

FILMING GUIDANCE IN OXFORDSHIRE

filming@oxfordshire.gov.uk

Within Oxfordshire numerous requests are received to authorise the use of the Public Highway and Public Footway for filming purposes or to park technical vehicles on the Public Highway whilst filming takes place.

GENERAL INFORMATION:

1. Oxfordshire County Council requires *at least*:
 - Three months notice for major/large productions (usually over 41+ crew, with potential road closures/temporary traffic management/equipment on the highway requests)
 - Two months notice for medium-size productions (usually up to 40 crew with potential temporary traffic management and/or equipment on the highway requests)
 - *At least* 15 working days' notice for small productions (usually up to 10 crew, with no temporary traffic management and/or equipment on the highway requests). Please note: Filming requests for small productions in Broad Street, Cattle Street, Merton Street, New College Lane, Oriel Square, Queens Lane and Turl Street, Oxford require *at least* 30 working days' notice.
 - If you consider a road closure/s for filming, *at least* eight weeks' notice is required to process the Special Event Order needed for this legal process (if approved by the network coordinator). Please supply details on the filming application form or email filming@oxfordshire.gov.uk for further information.
2. No filming activity should take place until permission has been granted by all relevant parties.
3. Oxfordshire County Council may ask you to undertake a filming consultation with all frontages (such as colleges, businesses, residents, etc.) affected by your proposed filming activities before a filming licence is considered. Details and proof of contact with all affected frontages (by letter-drop, email, in person etc.) must be confirmed, with no objections raised. This consultation must be undertaken *at least* 10 working days before the filming date for small productions, and earlier for medium/large/major productions. Environmental Health must be advised if filming requests include night-time shoots, use of lights, sound, or chemicals.
4. Oxfordshire County Council must be advised *at least* five working days prior to the commencement of filming for small productions (and a longer notice period for medium/large/major productions) that all relevant and affected parties, departments and organisations have been contacted and these parties have no objections to the filming taking place.

CONSIDERATIONS FOR OBTAINING PERMISSION:

The following information is required to assist in determining permission:

1. The name of the production company, type of production & contact details
2. The size of the production – including cast & crew size
3. **£10 Million** Public Liability Insurance required for all filming on the Public Highway/Public Footway

4. A site specific filming risk assessment for each proposed location must be submitted
5. On-highway parking requirements for *essential* tech vehicles (via OCC's Parking Team parking@oxfordshire.gov.uk)
6. Proposed dates and locations
7. Use of special effects (smoke, lighting effects etc.)
8. Nature of the film (Documentary, Film Production, Vox-Pops etc.)
9. Filming of animals or children
10. The requested removal of street furniture, carriageway markings etc.
11. Use of tracking (this will require a separate licence)
12. Use of cranes, cherry pickers etc. (these requests will require separate licences)
13. If required, temporary Traffic Management requests to be approved *in advance* by Oxfordshire County Council.
14. The proposed use of camera drones.

The production company must ensure that location owners and adjacent property owners are:

1. Kept fully informed of the intentions of the production company and their filming schedule.
2. Whether their properties will be visible within the final film/production.
3. Recompense of any loss of income, although this must be determined between the production company and property owner. Oxfordshire County Council does not accept any liability.

The production company must ensure that Emergency Services are fully aware of:

1. Special effects (Fire Service and Police)
2. Use of replica firearms (Police)
3. Impersonation of a member of the Emergency Services. (Fire, Police and Ambulance).

Emergency access must be maintained at all times during set up, prepping and filming, including road closures and/or temporary traffic management.

The Highway Authority (Oxfordshire County Council) will respond to an initial enquiry within 5 working days *where practical*. Upon receipt of a completed application form and subject to being satisfied the information provided is adequate, OCC will determine the feasibility of the filming application request within 10 working days *where practical*.

CHARGES:

An invoice for payment will be sent to the company address & email provided on the filming application form. Charges for filming may be found on the webpage. All charges are subject to VAT.

There will be a charge for the use of any Pay and Display bays, for the removal of unit signing should any be left at the end of filming and for any alterations required to street lighting or road markings.

District Councils will levy charges for refuse collections, street sweeping (if necessary) and for the removal, storage, and replacement of street furniture.

FOR FURTHER CONSIDERATION HEALTH AND SAFETY:

The Production Company must:

1. Provide a risk assessment for each location where equipment is placed on the highway.
2. A qualified first aider should always be present during filming
3. Any temporary traffic management must be determined/approved via consultation with the appropriate highway's officer/network coordinator *well in advance* of the filming (see notice requirements – above)
4. When any member of the production company is working on the Public Highway/Public Footway they must wear high visibility vests or jackets.

Always seek the advice of the Health and Safety Executive where appropriate.

DRIVING SEQUENCES:

Regarding driving sequences: Participating vehicles must fully comply with all statutory road regulations and legislation including 'The Road Vehicles (Construction and Use) Regulations 1986'. The latter applies to the vehicle containing the film crew/camera equipment etc. All vehicles must have appropriate Motor Vehicle Insurance covering their use and The Highway Code must be obeyed at all times.

Any driving sequences which may cause a risk to other road users must be managed under a road closure, temporary traffic signals or stop-go boards with Oxfordshire County Council approving any proposed traffic management in advance of the filming.

RESIDENTS AND MEMBERS OF THE PUBLIC:

The Film makers are visitors and should be sensitive to the community in which they are working:

1. All neighbouring residents and businesses must be given *at least* 10 working days' notice of filming (for small productions - a longer notice period is required for medium/large/major productions) by letter or personal visit. Letter drops must contain telephone/email information for the Location Manager/Production Team within the production company.
2. Noise must always be kept to a minimum. Separate permission re: noise during unsociable hours (usually 10pm to 8am) must be obtained from a City or District Council's Environmental Health Team. Use of generators must be approved, and silent running generators will be required.
3. All members of the production company and its associated workforce are to dress decently at all times. Dress codes may need to be adhered to when working at particular locations.
4. Access to private property must be maintained at all times. Public Footways must not be obstructed, unless with permission *in advance* from OCC, conditional upon a safe, alternative pedestrian route being provided, including for disabled access.
5. Lighting, cables, and other equipment must not cause a hazard to the public.

6. Cranes, cherry pickers etc that are positioned on the Public Highway and/or Public Footway must be signed and guarded appropriately in accordance with 'Chapter 8 of the Traffic Signs Manual', the 'Safety at Street Works Code of Practice' & 'The Traffic Signs Regulations and General Directions 2016'.

MAINTAINING THE AGREEMENT:

Production companies must adhere to the following agreement:

1. Production/Tech Vehicles must park within the designated, agreed areas (permission to be sought in advance from OCC's Parking Team) and appropriately badged. Failure to do so will result in a vehicle obtaining a Parking Ticket.
2. Crew and cast must not trespass on neighbouring property or enter an area of the location which the owner has not agreed to.
3. Failure to adhere to the filming agreement/conditions may result in permission being revoked and future applications to film within Oxfordshire being refused.

LOCATION:

Film companies must treat public and private property with respect.

1. All rubbish must be removed regularly. It is the responsibility of the production company to ensure the location is left tidy and sanitary at the end of the shoot.
2. Protective materials must be provided where appropriate.
3. Objects belonging to the owner of the location must not be removed without their express permission.
4. The production company must make good any damage caused.
5. Security staff should be used if appropriate to protect the location and any equipment.
6. The crew members responsible for the location should check, before leaving the site, that all property has been restored to its original state.

UNIVERSITY OF OXFORD:

Filming in the University:

The 'Oxford University Media Production Unit' runs a filming coordinating service which acts as a starting point for film companies wishing to use the University as a location and provides advice and support for those parts of the University which receive requests to act as location for commercial filming.

Visit the Filming at Oxford University website:

<http://www.oucs.ox.ac.uk/media/filming.xml> for more information, locations and contact details.

For further information contact:

Film and Television Coordinator, Educational Media Services, University of Oxford
13 Banbury Rd, Oxford, OX1 6NN. Email: filming@ox.ac.uk

If you wish to film in Radcliffe Square, Oxford, please contact Brasenose College on 01865 277830 or email conference.manager@bnc.ox.ac.uk (unless filming on the

tarmac section of Cattle St which is County Council).

OXFORD CITY COUNCIL:

If you would like to film in Oxford City at the Covered Market, Bonn Square, Gloucester Green, City Parks or the Thames Towpath please contact Oxford City Council Events Team on 01865 252407 or email events@oxford.gov.uk to discuss