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This pack provides information on how to apply for permission to close a footway for filming.

**FOOTWAY CLOSURE**

**LICENCE (FILMING) APPLICATION**

**2024 / 2025**

**ISLINGTON FILM OFFICE**

**Why You Need A Licence:**

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, Highways Act 1980, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004 and Equalities Act 2010.

**Definition:**

This application is for the footway on one side of one road unless otherwise specified (case-by-case, please refer to Islington Film Office). It does not allow any road closures for traffic. Once a pavement is closed, film equipment is permitted to occupy the footway. Suspended parking bays adjacent to the closed footway can be used for equipment or for a diversion route for pedestrians providing the correct signage and barriers are used.

A **Footway Closure Licence** (FCL)is required for film activity or film equipment which has the effect of blocking the footway, or reducing the width of the footway to below 1.2M.

* If you can leave 1.2M width of footway at all times, use a **Temporary Structure Agreement (TSA)**
* If you require short holds (of pedestrians or traffic) of less than 3 mins use a **Short Hold Agreement (SHA)**
* To close a quiet road for less than 24 hours, use a **Temporary Traffic Notice (TTN)**
* To close a road for more than 24 hours (or it’s a busy road) use a **Temporary Traffic Order (TTO)**
* **Crane Licence** is required for use of: Genie Boom, Scissor Lift, Cherry Picker, and Lifting Crane.

If you are unsure which roads require a TTO or TTN, please obtain advice.

**Application:**

In order to process the licence and ensure the co-ordination of works you will need to apply at least **2 weeks** in advance (for shorter lead in times, please contact the relevant Film Officer).

A Traffic and Pedestrian Management Plan is required as part of this licence application. A qualified Traffic Management Company should complete this plan.

**Access for businesses and residents**

If your pavement closure affects nearby businesses or residents, an accommodation with the business owner or residents will be required, this may mean paying compensation for loss of business to a shop owner because customers cannot access the shop while the closure licence is in place. Similarly, residents will need to know how they can get to and from their homes during the licence period. Making sure that this information is supplied to all residents and businesses affected is the responsibility of the Production company and must be detailed in a community engagement plan submitted with this application.

**Supporting Documents:**

In order to process your licence, you need to enclose the following:

1. Completed application form.
2. Traffic & Pedestrian Management plan including details of stewarding or chapter 8 signage and barriers, and details of the pedestrian diversion route.
3. A Community Engagement Plan including details of the method of communication with affected businesses and residents
4. Public Liability Insurance (**£5 million** or above**. £10 million** may be required for larger shoots)

**Fees and Deposits:**

As determined by the Councils agreed fees and charges. Fees are charged directly to Film Fixer.

The fee is non-refundable once the application has been approved.

By submitting this application, you are confirming that Public Liability insurance is in place for the licence period.

**Non Compliance Charge:**

Applicants must comply with the agreed Traffic and Pedestrian Management Plan submitted with their application. Any deviation from this plan will result in a non-compliance charge, min £299.

**Applicant Details:**

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| **Name of Applicant (Production Company)** |  |

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| **Film App ref**  |  |

 **Site Details:**

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| --- | --- |
| **Site location****(name of street & location indication of start and finish of the footway closure)****Date & Time:** |  |
| **Dimensions LXW of proposed closure**  |  |

**Declaration of Application:**

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| **Deposit (if applicable)** If no deposit is requested at time of application, the undersigned agrees to pay for any remedial works due to Highways damage staining or scarring. **Licence Fee**I agree to pay the cost of the licence fee (costs vary according to scale and scope of the closure. You will receive a quote based on the current film office fees and charges) I confirm that the information given on the application is correct and acknowledge that the works must be conducted in accordance with the legislative acts and health and safety requirements. You will adhere to codes of practice, together with the application and licence conditions imposed by the Street Authority**Signature of applicant: Print Name:** **Date:**  |