



FILMING IN BIRMINGHAM

CODE OF PRACTICE

Filming activity should only take place only after permission has been granted by Film Birmingham as well as any other relevant agencies and landowners. Any filming undertaken is the sole responsibility of the production company and its employees. This Code of Practice must be signed, and submitted to Film Birmingham, before commencement of the filming, in order to ensure the full co-operation of Birmingham City Council in arranging and issuing permission to film.

PERMISSIONS AND INFORMATION

1. The production company must read and adhere to Birmingham City Council's Film Charter. This states that Film Birmingham should be informed, at the earliest opportunity, of any filming taking place within the boundaries of the City of Birmingham. Unless otherwise advised, a Filming Request Form needs to be submitted to Film Birmingham which will require the following information:
 - Name of production company, type of production and contact details for key personnel
 - The requirements for parking production vehicles on yellow lines, meter bays or residents bays
 - The scale of the production- number of vehicles and personnel
 - The requirement for road closures or other traffic management requests
 - The intended filming locations, both private and local authority owned.
 - The removal or alteration of street furniture or road markings
 - The use of cranes, aircraft, cherry pickers, track low-loaders, "A" frames and other potentially hazardous equipment in public places
 - The use of special effects, rain or snow machines, stunt work, imitation firearms or the staging of crimes or accidents in public footways or carriageways
 - Information on productions depicting subjects of a controversial or illegal nature
 - Filming involving children or animals
 - Where deemed necessary, a shooting script and shooting schedule should be attached to the application form
2. West Midlands Police must be informed of any filming activity and be advised which police division will be affected by filming. The emergency services should also be informed, and guidance sought, when filming the following:
 - Staging crimes, accident or using firearms (police)
 - The impersonation of police officers, fire officers or ambulance staff (police, fire and ambulance)
 - The use of special effects or pyrotechnics (fire brigade)
 - The likely disruption to traffic and requests for road closures (police)
3. Film-makers should ensure that location owners and adjacent property owners are kept informed of the intentions of the production company and, if required, permission obtained.

RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

4. Film makers should always pay due consideration to the sensitivities of the community in which they are filming, and members of the public should be treated with respect and courtesy at all times.
5. Dress codes imposed on particular locations for religious or other reasons should be adhered to at all times
6. All residents and businesses adversely affected by filming should be notified in advance, by letter or in person, by the production company, of filming arrangements and associated restrictions in their areas.
7. Noise should be kept to a minimum, especially during unsocial hours (10pm-8am), and as such generators should be baffled integral with location vehicles where possible.
8. Access and egress to and from homes and businesses should be kept clear at all times or be available immediately if and when required.
9. If access to public footpaths is blocked then an alternative, safe route, must be provided and supervised for pedestrians, and be approved by Birmingham City Council / Film Birmingham.
10. Lighting and other equipment must not cause danger to the public. Cables should be flown to a height of at least 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements or pedestrianised areas. Warning cones and hazard tape should be used where and when appropriate and in accordance with relevant guidelines.
11. No danger and/or annoyance to be caused to the public, businesses or drivers by the dazzle of lights.

CARE ON LOCATION

12. Production companies must treat public and private property with care and respect.
13. Rubbish bins should be provided by the production and cleared regularly, and any litter or waste created by the filming activity must be removed by the production company once filming is complete.
14. Extra care must be taken to protect furniture and flooring and art work.
15. Objects belonging to the location must not be removed without prior agreement of the owner
16. The location, and other places where necessary, must be returned to their original condition prior to completion of filming, and all evidence of filming removed (including the removal of sign posts erected by the production company for the purposes of direction).
17. The production company should notify all parties concerned of any damage that they cause and be responsible for making good (including covering all costs) any such damage, in consultation with location owners.

OBSERVING DESIGNATED AREAS

18. Those filming should limit their activities to areas where they have been given permission to film.
19. There should be no trespassing on private land, where permission has not been sought or granted.
20. 'No smoking' areas should be observed and cigarettes should be stubbed out in ashtrays and disposed of in a responsible manner.

PARKING OF VEHICLES

21. Production vehicles should be parked only where agreed at pre-arranged times.
22. Engines should be switched off on arrival where possible.
23. Aside from technical vehicles, cast and crew and production staff should avoid parking in the immediate vicinity of the filming location unless spaces are provided.
24. Vehicles should not cause obstruction to public highways or any public or private access, without prior agreement and in a pre-approved manner.

HEALTH AND SAFETY

It is the responsibility of the production to ensure that employees and contractors adhere to Health and Safety regulations when on location

25. All filming locations must be assessed for risk and hazard. When filming on locations owned by Birmingham City Council, instructions provided by Film Birmingham or the relevant Health & Safety officer in relation to Health and Safety must be adhered to at all times.
26. If deemed necessary, a qualified first aid person should always be present or available whilst on location.
27. High visibility jackets should be worn by all members of the production team when filming on public highways.

INSURANCE

28. Film Birmingham will require a copy of the production company's Public Liability Insurance Certificate, demonstrating cover of at least £5 million, to be submitted to their office prior to commencement of filming and prior to permission to film being granted.

DATA COLLECTION

29. By signing this Code of Practice the production company agrees to collect / provide data on the impact of the production on the local economy. This information should be recorded on Film Birmingham's Economic Impact Data Collection Form and submitted to Film Birmingham within 28 days of completion of filming. Failure to do so will result in any permission to film that has been granted becoming void, and as such, production companies or associated organisations will not be permitted to use or broadcast footage filmed as a result of that permit to film being issued. All specific production information will be treated as strictly confidential and will be used as Film Birmingham sees fit to provide cumulative information of the impact of filming in Birmingham on the local economy.

Birmingham City Council has signed a Film Charter to signify its commitment to filming and production in Birmingham. The Film Charter states that production companies must sign, and adhere to, the Code of Practice outlined above.

Film Birmingham in certain circumstances reserves the right to impose additional stipulations to film-makers and production companies.

I/We agree to adhere to the Code of Practice set out above, and I can confirm that I have the correct authority to give such an agreement.

PRODUCTION COMPANY _____

TITLE OF PRODUCTION _____

PRODUCER (Print name) _____

SIGNED _____

DATE _____

Please hand-deliver, post, scan and email or fax the signed last page of this document to Film Birmingham before filming commences.

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