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| **Please read guidance notes overleaf before completing this form. When complete email your request back to Bexley Film Office using the contact details above. If you are applying for a TTN or TTO you must attach a traffic management plan which includes a detailed scale drawing of your proposal including the layout of the road.** Type requested: Short Hold Agreement 🞏 Temporary Traffic Notice 🞏 Temporary Traffic Order 🞏 | | | | | |
|  | | | | | |
| Company Name |  | | | | |
|  | | | | | |
| Address | Postcode | | | | |
| Email | Office Phone | | | | |
|  |  | | | | |
| Areas affected by Filming | | Include road name and nearest cross street and property number/name – | | | |
|  | |  | | | |
| Width of existing carriageway | | | | m |
| Width of carriageway to be taken up during the operation | | | | m |
|  | | |  | | |
| Proposed TTR Start Date / Time | | |  | | |
| Proposed TTR Finish Date / Time | | |  | | |
|  | | |  | | |
| Proposed Back up Dates /Times\* | | |  | | |
| \* Please note: back-up dates will only be valid if the operational dates issued to you are not used and you have an acceptable reason as to why the operation did not go ahead. You will need to inform us at the earliest opportunity if you wish to switch the filming date to the back-up date. If you request the use of the back-up date having already used the original dates for filming there will be an additional charge. | | | | | |
|  | | | | | |
| Traffic Management Co: | |  | | | |
| All TTN and TTO applications must be accompanied by a comprehensive Traffic Management Plan (TMP) which will be assessed by the Film Officer and Highways Management. If this TMP is approved it will form part of the agreed TTR and any conditions named in the TMP and TTN or TTO will have to be followed during the shoot. Bexley Film Office expects a comprehensive risk assessment to be carried out, and a copy to be sent to Bexley Film Office prior to filming.  Any parking suspensions must be applied for separately using the application forms supplied by the film office  **Please acknowledge your agreement to indemnify The London Borough of Bexley and FilmFixer Ltd under the Film Company’s Public Liability Insurance Policy for any claim directly resulting from this filming activity:**  **Sign: ……………………………… Print Name: ……………………………………** | | | | | |

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| Bexley Film Office |
| FilmFixer Ltd, Unit D |
| 11 Bell Yard Mews |
| Bermondsey St |
| London SE1 3TN |
| info@bexleyfilmoffice.co.uk |
| Office: 0207 407 1566 24 hrs. 07919 002 115 |
| FilmApp Ref: BE |

|  |  |
| --- | --- |
| Film Title: |  |
| Location: |  |
| Start/finish dates & times |  |
| Location Manager: |  |
| Mobile: |  |

# If your works are on, or will significantly impact, any of the SRN roads the granting of any consent will also be subject to notification to Transport for London. Please be aware that to allow for this notification, we will need to allow a minimum of 1 calendar month for this assessment for SRN roads.

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| Temporary Traffic Restriction for Filming | File:Lb bexley logo.svg |

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| Temporary Traffic Restriction for Filming | File:Lb bexley logo.svg |

## Guidance Notes:

**Short Traffic Holds Agreement (SHA)**

A short traffic hold agreement (SHA) allows the film company to request drivers or pedestrians to stop for less than 3 minutes at a time. There is no legal requirement for the driver to cooperate, and if the driver insists on driving through the shot, filming will have to be suspended. The SHA is not a road closure and confers no legal rights to the film company to restrict access other than the ability to manage traffic briefly between takes to facilitate filming. It is understood that the SHA does not affect any other traffic orders or signage (if for example the film company wish to remove signage, then a TTN must be issued). Usually short holds can only be agreed outside peak hours (0800-1000 and 1600 -1800) on weekdays or any time on weekends or public holidays.

1. Short traffic holds, less than 3 minutes at a time, for less than 1 hour in total will be permitted only on roads where there is a low volume of traffic. Bexley Film Office will be able to advise whether the road in question falls into this category.
2. Traffic management must be carried out with consideration for road users. Any held traffic must have cleared completely after each 3 min traffic hold, and contact via radio must be maintained between assistant director supervising filming and the traffic management supervisor.
3. The short hold agreement can be suspended or cancelled at any time.
4. Emergency access must be maintained for emergency vehicles when required.
5. The film company must demonstrate that they have the Met Police Film Unit attending the shoot or suitably qualified traffic management.
6. Correct traffic management procedures (as outlined in Chapter 8 of the Traffic Signs Manual 2006) should be followed.
7. The most suitable mechanism detailed in Chapter 8 is the use of Stop - Go boards as outlined in section D5.8 of the manual.
8. Operatives in charge of traffic management should be trained in accordance with Section O6.2 of Chapter 8 which states that “in the case of highway authority road works, members of the workforce should have successfully completed the appropriate nationally recognised training and have been successfully assessed for competency against the national standards for temporary traffic management”.
9. Examples of suitable training include a Street Works Qualification for Operatives and Supervisors in accordance with New Roads and Street Works Act 1991 (NRSWA).

**Temporary Traffic Notice (TTN)**

A TTN is used for smaller scale film and TV shoots taking place on streets and roads that will not affect the strategic road network. The TTN offers legal rights to temporarily restrict traffic to facilitate filming. The TTN is only issued if the highways authority is satisfied that sufficient precautions have been put in place to ensure traffic is not significantly disrupted. Diversions and lane closures can be allowed under a TTN. Once a TTN is in place, the road or street is “booked” for the filming and another notice or order will not be issued for the same time and place. However, emergency works might be needed (e.g. a gas leak).

1. Temporary Traffic Notice (TTN) will be issued providing the filming:
   1. takes place on the location for less than 24 hours
   2. will not affect traffic on the strategic route network (SRN) or on a red route.
   3. does not affect any other traffic order or works.
2. The application form must have been received by Bexley Film Office with at least 5 working days notice.
3. Payment for the TTN (currently £750) must have been paid in advance of filming.
4. Temporary Traffic Notices can be used to control or restrict traffic only on roads named in the notice.
5. A full traffic management plan must accompany the application form.
6. It is the council highways departments decision to use either a TTN or a TTO, as in many circumstances a TTN will not be appropriate.
7. TTN fees will be refunded if the TTN is cancelled before the shoot by the highways authority.
8. TTN fees can be transferred to cover the back up date, providing notice is given by e mail to [info@bexleyfilmoffice.co.uk](mailto:info@bexleyfilmoffice.co.uk) in advance of filming start date and time.
9. TTN fees will not be refunded if the film company cancels the shoot within 5 working days of the start date

**Temporary Traffic Order (TTO)**

A Temporary Traffic Order requires a lead in time of 8 weeks to allow for consultation using advertisements in the local press and on web sites.

1. An order can be issued only six times in any 12 month period, for a maximum of seven days in duration.
2. Any application must have been received with at least 6 weeks notice.
3. Payment of £3100 (for the first 24 hr. period and £500 for each subsequent 24 hr. period or part thereof up to a period of 3 days) must be paid within 2 weeks of the application being received.
4. Temporary Traffic Orders can be used to control or restrict traffic only on roads named in the Order.
5. A full traffic management plan must accompany the application form.
6. It is the council highways decision to use either a TTN or a TTO, as in many circumstances a TTN will not be appropriate.
7. TTO fees will be refunded if the TTO is cancelled before the shoot by the highways authority.
8. TTO fees can be transferred to cover the back up date, providing notice is given by e mail to [info@bexleyfilmoffice.co.uk](mailto:info@bexleyfilmoffice.co.uk) in advance of filming start date and time.
9. TTO fees will not be refunded if the film company cancels the shoot within 5 working days of the start date.