



Filming in Residential & Commercial Areas

The key to successful filming in residential & commercial areas is effective consultation and engagement with the residents and traders who will be impacted by the activity.

Film makers on location in and around Liverpool must treat residents and traders with courtesy and consideration at all times.

The following protocol has been developed by Liverpool City Council in conjunction with Merseyside Police and local residents & business associations to inform productions of the regulations to ensure any disruption to the local community is kept to a minimum and the area remains film friendly.

Definitions of Filming Activity

GENERAL FILMING ON LOCATION

General Filming applies to productions that will have a major and immediate impact on an area and often involve multifaceted activities such as;

The use of cranes (of all sizes), cherry pickers, multiple cameras, camera track, camera dollies, all types of action vehicle movement e.g. low loaders and A-frames, large lighting rigs which can include scaffold, various sized generators, the use of animals, use of firearms, children, parking technical vehicles outside private property, erecting drapes for blackout etc.

Filming involving any of the above activities may also require logistics to be put in place to achieve them such as (but not limited to);

Closing a road or temporarily halting traffic, using special effects or conducting stunts, removing/disguise or altering street furniture and/or road markings, use of UAVs/Drones or filming during unsociable hours (23:00-07:00).

LOW IMPACT FILMING

Low Impact Filming applies to productions that have a limited impact on an area which is generally low key and straight forward and does not include any of the activities listed above. Mainly consisting of small (usually less than 10) unobtrusive technical crew and contributors using portable/hand held camera, basic sound and tripod equipment.

Process for General Filming in Residential or Commercial Areas

Prior to filming

- **Recommended notice period – No less than 2 weeks**
- **A communication plan and letters to residents and/or traders** is created by the Location Manager and agreed with the Liverpool Film Office. The letter(s) should explain the filming proposal and ask residents for their comments mentioning that the location manager will be visiting in the near future. Make sure the letter(s) includes phone number and email address of the Liverpool Film Office in addition to filming dates, times, location, crew numbers, stunts, special effects, dressing, parking, road closures, traffic control, scenes of a controversial

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nature, loud noises (controlled explosions, gun shots etc.) – and a map to demonstrate impact where necessary.

If alternative parking for residents and businesses is required, it is expected that the Production Company provide a secure and accessible site situated close to the address effected, details of which should be included in the letter. Where this distance is greater than 100m access transport should be provided.

- **Letters distributed** to all residents and traders in the area affected. Record kept of each address and time of delivery.
- **Residents and traders asked in person** by the Location Manager 2 or 3 days later at a suitably convenient time (e.g. residents early evening / businesses during business hours). Ensure face to face contact has been established with as many residents & businesses as possible to ensure they have received and read the letter and whether they have an objection to the filming taking place. Notes kept of who has been spoken to and what they have said. Production personnel may also be required to attend Q&A sessions at residents and business association meetings. Valid production company identification must be worn at all times when approaching residents & businesses. Residents and traders should also be encouraged to contact the Liverpool Film Office for validation of production company credentials and plans.
- **2nd Letter distributed** to residents and businesses to remind them of filming taking place with priority given to those who have either not responded to first letter or where face to face contact was not possible.
- **Further evaluation** takes place - if there is significant opposition to a filming proposal then the Liverpool Film Office has grounds to turn the request down. If on the other hand, a sufficient majority of residents have signalled their agreement with the filming proposal, then a film notice/permit can then be issued by the Liverpool Film Office.

During filming:

- Access to surrounding homes and businesses must be kept clear at all times. Access to property, businesses, pavements and highways must be maintained at all times unless permission has been given by the resident, businesses and the local council
- Pre-approved designated catering areas (in any public space) must adhere to the Environmental Protection Act 1990 (and include as a minimum that all waste is removed before the end of each day)
- Any security hired must be SIA trained/registered and identifiable by always displaying SIA issued badges. Security, marshals and stewards should all be clearly visible and identifiable to residents and traders if they have cause for compliment/complaint (e.g. name or a number clearly marked on a high visibility jacket).
- All cast, crew and facilities directly and indirectly employed by the production (especially those interfacing with the public) must act responsibly and refrain from using lewd or offensive language or engage in antisocial behaviour.

On completion of filming:

- When road closure orders are in place and clear of vehicles the Production Company will be required to book and pay for a deep cleanse (of the road/street) in addition to the production's own cleansing plan (price available upon request from the Liverpool City Council Cleansing Team).

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- Liverpool City Council does not charge a location fee to film on the public highway. However in recognition of any inconvenience caused to the local community Production Companies will be required to make a donation to one of the Lord Mayors Charities, the Local Mayoral Neighbourhood Fund or a specific project identified by the residents in the area affected.

The Lord Mayors Charities can be found on the Liverpool City Council website. The Mayoral Neighbourhood Fund is a specific fund for each area that residents and community organisations can access for particular projects in that area.

The amount will be dependent on scale and duration of the filming activity and at the discretion of the Production Company. However in areas where the parking is residents permit holders only and these bays are being suspended for filming the donation should be the equivalent of 50% of the nearest LCC Pay and Display Bay, per bay per day.

- The production company should send a letter of Thank You to this community. Within this letter, if applicable, the production should identify if they have given a contribution to one of the charities, funds or projects.

Process for Low Impact Filming in Residential or Commercial Areas

Prior to filming

- As this filming should be of a small nature (with less than 10) unobtrusive technical crew and cast/contributors using portable/hand held equipment, basic sound and tripod pre-communication is not necessary but is good practice where possible.
- For avoidance of doubt Low Impact Filming does **NOT** include Set Dressing of any sort, music playback, suspension of parking, use of action vehicles, use of firearms (including replicas) or the staging of a fight sequence. This list is not exhaustive and therefore the Liverpool Film Office will advise once a request has been received.

During filming:

- Access to surrounding homes and businesses must be kept clear at all times. Access to property, business, pavements and highways must be maintained at all times unless permission has been given by the resident, businesses and the local council.

On completion of filming:

- The production company is not required to send a thank you letter, however it is best practice where possible.

The Liverpool Film Office may request a deposit in advance of filming, to ensure the terms of this process is not breached. Should this be deemed necessary the Film Office will donate the deposit to a local good cause and may be in addition to any other donations or monies required to make good to an area a production company would like to use. Any production company that does not act responsibly may be declined permission to film in and around Liverpool in the future.