



CODE OF PRACTICE FOR FILMING in THE SCOTTISH BORDERS

IN ASSOCIATION WITH Scottish Borders Film Focus

Introduction

Scottish Borders Film Focus, the local authority and other agencies in the area welcome filmmakers. At the same time they must protect the interests of the local people. Failure to maintain the goodwill of local communities would weaken the film commission initiative. We have, therefore, set up a set of guidelines for filmmakers. The intention is not to set up barriers to production - quite the reverse - but to lay down a few simple ground rules to ease away potential friction.

Most filming, video-taping and photography takes place with little or no inconvenience to local people; but there are circumstances where, either through sheer scale or by their activities on location, film crews may disturb the routines of householders and businesses. A few early considerations of the scale and timing of the shoot can help remove the potential for misunderstandings to arise.

Most production personnel see the benefit of explaining their intentions to local people before filming. They know that communication is the key to avoiding disaffection on and off set. Though there can be a conflict between good Public Relations and the possibility of crowds of people turning up, it is much safer to risk curiosity than hostility.

The over-riding guideline is '**Plan and Communicate**'. The key is to give sufficient notice to Scottish Border Film Focus, Scottish Borders Council, Lothian & Borders Police, local agencies, location owners, businesses and households, to allow for negotiation on permissions and filming schedules to be concluded. Scottish Borders Film Focus and Scottish Borders Council in conjunction with other key local agencies have drawn up the Code of Practice for Filming in the Scottish Borders. This Code of Practice aims to ensure film and television production is a positive, enjoyable experience for both community and filmmakers alike.

Production companies must act in a responsible and professional manner. Producers are asked to take their surroundings into consideration and not:

- obstruct others from carrying out their business, or
- cause a disturbance or safety hazard.

Any filming undertaken and any liability therefrom 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 conversant with this Code of Practice and protect the interests of both the production company and the location owner.

PERMISSIONS & INFORMATION

Filming activity must not 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. Where possible, notice of at least one week must be given. Scottish Borders Film Focus (SBFF) should always be advised of any filming activities taking place within the Scottish Borders. SBFF, a subsidiary of Edinburgh Film Focus, is the film office for Edinburgh, the Lothians and the Scottish Borders.

Scottish Borders Council and other relevant local public agencies must be informed of all filming activity taking place on public property within the area. The production company's first point of contact for this purpose is Scottish Borders Film Focus. Scottish Borders Film Focus will require copies of the shooting script and the schedule at the earliest opportunity. These will be disseminated by Scottish Borders Film Focus to contacts within appropriate public service agencies.

Details should include:

- Name of the production company, type of production, contact person and contact number;
- Scale of production in terms of numbers of personnel and vehicles;
- Removal, alteration and disguising of street furniture and carriage way markings;
- Use of cranes, aircraft, cherry pickers, track, low-loaders, A frames and other potentially hazardous equipment;
- Parking of production vehicles on yellow lines, in metered bays or residents' bays;
- Use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriage ways;
- Productions which depict subjects of a controversial nature; and
- Filming involving children or animals.

Filmmakers must also ensure that location owners are:

- kept fully informed of the intentions of the production company at all stages whether the location is eventually used for filming or not;
- given a reasonable site rental 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; and
- given details of any art department requirements including dressing and construction.

EMERGENCY SERVICES

It is recommended that the Emergency Services are directly notified of filming activity including location, dates and relevant information as early as possible.

- Lothian & Borders Police
- Lothian & Borders Fire Brigade
- Lothian & Borders Ambulance Service
- H.M. Coast Guard

Scottish Borders Film Focus will notify Lothian & Borders Police initially, but a follow-up dialogue directly between the production company and the relevant Police Planning Department is suggested for larger productions. Contact details can be provided by Scottish Borders Film Focus for all emergency services.

INSURANCE

Production Companies must ensure they have appropriate liability insurance to cover public liability and employers liability (if staff are employed). Scottish Borders Council require production companies to carry Public Liability Insurance to the value of no less than £5 million. This, however, only covers general photography & filming where the filming and related activities are considered as at least minimal risk and/ or no risk. Where filming and other related activities involve the use of public buildings or undertakes activities which are considered to be more than minimal risk, Scottish Borders Council advises the company to extend public liability to no less than £25 million.

The Council recommends the company undertake a risk assessment to fully appreciate the potential risk hazards. The Council does not accept liability if insufficient insurance cover is not taken out by the company for the purposes of its filming activities. Where the company intends undertaking filming within the buildings/ grounds/ land of a private occupier, the appropriate permissions and insurance cover must be agreed with the particular occupier/ owner.

Proof of adequate public liability insurance and any other relevant insurance documents must be made available on demand to anyone affected by the location filming activities of the production company.

HEALTH & SAFETY

Filmmakers must comply with the requirements of the Health and Safety at Work etc Act 1974 and all other appropriate legislation such as the Management of Health and Safety at Work Regulations 1999 so as to ensure the health, safety and welfare of any employees, volunteer helpers, contractors, participants and the public. Detailed risk assessments must be carried out. Scottish Borders Council's Transport & Environmental Standards Portfolio and the Health & Safety Section must be consulted when filming in public places or Council property.

RESPECT FOR LOCAL BUSINESSES, RESIDENTS & MEMBERS OF THE PUBLIC

Filmmakers on location are visitors and must be sensitive to the community in which they are working. Local businesses and residents must be treated with courtesy and consideration at all times. Some general guidelines are given below:

1. All neighbouring residents and businesses affected by filming must be notified in advance by letter of filming arrangements in their area. Wherever possible notice of at least one week must be given. With filming of a sensitive nature, early consultation with local residents and businesses in the planning process is advised.
2. Filmmakers must adhere to the Environmental Protection Act (1990) in relation to noise and disturbance eg during night shoots in residential areas, noise must be kept to a minimum, generators should be baffled or integral with the location vehicle and walkie-talkies should be turned down to a minimum.
3. Access & Egress — Filmmakers must ensure access & egress to homes and business locations are maintained at all times.
4. Crew members must dress decently at all times. Dress codes imposed on particular locations for religious or other reasons must be adhered to.

CARE OF THE LOCATION & ENVIRONMENT

For more information on care of the environment, please refer to our Environmentally Friendly Filming Charter and checklist.

1. Rubbish bins must be made available by the company and must be cleared regularly.
2. Protective materials or dust sheets must be provided where appropriate to cover furniture and flooring for interior filming.
3. Drinks and meals must only be taken in designated areas. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the production company.
4. Objects belonging to the location must not be moved or removed without the owner's express permission.
5. 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. 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.
7. The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
8. Whenever necessary the company must ensure that the location and its environs are protected by security staff.
9. The crew members responsible for the location must 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 authority, emergency services or location owners may deem it necessary to impose additional stipulations on production companies by mutual agreement.

This document is intended as a guide to the conduct expected while filming on the streets and other public places in the Scottish Borders. It is not exhaustive and filmmakers, location managers and production companies are advised that they can check details with Scottish Borders Film Focus.

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