

# Filming in Liverpool

## Code of Practice



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The City of Liverpool welcomes film & TV production in and around Liverpool and recognises the benefits this activity brings. Liverpool City Council (LCC) is committed to Liverpool being 'film friendly' whilst ensuring that any filming<sup>1</sup> activity is accommodated in line with the duty of care towards its residents and businesses. As a result it has a dedicated team, the Liverpool Film Office (LFO) which is a department of the City's Regeneration Portfolio, to manage all requests to film in and around Liverpool.

#### Liverpool City Council's Filming Code of Practice

The principals of best practice which are detailed in this Code of Practice (the Code) have been developed by the LFO and industry professionals, in consultation with LCC and Merseyside Police.

This Code is intended as a guide to the requirements for filming on the highway and other public places and aims to ensure that:

- all involved in filming in the city act responsibly and professionally at all times
- all productions are aware of the guidelines under which LFO operate and the LCC's services on offer
- the principles of best practice for filming in the city are understood by all productions
- timescales and notice requirements are highlighted in relation to regulatory and statutory matters
- the practical impact of filming on people and businesses within Liverpool is minimised
- the economic and cultural benefits to Liverpool of such filming are maximised
- through a combination of the above, the long-term sustainability of filming in Liverpool is secured

Although this Code is a voluntary agreement, it incorporates references to statutory obligations which all those engaged in filming in Liverpool must adhere to.

#### General Procedures

Prior to and during filming the LCC request all productions to:

- provide adequate notice when making arrangements for filming so that LFO may facilitate liaison in a timely and efficient manner
- not obstruct others from carrying out their business
- be responsible for their own health & safety
- provide notice of any changes to schedule or filming activity
- on completion of filming provide information and feedback on your experience in Liverpool

#### Acceptance of Code of Practice

All productions are requested to agree to adhere to the code prior to filming in Liverpool to ensure the full co-operation of LCC and Merseyside Police and other relevant public agencies

#### Disclaimer

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

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<sup>1</sup> Throughout this Code of Practice the term filming relates to feature films, television productions, commercials, pop-promos, corporate films, student films, short films and commercial stills photography.



### **Apply to Film in Liverpool**

From 1<sup>st</sup> September 2016 Liverpool City Council (LCC) will be implementing a Film Permit system. Applications for film permits to film in and around Liverpool should be made on-line via the Liverpool Film Office website, [www.liverpoolfilloffice.tv/filminginliverpool](http://www.liverpoolfilloffice.tv/filminginliverpool)

### **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.
- b. All cables should be made safe as they are laid and not some time 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 the LFO for consideration by LCC Highways.

*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 LCC department via the LFO at least 7 days in advance of filming. Any obstructions or alternative footways planned must always be cleared by LCC. 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 LCC via the LFO 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 citing of catering vehicles must be discussed in advance with LCC via the LFO as there are a number of areas where location catering vehicles are prohibited from parking up (e.g Liverpool City Centre)
- b. It is the Producers responsibility to ensure that all litter and waste is removed before the end of each days filming and disposed of in accordance with the Environmental Protection Act 1990

### **Child Performers**

- a. Any filming involving the employment of children (whether paid or unpaid) must be cleared through LCC's Education and Lifelong Services department. The employment of child actors is governed by one main area of legislation being; the *Children and Young Persons Act 1933 and 1963* with additional simplified and streamlined regulations which came into effect in February 2015 being '*the Children (Performances and Activities) (England) Regulations 2014*'
- 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



- c. For advice and guidance on any matters relating to the use of children for filming, contact Mo Wilson, LCC's Safeguard Unit (0151 225 8120). You must allow a minimum of 21 day notice for the issuing of a Child License

### **Coning**

The productions own placement of cones have no legal force to secure parking and their use must be agreed in advance of their use, with LCC via the LFO. See Parking for further use of legally enforced cones.

### **Council Property**

- a. The use of any LCC property as a film location will be facilitated by the LFO with LCC subject to sufficient notice, advance approval and receipt of a signed license agreement. A copy of LCC's Filming Indemnity Form (available from the LFO) must be completed in advance of its use of all LCC buildings or facilities for photography, TV recording, filming or broadcast
- 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 by LCC
- c. Any damage caused by a production will be re-charged to the production company by LCC

### **Cranes/Jibs/Cherry Pickers**

- a. LCC via the LFO must be informed of the citing of cherry-pickers/cranes/jibs on the public highway so that clearance 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 LCC via the LFO (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**

LCC requests that location and/or filming credits be acknowledged for all filming activity taking place on the public highways in Liverpool. Credits should refer to 'The City of Liverpool' or 'The City of Liverpool Film Office'

### **Designated Areas**

- a. Film-makers' 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 LCC via the LFO 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). LCC will consult with Merseyside 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 Merseyside Police and LCC via the LFO

### **Film Permits**

With effect from 1<sup>st</sup> September 2016, LCC will be operating a Film Permit system. This means anyone wishing to film in or around the public highways will require a permit to do so. For further information on how to apply as well as all Terms and Conditions please visit the LFO website

[www.liverpoolfilmoffice.tv/filminginliverpool](http://www.liverpoolfilmoffice.tv/filminginliverpool)

### **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. The use of firearms and weapons must be discussed in advance with LCC, Merseyside Police and the appropriate emergency services

### **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 spilled 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 1992). 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. Where applicable LCC via the LFO require risk assessments to be provided in advance and in good time of 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 may result in your film permit being refused

### **High Visibility Clothing**

- a. Crew members, production personnel and 3<sup>rd</sup> 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 LCC via the LFO at the earliest opportunity
- b. Notice periods will vary depending on which order is deemed appropriate by LCC for any form of Highway control (from Stop/Go to full road closures). The time taken to process a Traffic Order ranges from 6 to 2 weeks depending on the nature of the control, and the impact of the order to the area. Therefore notice and approval need to be obtained in advance of and within stated time frame above
- c. Charges and/or fees for processing various orders are on a per application basis (not per road control basis) and range from £720.00 to £2323.75 and are inclusive of a £250.00 administration charge by LCC. The decision on type and number of orders needed to facilitate such request will be made by the approving authority and not the Production Company

### **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 LCC, 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 LCC 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 LCC. 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 LCC 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, LCC via the LFO, must be informed and clearance given in advance
- 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

### **Night Filming**

- a. Filming on the public highway will normally be limited to no later than 22:00hrs in residential and commercial areas. Any filming beyond this time will require special arrangements and must have the full agreement of LCC, Merseyside Police, local residents and businesses in the immediate and surrounding vicinity. Adequate time must be allowed for consultation.
- b. LCC 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. LCC 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 noise and nuisance outside of social hours (2200hrs and 0800hrs) please see Appendix 2 at the end of this Code of Practice*

### **Parking**

- a. Location Managers should discuss all parking requests with LCC via the LFO preferably at least 2 weeks 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 LCC Parking Services department via the LFO
- c. All vehicles need to comply with any special parking arrangements agreed or in accordance with any parking restrictions enforce in the area
- d. 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 see **Set Construction and Temporary Structures**.

## Police & Emergency Services

### a. All Emergency Services

Emergency Services should always be notified of any large-scale 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 LCC and Merseyside Police which could result in the need for an official road closure (notice of 6 weeks must be given to process requests for road closures). Where relevant the Emergency Services should 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 (**Merseyside Police**)
4. 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) (**Merseyside Police**)
5. 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 (**Merseyside Police**)
6. 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 (**Merseyside Police**)
7. Use of fire hydrants, special effects, fires or explosions (**Merseyside Fire Brigade**)
8. The impersonation of fire officers or use of pseudo fire tenders (**Merseyside Fire Brigade**)
9. The impersonation of ambulance staff or use of pseudo ambulances (**Ambulance Services**)
10. The impersonation of police officers or use of pseudo police vehicles of any description and/or Authority (**Merseyside Police or other relevant Police Authority**)
11. Where occupied premises are used as a film location, all fire precautions must be complied with unless previously agreed by Merseyside Fire Brigade (**Merseyside Fire Brigade**)
12. Any proposed filming activities on the River must involve the co-operation of the relevant agencies (**Coast Guard and In-Shore Rescue**)

### b. Merseyside Police Assistance

Where Merseyside 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 LFO staff on: 0151 233 0178

## Publicity

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



## **Rates**

### **a. Business Rates**

LCC does not have the authority to waive Business Rates on its, or privately owned property, which is rented and occupied by Production Companies, whether on a short-term lease (less than 12 weeks) or longer. However, if the production company is of the opinion that the rateable value is excessive, then it can apply to the Valuation Office to have the rateable value reviewed. An example might be if the property is in an exceptionally poor state of repair. NB: The Valuation Office is independent from LCC

### **b. Residential Rates**

LCC can offer a discount on council tax of a 2nd dwelling, if any member of your crew is staying locally in rented accommodation, please visit [www.liverpool.gov.uk](http://www.liverpool.gov.uk) for further information

## **Residents & Businesses**

- a. The key to successful filming in residential & commercial areas is effective consultation and planning with those people that will be directly affected by the activity
- b. LCC 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 Liverpool Film Permit in the future
- d. Depending on the nature of filming and/or location, LCC 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 when filming takes place in residential and business areas

## **Rivers & Waterways**

When planning to film on any waterway, the Production must liaise with LCC as early as possible. LCC via the LFO will advise as to the appropriate contacts and application procedures for filming in such environments

## **Road Markings**

- a. The temporary painting-out or disguising of road markings, yellow lines or other road signs requires the specific approval of LCC and notification of the Police
- b. The Production agrees to fully reinstate any alterations to road markings to the satisfaction of the appropriate LCC 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 LCC at least 7 days in advance of the shoot. Any scaffolding constructed must be certified by AMEY (providing services for LCC). 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 AMEY (contact details available from LCC via the LFO). A scaffold license would require completing and returning to LCC via the LFO, with payment being made directly to AMEY (and a confirmation copy of receipt provided to LCC via the LFO)

- b. Any scaffolding constructed must be provided by a certified supplier
- c. Any generator used should 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
- d. When placing lighting stands on the carriageway or footway, LCC must be informed and clearance given

### Security

- a. The Production must use SIA licensed Security for all licensable activity at all times: [www.the-sia.org.uk](http://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 3<sup>rd</sup> 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 LFO (on behalf of LCC) 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**
- 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 strike
  - 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

No temporary 'unit' direction signs may be used on the public highway or attached to street furniture (including traffic lights). Should unit signs be used in the city, a fee of £50 plus VAT per each individual Unit Sign will be charged for its removal, by the 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 LCC department



- b. All agreed work shall normally be carried out by AMEY and charged to the Production. The Production 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 the Environmental Protection Act (1990)
- b. If the Regulatory Reform (Fire Safety) Order 2005 applies to the activity a suitable and sufficient Fire Risk Assessment must be carried out. If there are five or more employees the significant findings of the assessment should be recorded. The Fire Risk Assessment should be made available for inspection by the local Fire Authority
- c. Any plans must be discussed with LCC via the LFO in advance of filming. The Production Company is strongly advised to follow the advice of LCC representatives concerning the feasibility of stunts

#### **Traffic Management**

- a. See Highways for further information filming on the highway
- b. All traffic management on the highways is managed by 3<sup>rd</sup> 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 LCC and Merseyside 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 4c 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	Minimum Notification Period Prior to Requirement
Alterations or excavations within the highway	7 days
Camera track or equipment on highway	7 days
Child performers	21 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	14 days
Parking in pedestrian zone exemption	5 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)	7 days
Yellow line dispensation	2 working days



## **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](http://www.hse.gov.uk/pubns/etis4.htm)

### **Cabling**

HSE document Preventing Slips and Trips At Work [www.hse.gov.uk/pubns/indg225.pdf](http://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/](http://www.hse.gov.uk/catering/)

### **Cranes/Jibs/Cherry Pickers**

HSE Entertainment Information Sheet 6 [www.hse.gov.uk/pubns/etis6.htm](http://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](http://www.hse.gov.uk/pubns/etis22.pdf)

### **Firearms And Weapons**

HSE Information Sheet 20 [www.hse.gov.uk/pubns/etis20.pdf](http://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](http://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**

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

### **Scaffolding/Lighting Towers**

HSE Entertainment Information Sheet 6 [www.hse.gov.uk/pubns/etis6.htm](http://www.hse.gov.uk/pubns/etis6.htm)  
Stunts, Special Effects & Pyrotechnics  
HSE Entertainment Sheet 17 [www.hse.gov.uk/pubns/etis17.pdf](http://www.hse.gov.uk/pubns/etis17.pdf)  
HSE Entertainment Sheet 22 [www.hse.gov.uk/pubns/etis22.pdf](http://www.hse.gov.uk/pubns/etis22.pdf)  
HSE Slips and trips: Guidance for employers on identifying hazards and controlling risks  
HSG155 HSE Books

## APPENDIX 1

### Aerial Filming

There are various permissions and considerations in order to operate a drone for aerial filming in the City of Liverpool.

Drones and octocopters may also be referred to as SUA (small unmanned aircraft) UAV (unmanned aerial vehicles) or UAS (unmanned aerial systems) and are becoming more and more popular with filmmakers as they offer great flexibility and range.

This document sets out a non-exhaustive explanation of matters to consider and procedural steps required for the use of drones in the City of Liverpool.

#### Obtaining Permissions

In advance of filming you will need to ensure that you have:

- Permission from the Civil Aviation Authority (CAA)
- Permission from the owner or manager the land used for take-off and landing
- Control over the area you intend to use the drone within which includes any person or vehicles in the area

#### 1. Civil Aviation Authority (CAA) Permission

All commercial drone operators must be in possession of a CAA 'permission document'. Any drone flight in an urban area or near large crowds of people, whether for private or commercial purposes, will require the same document. The CAA grants permission for multi-rotor and fixed-wing type and will only grant permission for drones that do not exceed 20kg.

The Air Navigation Order 2009 is the principal piece of UK legislation governing aircraft (including drones) with Articles 166 & 167 the key points covering use of drones for filming. This states that a drone operator must request a "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 drone cannot be operated without 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 the drone is less than 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.

Here's a summary from CAA <http://dronesafe.uk/drone-code/>

Guidance can be found on this can be found at [www.caa.co.uk/CAP722](http://www.caa.co.uk/CAP722)

For further information you can contact the CAA via [UAVenquiries@caa.co.uk](mailto:UAVenquiries@caa.co.uk)

## 2. Land Permission & Area Control

Drone operators must liaise with the organisation or individual responsible for the land required for take-off and landing to obtain permission.

The operator will also need to ensure that the land below the flight path is either clear of people and vehicles by the requisite distances (see above) or that access to the surface is restricted and any people and vehicles are under control of the operator.

A full closure of the road or area to be used will usually need to be in place before the drone can be used.

**In all cases drones should not be flown over people, vessels or vehicles that are not in control of the drone operator or the production.**

## 3. Make an Application to Film

Once the appropriate permissions have been obtained the Production Company will need to make an application to Liverpool City Council via the Liverpool Film Office:

- **Apply for a Film Permit** ([www.filmliverpool.tv/filminginliverpool](http://www.filmliverpool.tv/filminginliverpool)) and include copies of the following documents:
- **A valid Permission** issued to the operator by the CAA. which entitles the operator to conduct the flight that is being requested.
- **A Flight Impact Zone (FIZ) Map:** a planning map, highlighting the flight area and appropriate control points for the applicable areas where the drones will be flown and include any contingency flight areas e.g where the drone may need to go should there be a reason to abandon the flight
- **A RAMS:** Risk Assessment and Method Statement of the whole proposed drone shoot, which must be specific to the operation in question
- **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 maybe required:

- **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 drone 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 drone

All use of drones is treated on a case by case basis. As a result notice periods can vary therefore for guidance purposes a minimum notice period for use of a drone that is perceived to have 'no impact' should be 5 working days (1 week) and for those that are likely to involve road closures 6-8 weeks. It is best practice to notify the Liverpool Film Office in all instances of commercial drone use even if the drone is to be used on private land and not overflying the highway or council owned property.

The Information Commissioner's Office (ICO) has issued guidelines relating to the Data Protection Act regarding the use of drones for filming purposes. For more information please visit <https://ico.org.uk/for-the-public/drones/>

## APPENDIX 2

### Filming Outside of Social Hours in Residential & Commercial Areas

There are various permissions and considerations in order to film outside of social hours in residential and commercial areas in the City of Liverpool.

Unsocial hours or 'night filming' refers to any filming activities which take place between 22:00hrs and 0800hrs.

The key to successful working outside social hours is effective consultation with those people affected by the work. Therefore when considering night filming in residential & commercial areas it is essential to consult with local residents and businesses in the planning process (please refer to Liverpool City Council's Code of Practice for Filming 'Residents & Businesses' section page 7 for full details) and adequate time must be allowed for this.

Residents who have legitimate objections can result in your application being declined. In addition residents and traders who are left inconvenienced and disgruntled following a shoot may result in an area becoming difficult to film in the future.

Depending on the nature of filming and/or location LCC 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 when filming takes place in residential and business areas.

Therefore in all instances Liverpool City Council (LCC) via the Liverpool Film Office (LFO) must be fully briefed and informed in advance working to the following guidelines and best practice:

- Any activity outside of social hours, including filming, is subject to the Environmental Protection Act (1990) regarding noise and nuisance. A legitimate complaint about noise or nuisance from a resident to LCC can result in the termination of the shoot and confiscation of equipment or withdrawal of the filming permit. Therefore it is advisable to shoot all scenes requiring noise above conversational level before 22:00 hrs.
- Night shoots in residential areas should be finished and de-rigged by no later than 23:00hrs, unless prior permission has been granted by LCC and the residents have been consulted and no objections have been received
- Noise should be kept to a minimum
- All options should be explored to keep noise from generators to a minimum including baffling and the use of silent generators
- In instances where de-rigging of noisy equipment or heavy vehicles cannot be removed silently at the end of filming they must be left 'in situ' and attend overnight by security. Should this happen the LFO must be informed
- Technical vehicles must be parked in sensible locations which will not disturb residents
- All crew should use covert kits with their 'walkie talkies'
- Earplugs should be made available to residents & traders if required
- Black out material should be made available to residents if required and have staff available to assist those residents that are not able to put up or take down the blackout material

### Requesting Approval for filming outside of Social Hours

In order to comply with the Control of Pollution Act 1974, where a Production Company identifies a need to work outside normal hours they should liaise as soon as possible with LCC via the LFO who will in turn liaise with LCC's Environmental Protection Unit to discuss the request. Before approval can be given the following information must be provided via a method statement:

- Name of Location
- Explanation for out of hours working
- Duration
- Location of noise sensitive premises affected
- Details of proposed consultation with occupiers of noise sensitive premises
- Working methods
- Mitigation measures to minimise noise

### Noise Pollution

The guidance notes below are taken from those prepared by the Public Protection Division to assist contractors and developers in understanding the restrictions which apply to construction work to protect residents and businesses from high noise levels. However they act as a good guidance for production companies wishing to film at night.

### Best Practicable Means

Production Companies should ensure that the best practicable means are employed to minimise noise. British Standard 5228:Part1:1997 is approved as a code of practice for basic information and procedures for noise and vibration control.

Noise limits which should not be exceeded outside noise sensitive premises (i.e. façade levels) are as follows (adapted from Department of the Environment Advisory Leaflet AL72 and the World Health Organisation's 'Guidelines for Community Noise'):

Environment	Critical health effect	Sound level Leq, dB(A)	Time
Dwellings/offices	Speech intelligibility	75	0700-1900
Schools	Speech intelligibility	65	During class
Dwellings	Speech intelligibility	65	1900-2300
Dwellings	Speech intelligibility	45*	2300-0700

\* or equal to ambient noise levels if these are higher than 45dB(A)



#### Control of Pollution Act 1974

The above legislation gives the local authority power to serve a notice under section 60 imposing requirements as to the way in which works are to be carried out. This may specify plant to be used, hours to be worked and noise levels to be achieved.

Section 61 enables anyone who intends to carry out works to apply to the local authority for a consent. An application for a consent must contain particulars of the works, the method by which they are to be carried out and the steps proposed to be taken to minimise noise.

## 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 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.
- **2<sup>nd</sup> 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).
- 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.

### COVID-19 Guidance for Location Filming

#### Production Action List

*Version 2.0 - Nov 2020*

#### Introduction

This Action List has been created with assistance of Film Officers UK, Creative England, Film London and the London Filming Partnership's COVID-19 Working Party. It temporarily annexes the **Filming in Liverpool Code of Practice** which applies until further notice to all forms of **Productions** (including feature films, television, commercials, drama documentaries, music videos, idents, stills shoots, student and short film crews) shot on location in public places in the Liverpool City Region (LCR) which are likely to, or have the potential to, cause disruption to normal activity.

No Action within this list supersedes any other part of the Code of Practice.

#### Purpose of this Action List

The primary purpose of the Actions listed are to ensure that LCR location filming complies with Government COVID-19 safety guidance and that filming activity does not increase the risk of spreading COVID-19 in the public domain.

As with the remainder of the Code of Practice, complying with this Action List does not constitute permission to film.

This Action List is dynamic in that it will be amended as and when changes in government guidance are published until such a time when the Action List is deemed superfluous and will therefore be removed from the *Code of Practice*.

#### This Action List supports and compliments:

- ✓ All UK Government guidance with regards to Working Safely During Coronavirus COVID-19
- ✓ The BFC 'Working Safely During COVID-19 in Film and High-end TV Drama Production'
- ✓ The UK Broadcasters TV Production COVID-19 Guidance
- ✓ The APA COVID-19 Guidelines

This document assumes that cast and crew of Productions are already utilising the Guides referenced above before scouting the location. The industry guides above recommend the services of a COVID-19 Health and Safety Officer / Supervisor during pre-production and planning stages of a shoot. The Actions listed below assume that this recommendation has been followed. The Liverpool Film Office will ask which COVID-19 guidance the production is following and ask who the lead COVID-19 contact will be on location on the day of the shoot and what training they have received.





## Definitions

**Location Authority** – The owner or managing agent / organisation of the location, including location contact for the Location Authority, Local Authority within LCR, Highways Authority, Traffic Authority and Merseyside Police.

**Working Area(s)** – The physically defined space(s) in which crews remain whilst working. The size and shape of which is agreed in advance with the Location Authority.

## All cast crew and contractor of all Productions to comply with the following provisions:

### 1. All Productions Filming in Public Spaces:

1.1. Sufficient planning time will be scheduled to allow for additional COVID-19 measures needed on Location and the additional liaison required between the Liverpool Film Office, the Location Authority accordingly and Production.

1.2. Risk Assessments and Method Statements must include full assessment of COVID-19 specific risks associated with the production's proposed activity at each location and be presented to the relevant Location Authority during the early stages of application.

1.3. When on location, all cast, crew and third party contractors related to the shoot must be aware of their own responsibilities regarding the implementation of the Risk Assessment.

1.4. The avoidance of any last minute changes to the shoot that cause an alteration of the risks associated with the agreed Risk Assessment and Method Statement.

1.5. Cast and crew to be over 2 metres away from other people (public, residents, businesses etc).

1.8. Rigorous cast, crew and equipment sanitisation protocols including cleaning, handwashing and hygiene procedures will be implemented. The positioning of sanitisation facilities on location will be discussed with the Liverpool Film Office during the planning of the shoot.

1.9. Reducing numbers of people in groups reduces the risk of spread of COVID-19. Therefore, numbers of cast and crew present on any location must be kept to an absolute minimum at all times.

1.10. The avoidance of causing public to either gather to view the shoot or to crowd together in order to pass one and other.

1.11. Display signage to highlight COVID-19 safety precautions and the request for public to keep 2 metres away (wording to be agreed with Liverpool Film Office and Location Authority).

1.12. Meet all statutory obligations and obtain all permissions relating to the Production .. This includes (but is not limited to) to any and all applicable Law, where Law means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body which the Grantee is bound to comply as amended or updated from time to time , including but not limited to :

- **The Health and Safety Act 1974 and all associated regulations.**
- **The Licensing Act 2003**
- **The Occupiers Liability Act 1957**
- **Health Protection (Coronavirus , Restrictions ) (No.2 ) (England) Regulations 2020 (SI 2020/684)**

## **2. Filming On Street (Non Road Closure / 5+ Crew / Equipment on Highway)**

- 2.1. All Actions in Section 1 above will be implemented.
- 2.2. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing including the use of barriers (type to be agreed with the Location Authority)
- 2.3. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public. All barriers and marking must be promptly removed on completion of filming
- 2.4. No piece of kit or equipment from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.
- 2.5. No cast or crew will linger outside the Working Area.
- 2.6. All cast including Supporting Artists to remain within the Working Area between takes.
- 2.7. Cast positioning must not reduce public thoroughfare.
- 2.8. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 2.9. Please be aware on occasion a pavement closure may be necessary in order for work to take place safely. The production should allow time and budget for this to be assessed.

## **3. Filming On Street (with Road Closure)**

- 3.1. All Actions in Section 1 above will be implemented.
- 3.2. Define the Working Area as the closed road which may include both highway and pathway as agreed with the Liverpool Film Office.
- 3.3. Where applicable, a safe method of access and egress for residents / businesses must be maintained.
- 3.4. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing (including the use of barriers where necessary).
- 3.5. No piece of kit from any department will be positioned outside the Working Area, including sanitisation and refuse facilities.

3.6. No cast, crew or contractor will linger outside the Working Area.

3.7. All cast including Supporting Artists to remain within the Working Area between takes.

#### **4. Parking on Street:**

4.1. All Actions in Section 1 above will be implemented.

4.2. All parking must be approved by the Location Authority

4.3. No piece of kit or apparatus from any department is permitted to sit on pathways unless this is the defined working area and closed from the public. All kit must remain within vehicles (including tailgate) or within the location Working Area or travelling between the two.

#### **5. Filming in Parks and Open Spaces:**

5.1. All Actions in Section 1 above will be implemented.

5.2. All cast, crew and contractors of Productions to expect that facilitating public exercise will take priority over filming, creating more restrictions than normal.

5.3. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing (including the use of barriers)

5.4. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.

5.5. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public. Where this is not possible (i.e. narrow paths) this will need to be assessed and if approved additional route signage provided for public to use.

5.6. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.

5.7. No cast, crew or contractors will linger outside the Working Area(s).

5.8. All cast including Supporting Artists to remain within the Working Area between takes

#### **6. Filming in Enclosed / Interior Public Locations:**

6.1. All Actions in Section 1 above will be implemented.

6.2. Ensure that filming activity complies with the premises' own COVID-19 Risk Assessment and ensure that the Risk Assessment addresses and manages the risks of COVID 19 for the Productions in accordance with all relevant government guidance and Law .

6.3. Select locations that provide wholly or at least partly-exclusive access to the production and locations that provide more space than would normally be required for filming.

6.4. Comply with the Location's cleaning regime providing additional COVID-19 cleans before prep and after strike plus any other cleaning deemed necessary according to the Guidelines (listed above).

6.5. All crew to remain within an agreed, physically defined Working Area(s) making sure to adhere to the current government guidelines on social distancing (including the use of barriers if other areas remain open to the public or other users). Consider using one-way systems for access and egress.

6.6. Additional separate Working Areas for non-essential crew and / or SA's to be agreed with the Location Authority and physically defined accordingly. Multiple Working Areas to be monitored to avoid exceeding maximum capacity of each.

6.7. Free flowing public thoroughfare of over 2 metres must be maintained. Additional barriers or appropriate removable markings can be used to indicate 2 metres distance from the Working Area to the public.

6.8. No piece of kit from any department will be positioned outside the Working Area(s), including sanitisation and refuse facilities.

6.9. No cast, crew or contractors will linger outside the Working Area(s).

6.10. All cast including Supporting Artists to remain within the Working Area between takes

## **7. Unit Bases in Public Spaces:**

7.1. All Actions in Section 1 above will be implemented.

7.2. Unit Base area to be physically defined, cordoned off and monitored by security in order to prevent access by public (including connections to services such as water / electricity).

7.3. No piece of kit from any department will be positioned outside the Unit Base area including sanitisation and refuse facilities.

7.4. No cast, crew or contractors will linger outside the Unit Base area.

## **7.6. Catering provision to follow government and other industry guidance, listed above.**

For further help, advice please contact the Liverpool Film Office at [film.office@liverpool.gov.uk](mailto:film.office@liverpool.gov.uk) or +44 (0)151 233 0178