



Filming in Bristol Code of Practice

The City of Bristol operates a permitting system for all location filming and commercial photography projects* (including feature films, television, commercials, drama, documentaries, music videos, idents, stills shoots, student and short film crews), excluding newsgathering. Bristol Film Office will co-ordinate applications for filming on public land and property, including highways, pavements, parks, council-managed buildings and the Harbour Estate. Bristol Film Office also permits the use of council land for aerial filming. Applications for a permit should be submitted to Bristol Film Office with as much notice as possible at: [Apply4 - Filmapp - Bristol](#)

No filming activity should take place until permissions have been granted by Bristol Film Office and/or the relevant agencies and landowners. The Production Company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, we expect notice of at least seven days should be given.

1. PERMISSIONS & INFORMATION

Permission to film will be given on the understanding that the Production Company agrees to adhere to this Code of Practice and any temporary annexes throughout the course of filming activity.

1.1 Bristol Film Office should be informed at the earliest opportunity of any filming that is planned to take place in Bristol. The Film Office can assist the production and make many arrangements on behalf of the Production Company, subject to relevant notice periods. The Production Company must complete and send an application for a Location Filming Permit. The Film Office will require specific information about the project, such as:

- The name of the Production Company, the type of production and a contact person and telephone number.
- The scale of the production in terms of numbers of personnel and vehicles
- The removal, alteration and disguising of street furniture and carriageway markings
- The use of cranes, aircraft, cherrypickers, track low-loaders, 'A' frames, drones/UAVs and other potentially hazardous equipment in a public place.
- The parking of production vehicles on yellow lines, in meter bays or residents' bays
- The use of special effects, rain or snow machines, wet downs and stunt work on public footways or carriageways
- Productions which depict subjects of a controversial nature
- Filming involving children and animals
- Filming involving weapons (real or imitation) and violence

Bristol Film Office

Bristol City Council – Culture and Creative Industries Team
The Bottle Yard Studios, Whitchurch Lane, Bristol, BS14 0BH
T: +44 (0)117 922 3958 E: bristolfilmoffice@bristol.gov.uk



Local Police should be informed of filming activity within their districts. Bristol Film Office will assist with this as part of the permissions process. In addition to advising the Police of the points above, special guidance should be sought with the following:

- The staging of crimes, accidents or use of firearms
- The dressing of artistes in police uniforms. It is an offence to impersonate a police officer and cast should be asked to cover such uniforms in between takes

1.2 Emergency Services should be notified of filming activity and access for emergency vehicles must always be maintained during location filming. Where relevant the Emergency Services should be duly advised of:

- Special effects, fires or explosions (Fire Brigade)
- The impersonation of fire officers or use of pseudo fire tenders (Fire Brigade)
- The impersonation of ambulance staff or use of pseudo ambulances (Ambulance Service)

1.3 Filmmakers should ensure that location owners/tenants and adjacent property owners/tenants are:

- Kept fully informed of the intentions of the production company whether they are used for filming or not (including dates and timings, parking, lighting, noise, access arrangements and equipment), including any changes to plans as required
- Given a reasonable site rental fee in accordance with the budget of the film
- Issued with an approved location contract which clearly states the terms agreed between themselves and the production company (where required)
- Given details of any art department requirements including dressing and construction
- Offered alternative parking arrangements where possible and equipment to protect from unnecessary disruption (e.g. black-out blinds, earplugs, etc.)
- Written notification, such as a letter drop should be carried out at least **seven days** prior to the first day on location. If the notice period is less than seven days, then a representative of the company should personally discuss your intentions with all relevant property owners. Where notice period is less than seven days and does not allow for required consultation around disruption, permission may not be granted to film.

Sufficient time should be allowed for any matters that arise as part of this consultation to be addressed prior to filming to avoid unnecessary disruption to residents and filming.

2. INSURANCE

2.1 Bristol Film Office will require a copy of the company's Public Liability Insurance with a minimum of £5 million indemnity to be sent with the Filming Permit Application. Unless operating as a sole trader, Bristol Film Office cannot accept proof of Public Liability Insurance that has an individual named as the policyholder.

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3. HEALTH & SAFETY

It is the responsibility of the Production Company to ensure that its employees and contractors are in compliance with current Health & Safety regulation when on location.

- 3.1 All locations must be assessed for risk and hazard. A full Risk Assessment report should be compiled and circulated to all employees, contributors and contractors, involving the use of a Health & Safety professional where necessary. A copy should be sent to the Bristol Film Office with the Filming Permit Application and made available to any other person connected to or affected by the filming activity.
- 3.2 A person qualified in first aid should always be present at all times whilst on location.
- 3.3 Whilst on the public highway, all members of the production team must wear high visibility vests or jackets. Appropriate signage should be used to notify the general public of filming activity and restrictions in place.

4. RESPECT FOR RESIDENTS & MEMBERS OF THE PUBLIC

Filmmakers on location are visitors and should be sensitive to the community in which they are working. Members of the public should be treated with courtesy and consideration at all times by all members of the production team and contractors on site.

- 4.1 All neighbouring residents and businesses affected by filming should be notified seven days in advance, by letter, of filming arrangements in their area. If the notice period is less than seven days, a representative of the production company should contact, in person, any affected property owners.
- 4.2 Noise should be kept to a minimum, especially during unsociable hours (normally 11pm to 8am) and when working in the vicinity of residential properties. Generators should be baffled or integral with the location vehicles. Productions wishing to work during unsociable hours (night-shoots) should seek prior authorisation from Bristol Film Office and Avon & Somerset Police, especially when working in residential areas. Permission may not be granted in areas deemed unsuitable for filming during unsociable hours.
- 4.3 Dress codes imposed on particular locations for religious or other reasons must be adhered to.
- 4.4 Crew members should keep access to homes and businesses clear at all times unless alternative arrangements are agreed with residents. Consideration should be given to parking needs of residents, especially those with specific access requirements. These matters should be addressed in advance of filming activity.
- 4.5 Lighting and other equipment must not cause a hazard to the general public. Cables should be flown to a height of 2.6m above the footway and 5.2m above the carriageway or covered with matting when crossing pavements. Where appropriate warning cones and hazard tape should be used.

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4.6 No danger or annoyance should be caused by the dazzle of lights. Residents should be notified with at least seven days' notice where they may be affected by light pollution resulting from filming. Efforts should be made by the production company to prevent light disruption, including supplying black-out equipment or providing alternative accommodation.

4.7 If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided.

5. OBSERVING DESIGNATED AREAS

Filmmakers' activities should be limited to areas and times for which permission has been granted.

5.1 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.

5.2 Drinks and meals should be taken only in designated areas.

5.3 No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in the ashtrays supplied by the company. Consideration should be given to appropriate smoking areas in residential areas, especially during the spring and summer months to avoid smoke entering through windows.

5.4 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.

6. CARE OF THE LOCATION

Filmmakers are guests on a location and must treat both public and private property with the utmost respect.

6.1 Rubbish bins should be made available by the company and must be cleared regularly. It is the responsibility of the Production Company to ensure that all rubbish is cleared from the location immediately.

6.2 Production Companies working on location in Bristol are requested to recycle rubbish wherever possible. Bristol Film Office can supply information to assist Production Companies with recycling.

6.3 Protective materials or dust sheets should be provided where appropriate to cover furniture and flooring for interior filming.

6.4 Objects belonging to the location must not be moved or removed without the owners' express permission.

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6.5 All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the Production Company to location must be removed.

6.6 The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.

6.7 Whenever necessary the Production Company must ensure that the location and its environs are protected by security staff.

6.8 The crew member responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

In certain circumstances Bristol City Council, Police, other emergency services or location owners may deem it necessary to impose additional stipulations on filmmakers.

Any Production Company found to be in serious breach of this Code of Conduct may be subject to a financial penalty.

By applying for permission to film, Production Companies agree to adhere to this Code of Practice and any temporary annexes.

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