

Production Central WM

Code of Practice

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The West Midlands welcomes film & TV production and recognises the benefits this activity brings to the area. Councils within the West Midlands Combined Authority are committed to the West Midlands being 'film friendly' whilst ensuring that any filming activity is accommodated in line with its duty of care towards its residents and businesses. As a result, it has a dedicated team, Production Central WM (PCWM) to manage all requests to film within the West Midlands Combined Authority (WMCA) jurisdiction. The authorities within this are; Birmingham, Coventry, Wolverhampton, Sandwell, Solihull, Walsall and Dudley.

Production Central WM's Filming Code of Practice

This Code of Practice has been developed by PCWM and industry professionals, in consultation with WMCA and sets out the principles of best practice when filming in the West Midlands. This Code of Practice is intended as a guide regarding the requirements for filming on the highway and other public places within the West Midlands and aims to ensure that:

- all those involved in filming in the WMCA jurisdiction will always act responsibly and professionally.
- all Productions are aware of the guidelines under which PCWM operate and the WMCA services on offer.
- the principles of best practice for filming in the WMCA jurisdiction are understood by all Productions.
- timescales and notice requirements are highlighted in relation to regulatory and statutory matters.
- the practical impact of filming people and businesses within WMCA jurisdiction is minimised.
- the economic and cultural benefits to WMCA jurisdiction of such filming are maximised.
- through a combination of the above, the long-term sustainability of filming in WMCA jurisdiction is secured.

Although this Code is a guidance reference, it incorporates references to statutory obligations which all those engaged in filming within the WMCA jurisdiction must adhere to.

General Procedures

Prior to and during filming WMCA request all Productions to:

- provide adequate notice when planning for filming so that PCWM may facilitate liaison in a timely and efficient manner.
- not obstruct organisations from carrying out their day-to-day business.
- be responsible for health & safety for all individuals working on the location and anyone outside of the production effected by the filming activity. The Production has overall responsibility for ensuring that adequate health and safety policies are in place.
- provide sufficient notice to PCWM of any changes to schedule or filming activity and understand PCWM may not always be able to accommodate such changes.
- On completion of filming, provide information and feedback on your experience in the West Midlands Region.

Acceptance of Code of Practice

All Productions must comply with this Code of Practice whilst filming in WMCA jurisdiction to ensure the full co-operation of councils within the WMCA and West Midlands Police and other relevant public agencies.

Disclaimer

Any filming undertaken in WMCA jurisdiction and any liability, therefore is the sole responsibility of the Producer/ Production Company and its employees. WMCA and councils within its jurisdiction will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of a breach of this Code of Practice. Please note, whilst WMCA aims to ensure that the guidelines in this Code of Practice are as comprehensive as possible, they are not exhaustive and may be subject to change from time to time. This Code of Practice does not form an exhaustive list of requirements/procedures for filming in the WMCA jurisdiction. The contents are intended for guidance purposes only. In certain circumstances, Councils within WMCA jurisdiction, West Midlands Police, emergency services or location owners may deem it necessary to impose additional stipulations on filmmakers.

Apply to Film in WMCA Jurisdiction

PCWM operates a Film Permit system. Applications for film permits to film within the WMCA jurisdiction should be made on-line via the PCWM website, [Production Central WM - Your one-stop shop for streamlined, cost-effective production in the West Midlands](#)

Productions planning to film within the WMCA jurisdiction should liaise directly with PCWM in advance of shooting to ensure permit requirements and effective liaison with all the relevant parties has taken place.

Cabling

- a. No cables shall be run over the public highway in such a manner to cause a hazard to the general public, residents or businesses. Consultation with businesses about cables in close proximity to their location must be carried out by the production.
- b. All cables should be made safe as they are laid and not sometime later.
- c. If there is deemed a need to lay cabling across a public highway, attached to street furniture or flown for a safer method of working and public access, it is expected the Production Company would submit a method statement to PCWM for consideration by the relevant Highways team.

NB- Rubber matting should be regarded as essential safety equipment and should be carried as a matter of course

Camera Track

- a. All matters relating to tracking and filming equipment must be discussed with the relevant Council department via PCWM at least 7 days in advance of filming. Any obstructions or alternative footways planned must always be cleared by the relevant council. In certain circumstances, tracking boards may be required
- b. The Production Company should ensure that pedestrians, and in particular wheelchair users, are not impeded by filming. The safe minimum width of 1.5m must be provided to maintain the public's right of way on footways. It is not acceptable to force pedestrians to cross over or walk in the road (unless an alternative walkway is provided in line with Chapter 8 of the Highways Act)
- c. Any equipment in the road must be discussed with the relevant council via PCWM at least 7 days in advance of filming, as it will usually warrant a site-meeting. Roads must not be blocked beyond the minimum width required to maintain traffic flow, and in some instances, police assistance may be necessary. The minimum widths to be maintained are 3.5m on a one-way street and 7m on a road with two-way traffic flow

Catering

- a. The use of catering vehicles must be discussed in advance with the relevant council via PCWM prior to filming as there are a number of areas where location catering vehicles are prohibited from parking. The Production Company should always look at citing these vehicles at a unit-based facility.
- b. It is the Production Company's responsibility to ensure that all litter and waste is removed before the end of each day's filming and disposed of in accordance with the Environmental Protection Act 1990
- c. The Production Company shall ensure that no dirty water or food waste will be deposited in rainwater gullies and that the caterers use a dirty water bowser where possible. Wherever possible the production shall make use of environmentally friendly materials.

Child Performers

- a. Any filming involving the employment of children (whether paid or unpaid) must be cleared through the relevant council's Child Employment department and the Production may usually require a Child Performance Licence. The Production must adhere to the statutory obligations when engaging with child performers.
- b. Producers must make adequate provision for the education and health needs of all children employed when filming. A child is a young person of less than 15 years of age or who is still subject to full-time education

The Production Company acknowledges and accepts that the hours that a child can work will be dependent on the age of the child and the Production Company shall comply with the permitted working hours for children.

Warning please be aware that it is your responsibility to ensure that you have read and fully understood the statutory requirements for the licence you are applying. Failure to comply with regulations may lead to the licence being revoked and/or prosecution.

Coning

The Production's own placement of cones has no legal force to secure parking, and their use must be agreed in advance of their use, with the relevant council via PCWM.

Council Property

- a. The use of any Council property as a film location will be facilitated by PCWM with the relevant council subject to sufficient notice, advance approval and receipt of a signed license agreement.
- b. A location fee will be charged to reflect the level of disruption, staff time and any additional costs incurred as a result of the filming activity on site which will be invoiced to the Production Company by PCWM.
- c. Any damage caused by a production will be re-charged to the Production Company by PCWM.

Consultation

It is the responsibility of the Production Company to ensure that residents and businesses are consulted prior to any filming activity that may be impacted upon. This should be carried out by either letter dropping or visiting such parties and consulting everyone. Letters must include the details of PCWM with a telephone number and email address. Objections may result in the decline of filming permits.

Cranes/Jibs/Cherry Pickers/Scissor lifts

- a. The relevant council via PCWM must be informed of the citing of cherry-pickers/cranes/jibs on the public highway so that clearance/permits can be arranged. The location manager and a representative of the crane hire company must discuss the exact positioning of such equipment with a member of the relevant council via PCWM (usually at a site-meeting) and the conditions of any permission granted should be adhered to at all times
- b. At night or in conditions of poor visibility, warning lights should be placed around the cherry picker or crane
- c. Rigging or de-rigging must be carried out at times that will not cause any unreasonable noise or nuisance. Please see Noise and Nuisance section

Credits

WMCA requests that location and/or filming credits be acknowledged for all filming activity taking place on the public highways in the WMCA jurisdiction. Credits should refer to 'Production Central WM' and the relevant council within the region where the filming took place.

Designated Areas

- a. Filmmakers' activities should be limited to areas and times for which permission has been granted
- b. 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
- c. Drinks and meals should be taken in designated areas
- d. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the Production Company
- e. 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

Drones

For detailed guidance notes on the use of SUA's (Small Unmanned Aircraft) such as Drones and Octocopters please see Appendix 1 'Aerial Filming' at the end of this Code of Practice.

Filming From Vehicles

- a. The Production must inform the relevant council via PCWM when filming from a moving vehicle on a public highway (this includes, but is not limited to, the use of low loaders, tracking vehicles and a-frames). **PCWM will consult with West Midlands Police when any such request is received.**
- b. All Road Traffic Legislation must be complied with, and a full Method Statement and Risk Assessment must be submitted to West Midlands Police and the relevant council via PCWM

Firearms & Weapons

- a. It is the responsibility of the Production Company to ensure the safe custody of firearms or mock/replica firearms and other offensive weapons at all times
- b. An armourer must be present during film shoots involving firearms and/or offensive weapons.
- c. The use of firearms and weapons must be discussed in advance with Production Central WM, who will consult with West Midlands Police and the appropriate emergency services.

d. The Production Company acknowledges that additional licences may be required regarding the use of firearms or weapons.

Generators

a. All generators must comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as far away as reasonably practicable from all residential and business properties unless prior permission has been given

b. When using a generator, it is essential that adequate protection/drip trays are used between the surface and the generator in order to avoid any spilt fuel/leaking oil spoiling the surface

Health & Safety

a. It is the responsibility of the Production (or Parent) Company to ensure that all employees are in compliance with current Health & Safety legislation and regulations (see Health & Safety at Work Act, 1974 and the Management of Health & Safety at Work Regulations 1999). See appendix 4 for further information

b. It is a criminal offence to breach Health & Safety Law and Regulations, failure to do so may invalidate your Production Company insurances and result in prosecution

c. There are many types of Risk Assessment required to be produced by a competent and qualified person on behalf of your Production Company for all activity relating to filming. Some examples of such Risk Assessments you may need include, (not exhaustive to); Security risks, generic filming activity, stunts, flammable or toxic materials, temporary and permanent construction work, working at heights, the use of cranes and cherry pickers, vehicle related filming, static and temporary production office space and unit bases

d. The relevant Council via PCWM require risk assessments to be provided in advance and in good time of all filming taking place to ensure necessary qualified representatives have reviewed all relevant activities highlighted and given feedback where necessary, failure to provide this information in advance will result in your film permit being refused.

High Visibility Clothing

a. Crew members, production personnel and 3rd party sub-contractors are required when working on the public highway to wear necessary PPE clothing to European Standard EN471 Class 2 minimum. This is an essential safety requirement under the New Roads and Street Works Act 1991 and Health & Safety at Work Act, 1974 (and all related Regulations and Codes of Practice)

b. Failure to wear appropriate PPE clothing and adhering to the legislation may invalidate your production company insurance and result in your Film Permit being withdrawn.

Highways & Traffic Management

a. To be discussed in **full** with the relevant Council via PCWM at the earliest opportunity where the Production Company want to use public highways and footpaths for filming or the placing of equipment.

b. Notice periods will vary depending on which order is deemed appropriate by the relevant Council for any form of Highway control (from Stop/Go to full road closures). The time taken to process a Traffic Order ranges **from 2 to 6 weeks depending** on the nature of the control, and the impact of the order to the area. Therefore, notice and approval needs to be obtained in advance of and within stated timeframe above.

c. An approved traffic management company must be employed by the production to facilitate the road closure order and implement the necessary diversion route (using the appropriate advance warning signage). Copies of diversion plans must be submitted to the relevant council via PCWM before an order is granted.

d. For information regarding charges in relation to traffic orders please contact PCWM.

Historic Buildings & Conservation Areas

Special attention and care must be taken when a production is planning to use any historic buildings, world and other heritage sites or conservation areas. Access by the general public may be a requirement by law.

a. Filming in Areas of Outstanding Natural Beauty (AONB) and Sites of Special Scientific Interest (SSSI) will have restricted use and will require assessment.

b. Details of the filming requirements must be discussed and put in writing in advance by the Production Company

c. Extra insurance may be required.

d. A specific licence will be required.

Indemnity & Insurance

a. The Production Company must indemnify the relevant council, its officers, servants and agents against all liabilities, actions, claims, costs, damages, demands, expenses and penalties brought by any person or persons for any property damage, personal injury, sickness, illness or death arising out of the Production Companies use of requested locations, land, public highway, pavements, footpaths, buildings or facilities other than that attributable to the negligence of the relevant council its officers servants and agents. For the avoidance of doubt, liability for death or personal injury as a result of the Production Companies negligence is not limited to the requested amount of Public Liability Insurance cover.

b. All production companies must carry Public Liability Insurance with a minimum limit of indemnity to the sum of five million pounds (£5,000,000) in respect of any one accident or series of accidents arising out of your filming activities. No requests will be considered where the Public Liability Insurance is less than £1 million

c. For very small production with minimal impact, it may be possible for a lower level of cover to be discussed and considered in advance of filming taking place, with PCWM. Large productions with complex filming sequences may require a higher level of cover relevant to the scale of the filming operation and activity

d. No film permit will be processed, without prior documented proof of adequate Public Liability Insurance with evidence that the insurance cover certificate is valid. Copies of such certificates and where required indemnities should always be provided to PCWM in advance of filming and should be made available, on demand, to anyone affected by the location filming activities of the Production Company

Please note that all paperwork must be supplied in English

Lighting

a. When placing lighting stands on the carriageway or footway PCWM must be informed and clearance given in advance of placing such lighting.

b. Lighting or other equipment should not cause a hazard to the general public (please refer to the section Cabling for guidance on safe cabling of such items)

c. No danger or annoyance should be caused by the dazzle of lights.

d. The following considerations should be taken to prevent any risk to the public or Production Company employees:

- lights above ground level and lighting stands are properly secured;
- lighting stands placed on a footway are attended at all times or are weighted and secured;
- lights do not dazzle ANY motorists;
- lights are not shone directly towards residential or business properties at any time without specific permission;
- that blackouts are available so as to protect the public from light pollution when required.

Location Owners and Protocol

The Production should ensure that location owners are:

- a. Kept fully informed of the intentions of the production whether the location is eventually used for the filming or not.
- b. Given a reasonable site rental fee in accordance of the budget of the film.
- c. Issued with appropriate location agreement, which clearly states the terms agreed between themselves and the production company.
- d. Give written details of any art department requirements including dressing and construction.
- e. Nearby residents and businesses affected by the filming must be informed via a residents' letter detailing times, dates and measures taken to minimise any disturbances that may arise. The contact details of the location manager must be included.

Night Filming

- a. Filming on the public highway will normally be limited to no later than 23:00hrs in residential and commercial areas. Any filming beyond this time will require special arrangements and must have the full agreement of the relevant council, West Midlands Police, local residents and businesses in the immediate and surrounding vicinity. Adequate time must be allowed for consultation.
- b. The council has the right to take action under the Environmental Protection Act (1990) as a result of any unreasonable noise and nuisance caused by filming.

For detailed guidance for filming outside of social hours (22:00hrs and 08:00hrs) please see Appendix 2 at the end of this Code of Practice

Noise & Nuisance

- a. Noise must be kept to a minimum when setting up early in the morning. Generators should not be switched on in any residential area until after 0800 hours unless they are considered silent running
- b. The Council has the right to take action under the Environmental Protection Act (1990) as a result of any unreasonable noise and nuisance caused by filming.
- c. The use of audio playback, megaphones or speakers shall only be permitted following consent from PCWM.

Parking

- a. **Production Companies** should discuss all parking requests with the relevant council via PCWM in advance of filming
- b. Where filming requires the suspension and/or dispensation of parking on the street or vehicles are directly needed for filming in such areas with parking restrictions, a method of operating will need to be agreed and approved with the relevant council Parking Services department via PCWM
- c. **Suspended bays are for the use of 'Technical vehicles' only. See 'Technical Vehicles' section.**
- d. All vehicles need to comply with any special parking arrangements agreed or in accordance with any parking restrictions enforce in the area.
- e. Please see 'Apply to Film' section of this Code of Practice for the link to our Film Permit application which outlines parking information and fees.

Planning Permission

Please seek advice from PCWM.

Police & Emergency Services

Emergency Services will always be notified of all filming activity and access for emergency vehicles must be maintained at all times during location filming. If passage is likely to be blocked, due to props and equipment causing an obstruction, permission must be sought in advance from PCWM, who will advise West Midlands Police which could result in the need for an official road closure (**notice of 2 - 6 weeks must be given to process requests for road closures**).

Where relevant, the Emergency Services will be duly advised of:

1. Any likely disruption to traffic due to road closures during filming (All Services)
2. The citing of production vehicles and/or external sets, which must not cause any obstruction(s) in relation to Fire Escape routes (in case of fire from buildings) and/or the location of fire hydrants on the highway (All Services)
3. Staging of crimes, accidents or use of firearms, explosions and other special effects (West Midlands Police)
4. When filming involves celebrities who may cause security or crowd control issues. (West Midlands Police)
5. Dressing of artists in police uniform (it is an offence to impersonate a police officer and cast should be asked to cover such uniforms wherever possible, in particular in between takes) (West Midlands Police)
6. Use of any vehicle resembling a police vehicle. Vehicle livery should be covered when not in use for filming or when being driven along the carriageway. Sirens should not be used at any time on location and flashing lights must be switched off when not in shot (West Midlands Police)
7. Temporary halting of traffic during filming takes (no person, other than a police officer, has the authority to halt or divert traffic on a public highway) A traffic order may be required which requires a notice period of at least 2 weeks (West Midlands Police).
8. Use of fire hydrants, special effects, fires or explosions (West Midlands Fire Brigade)
9. The impersonation of fire officers or use of pseudo fire tenders (West Midlands Fire Brigade)
10. The impersonation of ambulance staff or use of pseudo ambulances (Ambulance Services)

11. The impersonation of police officers or use of pseudo police vehicles of any description and/or Authority (West Midlands Police or other relevant Police Authority)
12. Where occupied premises are used as a film location, all fire precautions must be complied with unless previously agreed by West Midlands Fire Brigade (West Midlands Fire Brigade)
13. Any proposed filming activities on canals or rivers must seek the permission of the relevant agencies (Canal & River Trust)

Any of the above provisions may be subject to additional legislative requirements.

West Midlands Police Assistance

Where West Midlands Police manpower is considered necessary for purposes such as facilitating road closure/traffic halting requests, crowd control and traffic supervision, a fee will be charged by the Police to the Production Company. For further information on fees please contact PCWM.

Problem Solving

In the event of a dispute arising between the production company and other parties on location, please contact PCWM for immediate assistance.

Publicity

The Production Company (or in some instances the Distributor or Broadcaster) shall provide PCWM with publicity material ahead of and in anticipation of its general release, by way of marketing the services of PCWM wherever possible.

Residents & Businesses

- a. The key to successful filming in residential & commercial areas are effective consultation and planning with those people that will be directly affected by the activity
- b. WMCA jurisdiction has devised a protocol in conjunction with residents and business associations when filming in residential and commercial areas, to help aid consultation and planning with those that will be affected by the filming. Please also use in conjunction with Appendix 2 'guidance Notes for Filming Outside of Social Hours' at the end of the Code
- c. Any Production Companies that do not act responsibly may be declined a Film Permit in the future.
- d. Depending on the nature of filming and/or location, the relevant council may require a deposit to ensure and safeguard against noise and nuisance, reinstatement works, cleansing, damage or staff costs to supervise or assist any other unforeseen outcome when filming takes place in residential and business areas.

Road Markings

- a. The temporary painting-out or disguising of road markings, yellow lines or other road signs requires the specific approval of the relevant council and notification of the West Midlands Police.
- b. The Production agrees to fully reinstate any alterations to road markings to the satisfaction of the appropriate Council department and when obliged to use official contractors agree to pay the necessary cost

Rubbish & Waste Removal

It is the Producer's responsibility to ensure that all litter is removed before the end of filming each day. Any waste produced by the production must be removed from the site, transported and disposed of in accordance with the Environmental Protection Act 1990.

Scaffolding/Lighting Towers

- a. The construction and positioning of lighting towers and scaffolding must be discussed with PCWM at least 7 days in advance of the shoot. Any scaffolding constructed must be certified by the relevant local authority Street Works contractor. Charges are applicable depending on the nature and duration of the scaffold/tower that is to be used/erected. Any damage resulting from the positioning of the scaffolding will be repaired at a cost to the Production Company concerned. License costs for the erection of scaffolding/lighting towers etc. can be obtained from PCWM. A scaffold license would require completing and returning to the relevant council via PCWM, with payment being made to PCWM.
- b. Any scaffolding constructed must be provided by a certified supplier.
- c. When placing lighting stands on the carriageway or footway, the relevant council must be informed and clearance given.

Security

- a. The Production Company must use Security Industry Authority (SIA) licensed security for all licensable activity at all times (see www.the-sia.org.uk). Licensable activity includes but is not limited to; manned guarding (guarding premises against unauthorised access; guarding property against destruction or damage and theft), and guarding cash or valuables in transit.
- b. It is the Production Company's responsibility to ensure all staff representing them (in house or 3rd party contractors) where required have their SIA licence fully viewable at all times. Failure to do so may result in personnel being in breach of the SIA licence terms and maybe at risk of the licence being revoked
- c. A Door Supervisor license is required if manned guarding activities are undertaken in relation to licensed premises that are open to the public (i.e. a public house, restaurant or bar)
- d. The Production may be asked to work alongside on-site Security officers. Such onsite Security are not employees of the Production
- e. It may be required for a Risk Assessment of security to be provided by the Production Company to PCWM (on behalf of the relevant council) where necessary at requested locations. See Health & Safety section for further information

Set Construction & Temporary Structures

- a. For avoidance of doubt it is the Production Companies responsibility that all temporary structures (both on the highway and within a building/temporary studio) constructed/designed by the Production Company must comply to the Construction (Design and Management) Regulations 2015 as well as other relevant health and safety legislation.
- b. Planning permission may be required for some temporary structures such as (not exclusive to):
 - The building of a temporary set which will be up for more than 21 days from construction to removal.
 - The prolonged use of a building as a set/temporary studio (such as Change of Use permission).

NB. Planning permission when required can be obtained from the relevant local authority where the set/ temporary structure is erected or an existing property requires change of use

Signage

All unit signs must be removed one week after filming has completed. A fee of £50 plus VAT per each individual Unit Sign will be charged for its removal, by the relevant Council and an invoice produced and issued to the offending production company.

Street Signs / Street Furniture / Street Lighting

a. The removal of street furniture, including street signs, pay & display machines and the adjustment of street lighting is subject to the agreement in advance by the relevant council department via PCWM and, where applicable, the necessary traffic and highway authority.

b. All agreed work shall normally be carried out by the relevant local authority Street Works contractor and charged to the Production Company. The Production Company will be notified in advance of all associated costs, including those of re-instatement, and must agree to cover these costs.

Stunts, Special Effects & Pyrotechnics

a. All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a qualified stunt co-coordinator or special effects operative and must comply with statutory health and safety obligations. The Production Company shall ensure that Emergency Services are consulted in advance where special effects or pyrotechnics are to be used.

b. The Production Company shall conduct risk assessment and shall share these with PCWM and other relevant authorities (i.e., the fire authority or Emergency Services)

c. Any plans must be discussed with the relevant council via Production Central WM in advance of filming. The Production Company is strongly advised to follow the advice of Council representatives concerning the feasibility of stunts.

d. The Production Company shall inform local residents and business of such filming.

Technical Vehicles

Definition: A vehicle which is so essential to the activity, that it must be parked immediately adjacent to where the activity is taking place. Examples would include the following:

- Vehicles which contain equipment that must be connected by cables to other equipment being used to perform the activity.
- Vehicles which contain essential equipment that must be regularly accessed in connection with the activity, but which cannot be unloaded and stored at the premises where the activity is taking place.

Any other vehicles associated with the activity can wait in the suspended parking area only for so long as it takes to set down or pick up passengers or to load or unload.

Under no circumstance will a passenger vehicle of any size be considered to be a "Technical Vehicle"

Traffic Management

a. See Highways for further information filming on the highway

b. All traffic management on the highways is managed by 3rd party qualified contractors

Wet Downs

The use of rain/snow machines or the wetting down of footways or carriageways shall only be carried out with the full the approval of the relevant council via PCWM and West Midlands Police after a proper evaluation of

the forthcoming weather conditions and with the proper signage as required. Please note their use would not be acceptable during the winter and even during summer months when the temperature drops to 4°C or below

Quick Reference Guide to Notification Requirements

Please note: all notification periods are provided as guidance and may alter depending upon the nature of the production activity. And Local Authority area

Activity	Minimum Notification Period Prior to Requirement
Alterations or excavations within the highway	7 days
Camera track or equipment on highway	7 days
Child performers	28 days
Equipment on the road	7 days
Extensive road closure	8 weeks following joint Agency meeting
Large scale production requests	4 weeks
Lighting towers/scaffolding license	7 days
Location contracts	7 days
Parking in pedestrian zone exemption	4 working days
Police officer hire	7 working days (rate of hire increases if less notice)
Residents & Businesses letter drop	14 days
Road closure with LMP	21 days following joint Agency meeting
Short traffic hold with LMP (5-10mins)	14 days following joint Agency meeting
Small scale production requests	5 working days
Stunts/Special Effects/Pyrotechnics	7 days
Traffic management diversion & signage schedule (if road closure agreed)	14 days
Yellow line dispensation	5 working days

Appendix No.1

Guidance Notes for the use of Small Unmanned Aircraft (Drones)

The use of SUAs (Small Unmanned Aircraft, may also be referred to Unmanned Aerial Vehicles), drones, octocopters as well as by other names are becoming increasingly popular with filmmakers as they offer great flexibility.

Filming with SUAs in large open-air areas where there are few people is relatively straightforward. However, filming in congested areas such as City Centres is more complex, there are multiple stakeholders and authorities and presents greater risk.

This document sets out a non-exhaustive explanation of matters to consider, and procedural steps required in order to use SUAs

Obtaining Permissions

There are 2 basic permissions needed to film with a SUA these are;

- Permission to fly from the Civil Aviation Authority (CAA)
- Permission to from owner, manager or authority for the land in which the SUA will be taking off and landing

1. Civil Aviation Authority (CAA) Permission

The Air Navigation Order 2009 is the principal piece of legislation governing aircraft, including SUAs, in the UK with articles 166 and 167 being the main points covering use SUAs for filming. This states that an SUA operator must request "Permission" from the CAA if it plans to:

- fly the aircraft on a commercial basis (i.e. conducting "Aerial Work"); or
- fly a camera/surveillance fitted aircraft within Congested Areas or closer than the distances listed within Article 167 to people or properties (vehicles, vessels or structures) that are not under its control.

The Air Navigation Order states the circumstances in which a camera/surveillance fitted SUA cannot be operated without an additional permission from the CAA.

- Over or within 50 metres of any person, vessel, vehicle or structure which is not under the control of the aircraft operator.
- Over or within 150 metres of any Congested Area (this is defined as a City, Town or settlement that is substantially used for residential, industrial, commercial or recreational purposes).
- Over or within 150 metres of an organised open-air assembly of more than 1,000 persons.

If the complete mass (including camera) of your SUA is less the 7kg a CAA permission will normally include an approval to operate within 150m of a congested area, however the requirement to remain 50m clear of third parties (persons, vehicles, vessels or structures not under the control of the operator) still applies.

A reduced separation distance of 30m from uninvolved persons is permitted during take-off and landing but note that this reduction was originally intended for specific circumstances, such as model aircraft flight lines.

Remember, however, that it is the responsibility of the person in charge of the aircraft to maintain these distances.

Some operators have been granted permission by the CAA to fly larger sized aircraft within congested areas, these operators have been subjected to additional scrutiny by the CAA and the revised details will be indicated in the operators Permission.

In all cases the SUA should not be flown over people, vessels or vehicles that are not under the control of the SUA operator or the production.

Application to the CAA can be made at www.caa.co.uk/SRG1320

Guidance can be found on this can be found at www.caa.co.uk/CAP722

For further information you can contact the CAA via UAVenquiries@caa.co.uk

2. Land Owner/Authorities Permission

The CAA will look at your flight operations however permission however to take off and land and assessment of your Flight Impact Zone is likely to come from the owner, manager and/or authorities over the area the SUA is operating. This is likely to come from the appropriate Film Office and must demonstrate how this area will be controlled.

To make this assessment the responsible party (the individual or legal entity assume ultimate responsibility for all aspects of the SUA activities – most commonly the Production Company) must submit an application form to film using the SUA which will include the following;

Drone Filming Application Form

- A valid Permission issued to the operator by the CAA. Operational Safety Case (OSC) (where applicable): as may be issued by the Civil Aviation Authority to the UAS Operator.
- A Flight Impact Zone (FIZ) Map: a planning map, highlighting the flight area and appropriate control points for the applicable areas where the SUAs will be flown, this should also include any Contingency flight area - any area the SUA may need to go should there be a reason to abandon the flight.
- RAMS: Risk Assessment and Method Statement of the whole production, which must be specific to the operation in question and include
- Responsible Parties Public Liability Insurance (minimum £5million however depending on location and activity may need to be £10million)

Depending on the assessment of the above further documentation is likely, these commonly include

- A Traffic Order or Traffic Notice as well as A Traffic Management Plan: required if the FIZ is close to or includes a highway.
- Stewarding Plan: description and maps of what control measures will be in place and where stewards will be located whilst the UAS in use.
- Evidence of Consultation: reasonable evidence to show an agreement has been secured with all individuals to be impacted by the use of the UAS.

All uses of SUAs are treated on a case-by-case basis as such further documentation may be required. Because of this notice periods can vary dramatically however for guidance a minimum notice period for use of SUAs perceived to have no impact should 5 working days (1 week) and for those that are likely to involve road closures 6 to 8 weeks.

It is also best practice to notify the relevant Film Office if the SUA is to be used on private land, even if it will not be overflying the highway or council owned property. Should SUA activity overfly, or be used within 50m

of any thoroughfares, in addition to making a filming application further documentation and permissions are likely be required.

Privacy and Copyright

The Information Commissioner's Office (ICO) has issued guidelines relating to the Data Protection Act regarding the use of SUVs for filming purposes – highlighting the privacy risk their use pose.

For more information, please visit <https://ico.org.uk/for-the-public/drones>

Appendix No. 2

Filming at Night (unsociable hours)

To create a positive filming environment in residential & commercial areas requires effective consultation and planning with all those people that will be directly affected by the activity.

Whilst there are no set restrictions on filming, we recommend that you take note of the following guidelines for filming in residential areas at night/unsociable hours:

- A permit application should be made to PCWM detailing the scenes/action to be shot, along with the requested filming equipment to be present on site.
- There is an 11pm (2300hrs) curfew for filming. If this needs to be extended, then each request is judged on its individual merit and based on resident consultation & agreement.
- There will be a letter drop to residents in the area confirming the requested filming to take place (copy to be sent to PCWM for circulation to the relevant council, WMP and other key stakeholders) which provides a contact for the production company for residents who wish to obtain more information.
- Where generators are used, they should be silenced.
- Lighting systems used shall be set up so that light is not obtrusive into residential properties, there should not be any light glare from lighting into residential properties, especially bedrooms and procedures shall be put into place to minimise light spill from the filming.
- Radio communication between crew should be carried out via earpiece equipment
- Crew should be reminded to respect the local community and where possible staff amenities and meeting places shall be sited away from residential properties. The moving of technical vehicles should also be done in a respectful manner and depending on the requested wrap time from the production some technical vehicles may be asked to remain on site until the following morning (7am/0700hrs).

If complaints were received, an assessment of nuisance would take into account the level of noise, its length and timing, the location and source. The relevant Council has a legal duty under the Environmental Protection Act 1990 to serve an Abatement Notice if a nuisance is found to exist, or if one is likely to occur or recur. It is important to note that night time hours (Mon – Fri) are considered between 23:00hrs and 08:00hrs, and that any disturbing noise outside of these times would likely be considered a nuisance and could result in enforcement action being taken.

Recommended HSE Guidance documentation linked to this A-Z Code of Practice

Animals HSE Entertainment Information Sheet 4 www.hse.gov.uk/pubns/etis4.htm

Cabling HSE document Preventing Slips and Trips At Work <https://www.hse.gov.uk/pubns/indg225.pdf> HSE Slips and Trips: Guidance for Employers on Identifying Hazards and Controlling Risks HSG155 HSE Books

Catering HSE Catering Information Sheets www.hse.gov.uk/catering/

Cranes/Jibs/Cherry Pickers HSE Entertainment Information Sheet 6 www.hse.gov.uk/pubns/etis6.htm HSE Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998, Approved Code of Practice and Guidance L113 HSE Books 1998

Filming From Vehicles HSE Information Sheet 22 www.hse.gov.uk/pubns/etis22.pdf

Firearms And Weapons HSE Information Sheet 20 <https://www.hse.gov.uk/pubns/etis20.pdf> Health & Safety HSE Information Booklet 360:

Health and Safety in Audio Visual Production – Your Legal Duties www.open.gov.uk/hse/entertainment

Lighting HSE Guidance note GS 50: Electrical Safety for Places of Entertainment HSE Electrical Safety for Entertainers

Risk Assessment [https://www.hse.gov.uk/entertainment/HSE A Guide to Risk Assessment Requirements HSE 5 Steps to Risk Assessment](https://www.hse.gov.uk/entertainment/HSE%20A%20Guide%20to%20Risk%20Assessment%20Requirements%20HSE%205%20Steps%20to%20Risk%20Assessment) www.hse.gov.uk/risk/fivesteps.htm

Scaffolding/Lighting Towers HSE Entertainment Information Sheet 6 www.hse.gov.uk/pubns/etis6.htm

Stunts, Special Effects & Pyrotechnics HSE Entertainment Sheet 17 www.hse.gov.uk/pubns/etis17.pdf

HSE Entertainment Sheet 22 <https://www.hse.gov.uk/pubns/etis22.pdf> HSE Slips and trips:

Guidance for employers on identifying hazards and controlling risks HSG155 HSE Books