



## **Sarratt Parish Council**

### **Policies and Procedures: Filming on Parish Council Land**

Sarratt is a historic picturesque village and has one of the longest village greens in England. The Parish Council recognises that this attracts interest for filming in the Parish.

Sarratt Parish Council can only give consent for filming on land it owns and it will be the film-makers responsibility to liaise with private landowners regarding filming on their land, or the Hertfordshire County Council Highways Department where permission is required to film on public roads, including where partial or temporary closure of a public highway is necessary to facilitate filming.

1. A daily rate of £1,000 is charged for the use of Sarratt Parish Council land. Special consideration will be given to registered charities, parish organisations or parishioners wishing to film on Sarratt Parish Council land and to students creating films as part of their academic or extra-curricular studies.
2. Parking on Sarratt Green is permitted for 12 vehicles. Additional vehicles are charged at £20 per vehicle per day.
3. All vehicles must enter and leave Sarratt Green via the ramp at the Cricketers Pond end.
4. No vehicles over 10 tonnes are permitted on Sarratt Parish Council land without prior permission
5. The Council reserves the right to access a film set / filming activity at any time.
6. Camera track laid in public places should be coned-off and attended at all times. If a camera crane is used in a public place the surrounding area should also be coned-off to allow for the swing of the crane and back swing of counter-weights. Where camera track is to be laid on a public highway the film company must contact Hertfordshire County Council Highways Team.
7. Night shooting will be permitted by special consideration, but no filming will be allowed between the hours of 11pm and 5am.
8. All waste and litter generated by the filming must be disposed of correctly by those organizing the filming.
9. Sarratt Parish Council reserves the right to request copies of Risk Assessments for the filming activities.

10. Health & Safety of the film production company, their employees and the general public affected by the filming/shoot is the responsibility of the photography/film production company/individuals. The photography/film production company/individuals must ensure that it gives due consideration to Health & Safety.
11. Sarratt Parish Council reserves the right to request copies of relevant Health & Safety documentation, certificates of inspection and risk assessments for any filming on its land. Where the request requires significant use of technical equipment the Council will require a period of at least 1 month's notice.
12. Production companies submitting requests which involve a significant amount of technical equipment or a large crew, which may present greater risks to the public, maybe asked to nominate a Safety Officer. The contact information of this person must be shared with the Parish Council.
13. Anyone filming in Sarratt Parish has a 'duty of care' under Health & Safety legislation. This duty is explained in common and criminal law and applicants must demonstrate awareness of their obligations.
14. Before approving any request to film the Council will need to see a copy of valid insurances – a minimum of £5 million public liability insurance cover and £5 million employer liability insurance is requested for most shoots by a commercial photography/film production company/individuals. More complex shoots may require more extensive coverage.
15. Student productions and non-commercial filming by charities, parish organisations or parishioners will be assisted as far as possible. Students should be able to provide a copy of the school/college/university's public liability insurance and a copy of the project risk assessment.
16. The film maker will be responsible for the cost of repairing any damage, caused as a direct result of the filming (either by the film maker, their staff or by an activity that the film maker has prompted) to Sarratt Parish Council land, street furniture, the public highway and interior and exterior of buildings where filming is permitted. Film makers are expected to use approved contractors to complete the works in agreement with the Council and to a reasonable timeframe agreed by the Council.
17. As part of Health & Safety management film makers will need to make sure that noise levels comply with local by-laws. They must comply with any reasonable request to reduce noise levels if requested by the Council or the police during the shoot. Full compliance with the Noise at Work Regulations 1989 and the Control of Noise at Work Regulation 2005 is required.
18. Prior to film making being approved on Sarratt Parish land, film makers must provide the following information:
  - i. The name and contact details (email and phone number) of the primary contact for the filming.
  - ii. Invoice details for payment of the filming fees.
  - iii. A brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery.
  - iv. Details of the location(s) where filming/photography is to take place.
  - v. The dates and times for filming.
  - vi. A copy of a valid insurance policy, providing evidence of a minimum of £5 million Employer's Liability Cover and £5 million Public Liability cover (where the risk is

- considered to require it, applicants may be asked to provide insurance of a higher level).
- vii. A list of equipment that will be used.
  - viii. The number of crew associated with the filming.
  - ix. Details of any vehicles involved in the shoot.
  - x. Additional information may be requested at any point during the application process and following permission being granted.

**Reviewed and adopted: 13 April 2021**