



Filming in Residential & Commercial Areas

The following protocol has been developed by Liverpool City Council, in conjunction with Merseyside Police and residents & business associations, to inform productions of the local procedures in place to ensure any disruption to residents and traders from film & TV related activity is kept to a minimum to ensure the city and region remains film friendly.

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

It is expected that film makers on location in and around Liverpool treat residents and traders with courtesy, respect and consideration at all times.

Definitions of Filming Activity

'General' Filming

'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 additional arrangements 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. In general it will mainly consist of small (usually less than 10) unobtrusive technical crew and contributors using portable/hand held camera, basic sound and tripod equipment.

Procedure for 'General' Filming

Prior to filming:

- **Recommended notice period** – no less than 2 weeks
- **A communication plan and letter to residents and/or traders** to be drafted by the productions Location Manager and approved by the Liverpool Film Office. The letter(s) should outline the project, explain the filming proposal, ask residents for comments mentioning that the Location Manager will be visiting the area in the near future. The letter(s) must include contact details of the Location Manager, contact details of the Liverpool Film Office in addition to filming dates, times, location, crew numbers, stunts, special effects, dressing, parking, road closures, traffic

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control, scenes of a controversial 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 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 with a record kept of each address notified and time of delivery.
- **Residents and traders contacted in person** by the Location Manager 2 or 3 days later at a suitably convenient time (e.g. residents early evening / traders during business hours) to talk with as many residents & traders as possible to ensure that they have received/read the letter and whether they have any objections to the filming taking place. Location Manager to keep notes of who has been spoken to and comments received. 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 & traders. 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 and traders have signalled their agreement with the filming proposal, then a film notice/permit is then issued by the Liverpool Film Office to approve the request and activity.

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 in advance by the resident, businesses and 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 in a professional, courteous and respectful manner at all times and refrain from using lewd or offensive language or engage in any antisocial behaviour.

On completion of filming:

- When road closure orders are in place, and the road/street clear of vehicles, the production will be required to book and pay for a deep cleanse of the road/street directly affected by the order 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 productions 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 directly affected by the filming activity.

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 donated is dependent on scale and duration of the filming activity and at the discretion of the production. However in areas where the parking is residents permit holders only (and these bays are being suspended for filming) the Film Office encourages that the donation be the equivalent of 50% of the nearest LCC Pay & Display Bay, per bay per day.

- The production should send a letter of Thank You to the local community detailing, if applicable, which of the charities or local good causes they have made a donation to.
- In addition the Liverpool Film Office will keep residents and business associations informed of the overall amount donated by productions, the recipients and/or enhancements made across all wards in Liverpool where filming has taken place and where donations have been made.

Procedure for 'Low Impact' Filming

Prior to filming:

- As this filming is small in nature (with less than 10) unobtrusive technical crew and cast/contributors using portable/hand held equipment with basic sound and tripod pre-communication and advance notice is not always necessary, but is good practice were 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 in advance by the resident, businesses and council.

On completion of filming:

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

It should be noted that 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 that does not act responsibly may be declined permission to film in and around Liverpool in the future.