protect from unnecessary disruption (e.g. black-out blinds, earplugs, etc.)
- Written notification, such as a letter drop should be carried out at least **seven days** prior to the first day on location. If the notice period is less than seven days, then a representative of the company should personally discuss your intentions with all relevant property owners. Where notice period is less than seven days and does not allow for required consultation around disruption, permission may not be granted to film.

Sufficient time should be allowed for any matters that arise as part of this consultation to be addressed prior to filming to avoid unnecessary disruption to residents and filming.

2. INSURANCE

2.1 Bristol Film Office will require a copy of the company's Public Liability Insurance with a minimum of £5 million indemnity to be sent with the Filming Permit Application. Unless operating as a sole trader, Bristol Film Office cannot accept proof of Public Liability Insurance that has an individual named as the policyholder.

3. HEALTH & SAFETY

It is the responsibility of the Production Company to ensure that its employees and contractors are in compliance with current Health & Safety regulation when on location.

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- 3.1 All locations must be assessed for risk and hazard. A full Risk Assessment report should be compiled and circulated to all employees, contributors and contractors, involving the use of a Health & Safety professional where necessary. A copy should be sent to the Bristol Film Office with the Filming Permit Application and made available to any other person connected to or affected by the filming activity.
- 3.2 A person qualified in first aid should always be present at all times whilst on location.
- 3.3 Whilst on the public highway, all members of the production team must wear high visibility vests or jackets. Appropriate signage should be used to notify the general public of filming activity and restrictions in place.

4. RESPECT FOR RESIDENTS & MEMBERS OF THE PUBLIC

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times by all members of the production team and contractors on site.

- 4.1 All neighbouring residents and businesses affected by filming should be notified seven days in advance, by letter, of filming arrangements in their area. If the notice period is less than seven days, a representative of the production company should contact, in person, any affected property owners.
- 4.2 Noise should be kept to a minimum, especially during unsociable hours (normally 11pm to 8am) and when working in the vicinity of residential properties. Generators should be baffled or integral with the location vehicles. Productions wishing to work during unsociable hours (night-shoots) should seek prior authorisation from Bristol Film Office and Avon & Somerset Police, especially when working in residential areas. Permission may not be granted in areas deemed unsuitable for filming during unsociable hours.
- 4.3 Dress codes imposed on particular locations for religious or other reasons must be adhered to.
- 4.4 Crew members should keep access to homes and businesses clear at all times unless alternative arrangements are agreed with residents. Consideration should be given to parking needs of residents, especially those with specific access requirements. These matters should be addressed in advance of filming activity.
- 4.5 Lighting and other equipment must not cause a hazard to the general public. Cables should be flown to a height of 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.
- 4.6 No danger or annoyance should be caused by the dazzle of lights. Residents should be notified with at least seven days' notice where they may be affected by light pollution resulting from filming. Efforts should be made by the production company to prevent light disruption, including supplying black-out equipment or providing alternative accommodation.
- 4.7 If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.



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5. OBSERVING DESIGNATED AREAS

Filmmakers' activities should be limited to areas and times for which permission has been granted.

- 5.1 Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless spaces are provided.
- 5.2 Drinks and meals should be taken only in designated areas.
- 5.3 No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays supplied by the company. Consideration should be given to appropriate smoking areas in residential areas, especially during the spring and summer months to avoid smoke entering through windows.
- 5.4 Crew members must not trespass onto neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

6. CARE OF THE LOCATION

Filmmakers are guests on a location and must treat both public and private property with the utmost respect.

- 6.1 Rubbish bins should be made available by the company and must be cleared regularly. It is the responsibility of the Production Company to ensure that all rubbish is cleared from the location immediately.
- 6.2 Production Companies working on location in Bristol are requested to recycle rubbish wherever possible. Bristol Film Office can supply information to assist Production Companies with recycling.
- 6.3 Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
- 6.4 Objects belonging to the location must not be moved or removed without the owners' express permission.
- 6.5 All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the Production Company to location must be removed.
- 6.6 The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
- 6.7 Whenever necessary the Production Company must ensure that the location and its environs are protected by security staff.
- 6.8 The crew member responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

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In certain circumstances Bristol City Council, Police, other emergency services or location owners may deem it necessary to impose additional stipulations on filmmakers.

Any Production Company found to be in serious breach of this Code of Conduct may be subject to a financial penalty.

By applying for permission to film, Production Companies agree to adhere to this Code of Practice and any temporary annexes.

Filming in Bristol Code of Practice Annex: **COVID 19 Action List for Filming in Public Locations**

This Action List has been authored by Film London and adopted by Creative England and Film Office and Local Authority filming partners, providing parity for industry filming in Public Locations across England. It is supplementary to Bristol Film Office's overarching protocols and provides guidelines for production companies and filmmakers that are filming on location in Bristol whilst COVID 19 restrictive measures are in place. It temporarily annexes the **Filming in Bristol Code of Practice** until further notice, which applies to all professional location filming and commercial photography projects (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews), excluding newsgathering.

No Action within this list supersedes any other part of the Filming in Bristol Code of Practice.

For further help, advice and access to resources please contact bristolfilmoffice@bristol.gov.uk

Purpose of this Action List

The primary purpose of the Actions listed are to ensure that Bristol location filming complies with Government COVID 19 safety guidance and that filming activity does not increase the risk of spreading COVID 19 in the public domain.

Complying with this Action List alone does not constitute permission to film. For permission to film to be granted, Production Companies should complete the filming permit application process at <http://filmbristol.co.uk/homepage/filming-permission/>.

This Action List is dynamic in that it will be amended as and when changes in government guidance are published until such a time when the Action List is deemed superfluous and will therefore be removed from the *Code of Practice*.

This Action List supports and complements:

- ✓ All UK Government guidance with regards to Working Safely During Coronavirus COVID 19 www.gov.uk/guidance/working-safely-during-coronavirus-covid-19



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- ✓ The British Film Commission (BFC) COVID 19 Code of Practice June 2020 <http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus/>
- ✓ The UK Broadcasters TV Production COVID 19 Guidance May 2020 (www.pact.co.uk/member-services/resourcelibrary.html?q=Industry+wide+TV+Production+Guidance)
- ✓ The Advertising Producers Association (APA) COVID 19 Guidelines May 2020 [APA Covid 19 Guidelines](#)

This document assumes that cast and crew of productions are already utilising the Guides referenced above before scouting the location. The industry Guides above recommend the services of a COVID 19 Health and Safety Officer / Supervisor during pre-production and planning stages of a shoot. The Actions listed below assume that this recommendation has been followed. Bristol Film Office may ask which COVID 19 guidance the production is following and ask who the lead COVID 19 contact will be on location on the day of the shoot as part of the filming permissions process.

Definitions

Location Authority – The owner or managing agent / organisation of the location, including location contact for the Location Authority, Local Authority within LCR, Highways Authority, Traffic Authority and Merseyside Police.

Working Area(s) – The physically defined space(s) in which crews remain whilst working. The size and shape of which is agreed in advance with the Location Authority.

All cast, crew and contractors of all productions are to comply with the following provisions :

1. All Productions Filming in Public Spaces:

- 1.1. Sufficient planning time will be scheduled to allow for additional COVID 19 measures needed on Location and the additional liaison required with the Bristol Film Office and residents/businesses.
- 1.2. Risk Assessments and Method Statements must include full assessment of COVID 19 specific risks associated with the production's proposed activity at each location and be presented to Bristol Film Office during the early stages of application.
- 1.3. When on location, all cast, crew and third party contractors related to the shoot must be aware of their own responsibilities regarding the implementation of the Risk Assessment.
- 1.4. The avoidance of any last minute changes to the shoot that cause an alteration of the risks associated with the agreed Risk Assessment and Method Statement.
- 1.5. Cast, crew and contractors to be over 2 metres away from other people (public, residents, businesses, etc.) at all times.
- 1.6. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. Facilitating sanitisation protocols on location will be discussed with the Bristol Film Office during the planning of the shoot.



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- 1.7. Reducing numbers of people in groups reduces the risk of spread of COVID 19. Therefore numbers of cast and crew present on any location must be kept to an absolute minimum at all times.
- 1.8. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one another.
- 1.9. Attach COVID 19 specific signage to Working Area.

2. Filming On Street (Non Road Closure/ 5+ Crew/ Equipment on Highway)

- 2.1. All Actions in Section 1 above will be implemented.
- 2.2. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing, including the use of barriers (type to be agreed with Bristol Film Office).
- 2.3. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metres distance from the Working Area to the public (but must be removed when filming activity is completed).
- 2.4. No piece of kit or equipment from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.
- 2.5. No cast or crew will linger outside the Working Area.
- 2.6. All cast including Supporting Artists to remain within the Working Area between takes.
- 2.7. Cast positioning must not reduce public thoroughfare.
- 2.8. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 2.9. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.
- 2.10. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 2.12. Please be aware on occasion a pavement closure may be necessary in order for work to take place safely. The production should allow time and budget for this to be assessed.

3. Filming On Street (with Road Closure)

- 3.1. All Actions in Section 1 above will be implemented.

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- 3.2. Define the Working Area as the closed road which may include both highway and pathway as agreed with the Bristol Film Office.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses to be agreed in advance with the Bristol Film Office.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing, including the use of barriers (type to be agreed with Bristol Film Office).
- 3.5. No piece of kit from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.
- 3.6. No cast, crew or contractor will linger outside the Working Area.
- 3.7. All cast including Supporting Artists to remain within the Working Area between takes.
- 3.8. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 3.9. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.

4. Parking on Street:

- 4.1. All Actions in Section 1 above will be implemented.
- 4.2. No piece of kit or apparatus from any department is permitted to sit on pathways. All kit must remain within vehicles (including tailgate) or within the location Working Area or travelling between the two.
- 4.3. Due consideration to be given to the parking and access needs of residents. Sufficient distances between technical vehicles/crew cars/crew movements and public access routes to properties and vehicles should be maintained at all times. Control measures that could impact on public access and throughways must be communicated to residents in advance and necessary consultation provided to provide assurances and solutions that will protect public safety.

5. Filming in Parks and Open Spaces:

- 5.1. All Actions in Section 1 above will be implemented.



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- 5.2. All cast, crew and contractors of productions to expect that facilitating public exercise will take priority over filming.
- 5.3. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing, including the use of barriers (type to be agreed with Bristol Film Office).
- 5.4. Additional separate Working Areas for non-essential crew/Supporting Artists to be agreed with the Bristol Film Office and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metre distance from the Working Area to the public (but must be removed when filming activity is completed).
- 5.6. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.
- 5.7. No cast, crew or contractors will linger outside the Working Area(s).
- 5.8. All cast including Supporting Artists to remain within the Working Area between takes.
- 5.9. All cast and crew to have easy access to sanitisation facilities for frequent hand washing / disinfecting.
- 5.10. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.
- 5.12. Additional stewards/security personnel to be brought in to manage public access to spaces used for filming as required. Stewards and security to maintain 2 metre distance from members of the general public at all times.

6. Filming in Enclosed / Interior Public Locations:

- 6.1. All Actions in Section 1 above will be implemented.
- 6.2. Ensure that filming activity complies with the premises' own COVID 19 Risk Assessment.
- 6.3. Select locations that provide wholly or at least partly-exclusive access to the production and locations that provide more space than would normally be required for filming. Bristol Film Office can advise on location suitability and should be consulted prior to location scouting.
- 6.4. Comply with the Location's cleaning regime providing additional COVID 19 cleans before prep and after strike plus any other cleaning deemed necessary according to the Guidelines (listed above).

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- 6.5. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing, including the use of barriers (type to be agreed with Bristol Film Office). Consider using one-way systems for access and egress.
- 6.6. Additional separate Working Areas for non-essential crew/Supporting Artists to be agreed with Bristol Film Office and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.
- 6.7. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or tape stuck to the floor can be used to indicate 2 metre distance from the Working Area(s) to the public.
- 6.8. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.
- 6.9. No cast, crew or contractors will linger outside the Working Area(s).
- 6.10. All cast including Supporting Artists to remain within the Working Area between takes.
- 6.11. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.

7. Unit Bases in Public Spaces:

- 7.1. All Actions in Section 1 above will be implemented.
- 7.2. Unit Base area to be physically defined, cordoned off and monitored by security in order to prevent access by public (including connections to services such as water / electricity).
- 7.3. No piece of kit from any department will be positioned outside the Unit Base area including sanitisation and refuse facilities.
- 7.4. No cast, crew or contractors will linger outside the Unit Base area.
- 7.5. Catering provision to follow government and other industry guidance, listed above.
- 7.6. Display signage on barriers to highlight COVID 19 Safety precautions and the request for public to keep 2 metres away.

For further help, advice and access to resources please contact bristolfilmoffice@bristol.gov.uk or +44(0)117 922 3958.

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