

CODE OF PRACTICE FOR FILMING IN GLASGOW

Any filming undertaken and any liability therefore is the sole responsibility of the production company and its employees. Production companies are advised to use the service of a professional Location Manager who will be fully aware of this Code of Practice and protect the interests of both the production company and the location owner. *This Code of Practice should be signed before first day of principal photography and returned to the Glasgow Film Office. This will ensure the full co-operation of the Glasgow City Council and Police Scotland under the Film Charter for the City of Glasgow.*

PERMISSIONS AND INFORMATION

No filming activity should take place until permissions have been granted by all the relevant parties. The production company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible notice of at least two weeks should be given.

1. Glasgow City Council must be informed of all filming activity taking place on public or private property within its area. The production company's first point of contact is the Glasgow Film Office. The Film Office will require copies of the shooting script and the schedule at the earliest opportunity. The following will also be required by the Film Office, the Department of Roads and Transportation and relevant departments:
 - (a) the name of the production company, the type of production and a contact person and telephone number;
 - (b) the scale of the production in terms of numbers of personnel and vehicles;
 - (c) the removal, alteration and disguising of street furniture and carriage way markings;
 - (d) the use of cranes, aircraft, cherrypickers, track, low-loaders, 'A' frames and other potentially hazardous equipment in a public place;
 - (e) the parking of production vehicles on yellow lines, in meter bays or residents' bays;
 - (f) the use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways;
 - (g) productions which depict subjects of a controversial nature; and
 - (h) filming involving children or animals.

2. Police Scotland, Head of Operations must be informed of filming activity and advised which police divisions will be affected by filming. In addition to advising the police of points 1(a)-(h) above, special guidance should be sought with the following:
 - (a) the staging of crimes, accidents or use of firearms; and
 - (b) 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.

PERMISSIONS AND INFORMATION

3. Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the Emergency Service should be duly advised of:
 - (a) any likely disruption to traffic due to road closures during filming
 - (b) use of fire hydrants, special effects, fires or explosions (Fire Brigade)
 - (c) the impersonation of fire officers or use of pseudo fire tenders (Fire Brigade) and
 - (d) the impersonation of ambulance staff or use of pseudo ambulances (ambulance service)
 - (e) where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the Fire Brigade.
4. Film makers should ensure that location owners are:
 - (a) kept fully informed of the intentions of the production company whether they are used for filming or not;
 - (b) given a reasonable site rental in accordance with the budget of the film;
 - (c) issued with an approved location contract which clearly states the terms agreed between themselves and the production company; and
 - (d) given details of any art department requirements including dressing and construction.
5. Proof of adequate public liability insurance and any other relevant insurances should be made available on demand to anyone affected by the location filming activities of the production company.
6. The Glasgow Film Office should always be advised of any filming activities taking place within Glasgow and its environs.
7. The Filmmaker agrees to complete and return a Regional Production Expenditure Form to Glasgow Film Office, upon completion of filming.

HEALTH & SAFETY

It is the responsibility of the production company to ensure that employees are in compliance with current Health & Safety regulations when filming on location.

8. All locations must be assessed for risk and hazard. When necessary a Health and Safety professional should be consulted. Glasgow City Council's Health and Safety Manager should be consulted when filming on Council property.
9. A person qualified in first aid should always be present during filming.

ACCESS TO FILMING

10. Glasgow City Council requires that access to filming activity in Glasgow and its environs shall be afforded to a representative of Glasgow Film Office; such access not to be unreasonably withheld.
11. The representative of Glasgow Film Office will bring to the attention of the production non adherence to any aspect of the Code of Practice, especially in relation to Health and Safety. Only where resolution cannot be achieved will the matter be passed to the statutory body for consideration.

RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

Film makers 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.

12. All neighbouring residents and businesses affected by filming should be notified in advance by letter, of filming arrangements in their area.
13. Noise should be kept to a minimum, especially during unsocial hours (normally 10pm to 8am). Generators should be baffled or integral with the location vehicle.
14. Crew members should aim to dress decently at all times in all weathers. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
15. Crew and cast should refrain from using lewd or offensive language
16. Crew members should keep access to homes and businesses clear at all times.

RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

17. 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.
18. No danger or annoyance should be caused by the dazzle of lights.
19. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.

OBSERVING DESIGNATED AREAS

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

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.

20. Drinks and meals should be taken only in designated areas.
21. No smoking areas must be observed. Where smoking is allowed cigarettes must be extinguished in the ashtrays provided by the company.
22. 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.

CARE OF THE LOCATION

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

23. Rubbish bins should be made available by the company and must be cleared regularly.
24. Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
25. Objects belonging to the location must not be moved or removed without the owner's express permission.
26. All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the company to location must be removed.

27. The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
28. Whenever necessary the company must ensure that the location and its environs are protected by security staff.
29. The crew members 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.

In certain circumstances the local authorities, police, emergency services or location owners may deem it necessary to impose additional stipulations on production companies by mutual agreement.

Title: _____ Production Company: _____

Address: _____

Tel: _____ Contact Email: _____

Producer: _____ Production Manager: _____

Location Manager: _____ Shoot Dates: _____

No. of Crew: _____ No. of Vehicles (both unit & facilities) _____

	YES / NO / MAYBE	DAYS SCHEDULED	DATE (S) IF KNOWN
Removal, alteration or disguising of street furniture and carriageway markings.			
Use of cranes, aircraft, cherrypickers, track, low-loaders, 'A' frames or other potentially hazardous equipment in a public place.			
Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways.			
Filming involving children or animals.			
Staging of crimes, accidents or use of firearms.			
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.)			
Disruption to traffic due to road closures during filming.			
Use of fire hydrants, special effects, fires or explosions.			
Impersonation of fire officers or use of pseudo fire tenders or the impersonation of ambulance staff or use of pseudo ambulances.			

If yes to any of the above, please forward relevant information to Glasgow Film Office.

Please also provide proof of adequate public liability insurance and any other relevant insurance to Glasgow Film Office.

I/we agree to adhere to the Code of Practice set out above.

PRODUCER
(please print name)

SIGNED

DATE

Issued by Glasgow Film Office, Exchange House, 229 George Street, Glasgow, G1 1QU
Phone: 0141 287 0424: Fax: 0141 287 0311 Email: info@glasgowfilm.com www.glasgowfilm.com