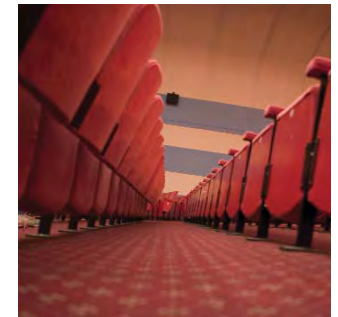


# CODE OF PRACTICE FOR FILMING IN EDINBURGH



In order to support the efforts of the City of Edinburgh Council and Edinburgh Film Focus (EFF) to facilitate services to the film and television industries, the following procedures have been adopted by the City of Edinburgh Council.

Edinburgh Film Focus was set up to market the City of Edinburgh and the surrounding areas as a filming location, to facilitate the production process and to monitor the economic impact of filming thereafter. All initial filming inquiries should be made to EFF. EFF will assess the requirements

of the production and refer details and production personnel to relevant Council departments and Lothian and Borders Police.

This code of practice applies to film and television productions working within the City boundaries for one week or more, or any project with large-scale impact on a location. For smaller productions, commercials and student projects, the general principles of good practice, cooperation and courtesy will apply.

This code should be read in conjunction with the Film

Charter to which the Council and EFF are committed.

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ANY FILMING UNDERTAKEN AND ANY LIABILITY THERE FROM 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 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 one week should be given.

- 1 The Council must be informed of all filming activity taking place on public property within their area. The production's first point of contact for this purpose is Edinburgh Film Focus, the film office for Edinburgh, the Lothians and the Scottish Borders. EFF will require copies of the shooting script and the schedule at the earliest opportunity. The following will be required by Edinburgh Film Focus for dissemination to the appropriate council departments:
  - a) name of the production company, the type of production and a contact person and telephone number;
  - b) scale of production in terms of numbers of personnel and vehicles;
  - c) removal, alteration and disguising of street furniture and carriage way markings;

- d) use of cranes, aircraft, cherry pickers, track, low-loaders, 'A' frames and other potentially hazardous equipment in a public place;
- e) parking of production vehicles on yellow lines, in meter bays or residents' bays;
- f) 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 Lothian and Borders Police - Events Planning Department must be informed of filming activity. Edinburgh Film Focus will notify the Police with this information initially, but a follow-up dialogue directly between the production company and the Police Force is suggested for larger productions. In addition to advising the police of points 1(a)-(h) above, special guidance should be sought with the following:
  - a) staging of crimes, accidents or use of firearms; and
  - b) dressing of artistes in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms between takes.



3 Emergency services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming.

Where the Emergency services 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 and Rescue Services);
- c) the impersonation of fire officers or use of pseudo fire tenders (Fire and Rescue Services);
- d) the impersonation of ambulance staff or use of pseudo ambulances;
- e) where occupied premises are used as film locations all fire precautions must be complied with unless previously agreed by the fire brigade.

4 Filmmakers should ensure that location owners are:

- a) kept fully informed of the intentions of the production company at all stages whether the location is used for filming eventually 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 Edinburgh Film Focus should always be advised of any filming activities taking place within Edinburgh.

## HEALTH AND SAFETY

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

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

## RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

Filmmakers 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.

- 9 All neighbouring residents and businesses affected by filming should be notified in advance by letter, of filming arrangements in their area. Wherever possible, notice of at least one week should be given.
- 10 Noise should be kept to a minimum, especially during unsocial hours (normally 22.00 to 08.00). Generators should be baffled or integral with the location vehicle.
- 11 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.
- 12 Crew and cast should refrain from using lewd or offensive language.

## RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

- 13 Crew members should keep access to homes and businesses clear at all times.
- 14 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.
- 15 No danger or annoyance should be caused by the dazzle of lights.
- 16 If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.

## OBSERVING DESIGNATED AREAS

- 17 Drinks and meals should be taken only in designated areas.
- 18 No smoking restrictions in accordance with the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 must be adhered to. No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays provided by the production company
- 19 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

- 20 Rubbish bins should be made available by the company and must be cleared regularly.
- 21 Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.
- 22 Objects belonging to the location must not be moved or removed without the owner's express permission
- 23 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.
- 24 The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
- 25 Whenever necessary the company must ensure that the location and its environs are protected by security staff.
- 26 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.

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

