



Nottingham City Council Filming Guidance 2025/26

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Introduction

Welcome to Nottingham City, we wish you well with your shoot. We are here to provide support across all elements of filming in Nottingham. Contact Nottinghamevents@nottinghamcity.gov.uk +44 (0)115 876 4968

Filming Booking Process

Filming applications should be submitted through the Nottingham FilmApp **link**.

We ask for a minimum of 5 working days' notice for applications, this is to ensure the application and documentation can be reviewed, and to allow for the processing time for any additional licences or permits required. For larger or more complex applications, a longer notice period is required.

Multiple locations can be included in a single application and can be amended up until the day of filming. Please let us know in advance if you need to add or amend any filming details, including dates and locations.

Once your application has been submitted, a member of the team will review the details and be in touch with any key information or permit applications that may be required. For larger or complex projects, further meetings may be required with relevant stakeholders.

At the start of the processing stage, a member of the Events team will provide a quote for all expected costs involved with the filming. Please provide a PO number at this stage which will be included in all quotes and invoices. Invoices will be raised post-event, please let us know if you have any specific requirements for your invoice.

Types of Filming

There are several different types of filming that can be applied for.

Low Impact Street Filming

Low impact street filming refers to small filming projects involving no more than 5 cast and crew, with minimal equipment and no requirements for exclusivity of space.

Tripods or other equipment on the public highway will be subject to an S171 highways licence.

Filming on Location

Filming on location refers to larger scale productions, with 6 or more crew. There may be more equipment involved in filming, and exclusivity of the space may be required.

Moving Vehicle

This application involves any filming involving moving vehicles. Depending on the complexity of filming, police consents may be required. If filming involves road or pavement closures, traffic management plans will be requested, and may involve further discussion with relevant stakeholders.

Moving vehicle filming in the city centre will require discussion with stakeholders to ensure the shoot can take place with minimal disruption to the public. Parking permits or parking bay suspensions may be required.

Unit Base Only

Unit base only applications mean no filming is taking place on Nottingham City Council land, but public space is needed for cast, crew and unit vehicles.

Nottingham City Council can provide a quote for waste management on request; there is an expectation to leave the site free from litter and damage.

If equipment is being left on-site overnight, security will be required, or the production must accept the risk of theft or damage.

Depending on the location of the unit base, parking permits may be required.

The Events officer managing the application can recommend suitable spaces for unit bases, depending on the requirements of the production and whether site services are required.

Parking Only

Parking only applications can be made when no filming is taking place on Nottingham City Council owned land, but public space is required for vehicle parking. These applications may be subject to discussion with stakeholders to ensure parking is appropriately managed and any risks to the public are mitigated.

Parking permits may be required if using residential or city centre spaces. Traffic management plans may be required if the filming affects public access. The team member processing your application will assist in liaising with stakeholders and putting relevant permissions in place.

Filming in the City Centre

Nottingham city centre is rich with history and features many locations that are regularly used for filming, including Old Market Square, Nottingham Castle and the Robin Hood Statue.

Old Market Square is one of the busiest venues in the city for filming and events. Depending on the type of filming, we usually permit filming alongside events, but the Events officer will always notify you of any potential clashes when you submit your filming application.

The Nottingham tram system runs through the city centre, and can present obstacles to filming, particularly in the Old Market Square. If filming involves or may impact tram services, there will be a consultation period with NET to ensure minimal disruption to public services.

Vehicle access to some of our city centre venues is restricted between 10:00 and 16:30 due to Clear Zone restrictions. There is no vehicle movement allowed between these times unless agreed with the Council in advance. Depending on your access requirements you may need to apply for a vehicle permit(s). The Events officer handling

your booking can advise on the vehicle permits required and assist in getting them processed.

Please be mindful that the city centre is very busy, particularly during weekends, and members of the public may not wish to be filmed. GDPR and consent forms should be considered when filming in city centre spaces where faces of the public may be recognisable.

Filming in Heritage Venues

Nottingham is very proud to have several fantastic heritage venues, Wollaton Hall and Deet Park, Nottingham Castle and Newstead Abbey. All have been used for various filming projects, from brand promotions to feature films.

All heritage filming requests should be submitted through the FilmApp booking system as normal. All filming requests must be approved by the Heritage Manager and may be subject to additional costs and conditions. These will be negotiated and communicated through the Events officer processing the application.

We ask cast and crew to be mindful of the age condition of the venues; locations should be unchanged once filming is complete. We may place conditions on the filming permissions to protect the sites and buildings from damage. Any damage caused will be subject to site reinstatement costs included in the post-filming invoice.

Please also note that all heritage venues are open to the public. GDPR and signage should be a consideration. If exclusive use of the space is required, there may be additional costs for access outside of opening hours or loss of earnings if closed during the day.

Filming on Public Highways

The majority of Nottingham city is adopted highway; this makes any equipment causing an obstacle subject to an S171 licence. The Events officer processing your application can advise whether the licence is necessary, any costs involved and assist in getting it processed.

Please be mindful not to block public access to locations unless agreed prior to filming, in which case appropriate signage must be in place, and a safe alternative route for the public.

Filming with Vehicles

Filming involving vehicles—whether static or in motion—requires careful planning to ensure public safety and compliance with local regulations. The following considerations apply to all vehicle-related filming activities:

Traffic Management

If your filming involves moving vehicles on public roads, or if it impacts the normal flow of traffic, traffic management measures may be required. This could include the use of cones, signage, marshals, or temporary traffic lights. For more complex scenes, such as vehicle stunts or road closures, a Temporary Traffic Regulation Order (TTRO) may be necessary. The Events officer will advise on the level of traffic management required and assist in coordinating with the Highways team to ensure all permissions are in place.

Parking Permits and Bay Suspensions

If your production requires on-street parking for technical vehicles, cast trailers, or support units, parking permits or bay suspensions may be needed. These are particularly important in residential areas or the city centre, where parking is limited. Applications for parking should be made as early as possible to avoid disruption to local residents and businesses. The Events officer managing your application will liaise with Parking Services to arrange the necessary permits and ensure signage is in place ahead of your shoot.

Risk Assessments and Insurance

All vehicle-related filming must be supported by a comprehensive risk assessment that identifies potential hazards and outlines control measures. This includes vehicle movement, interaction with pedestrians, and any special effects or stunts. Productions

must also hold appropriate insurance, including public liability and, where applicable, motor insurance for vehicles used during filming. Certificates of insurance should be submitted as part of your application. The Events officer will review your documentation to ensure it meets the required standards before filming is approved.

Filming with Drones

Filming with drones is subject to strict regulations to ensure public safety, protect privacy, and comply with aviation law. All drone activity on or above Nottingham City Council land or public highway must be approved in advance, and only professional or commercial use will be considered.

Permissions and Regulations

Drone operators must comply with Civil Aviation Authority (CAA) regulations and are responsible for ensuring their flights are safe, legal, and properly insured. All drone filming requests must include details of the drone category, flight plan, take-off and landing locations, and evidence of appropriate CAA authorisation. Operators must also hold valid insurance compliant with EC 785/2004 and provide a full risk assessment.

Council and NET Requirements

Permission to take off or land on Nottingham City Council land must be obtained in advance. Recreational or hobbyist drone use is not permitted. If filming is proposed near the Nottingham Express Transit (NET) tram network, additional permissions are required. No drone flights may take place over or near tram infrastructure without written approval and a Permit to Work issued by NET's Engineering Department.

It is recommended that applicants review the drone guidance document on the FilmApp homepage before submitting a drone filming request. These documents outline the legal responsibilities of drone operators, the application process, and the specific conditions that apply to drone use in Nottingham. The Events officer managing your application can provide copies of these documents and assist with any queries.

Firearms and Weapons

Filming that involves the use of firearms or weapons—whether real, replica, or prop—must be handled with the utmost care to ensure public safety and avoid causing alarm. Productions must provide full details of any such items as part of their application.

Police Involvement and Safety Protocols

Any filming involving firearms or weapons will require prior consultation with Nottinghamshire Police. This is to ensure that the activity is conducted safely, legally, and in a way that does not cause panic or confusion among the public. Police involvement is particularly important when filming in public spaces, where realistic-looking weapons or action scenes may be misinterpreted. The Events officer will assist in coordinating with the police and advise on any additional permissions or protocols required.

Controlled Use and Clear Communication

All firearms and weapons used during filming must be handled by trained professionals and must comply with relevant safety standards. Productions must ensure that all cast and crew are briefed on safety procedures and that the use of such items is clearly communicated to all stakeholders. Signage should be displayed around the filming area to inform the public that filming is in progress and that any weapons seen are part of a controlled production. The Events officer can provide guidance on signage and public communication strategies.

Stunts and Special Effects

Filming that involves stunts or special effects must be carefully planned and managed to ensure the safety of all involved and to avoid causing unnecessary alarm to the public. Productions are expected to provide full details of any such activity as part of their application.

Police Approvals and Safety Measures

Stunts and special effects—such as simulated fights, explosions, or high-speed vehicle action—may require prior approval from Nottinghamshire Police. This is to ensure that the activity is carried out safely and does not cause panic or confusion among the public. The Events officer will advise whether police involvement is necessary and can assist in coordinating the appropriate permissions. Productions must also ensure that all stunt coordinators and special effects teams are fully qualified and insured.

Public Awareness and Signage

Clear signage must be displayed around the filming area to inform the public of any potentially alarming activity. This is particularly important in public spaces where passers-by may not be aware that filming is taking place. Signage should be visible from all access points and should clearly state that filming is in progress and that any weapons, explosions, or dramatic scenes are part of a controlled production. The Events officer can provide guidance on appropriate signage and placement.

Security and Stewarding

Security and stewarding are essential components of safe and well-managed filming, particularly for shoots involving high-risk activities, exclusive use of public space, or valuable equipment. Productions are expected to assess their needs and make appropriate arrangements in advance of filming.

Dangerous or High-Risk Filming

If your filming involves stunts, special effects, or any activity that could pose a risk to the public or crew, professional security or stewards may be required on-site. This ensures that the area remains safe, that the public is kept at a safe distance, and that the production complies with health and safety regulations. The Events officer will review your risk assessment and advise whether additional security measures are necessary.

Road and Path Closures / Exclusive Use of Space

Where filming requires exclusive use of a public space or involves road or path closures, stewards must be in place to manage access and ensure the safety of both the public and the production team. This is particularly important in busy areas or where filming may cause disruption to normal pedestrian or vehicle flow. The Events officer will work with you to determine the appropriate level of stewarding and signage required for your shoot.

Overnight Security for Unattended Equipment

If equipment or vehicles are to be left on-site overnight, security must be arranged to protect against theft or damage. Productions are responsible for the safety of their own equipment and should ensure that appropriate security personnel are in place. Alternatively, the production must accept full liability for any loss or damage incurred. The Events officer can advise on suitable security providers if needed.

Traffic Management

Some filming activities may require traffic management measures to ensure the safety of the public, cast, and crew, and to minimise disruption to the surrounding area. If your filming involves road closures, diversions, or any impact on the normal flow of traffic, the following considerations may apply:

Temporary Traffic Regulation Orders (TTROs)

If your filming requires a road to be closed to vehicles or pedestrians, a Temporary Traffic Regulation Order (TTRO) may be necessary. TTROs are legal orders that temporarily restrict or prohibit traffic on the public highway. These are typically required for scenes involving exclusive use of roads, stunts, or large-scale set-ups. Applications for TTROs must be submitted well in advance—usually a minimum of 8 to 12 weeks prior to filming—to allow for statutory consultation and processing. The Events officer managing your application will advise if a TTRO is required and assist in coordinating the application with the relevant Highways team.

Section 171 Licence

Any equipment placed on the public highway—such as tripods, lighting rigs, track, or barriers—may require a Section 171 licence. This licence is a legal requirement for any activity that involves breaking up or occupying part of the highway. The Events officer will assess your application and confirm whether this licence is needed, and if so, will guide you through the process and associated costs. Please note that unauthorised use of the highway may result in enforcement action or delays to your filming schedule.

Traffic Management Plans

For any filming that affects traffic flow or public access, a detailed Traffic Management Plan must be submitted in advance. This plan should outline the proposed road closures, diversion routes, signage, and any stewarding or safety measures in place. TM Plans are reviewed by the Highways team and must be approved before filming can proceed. The earlier these are submitted, the more time there is to resolve any issues and ensure a smooth filming day.

Coordination with Relevant Departments

Filming that impacts the highway often requires coordination with multiple departments, including Highways, Parking Services, and in some cases, the Police or Emergency Services. The Events officer will facilitate these discussions to ensure all necessary permissions are in place and that your filming can proceed safely and legally. For complex shoots, a pre-filming meeting may be arranged with stakeholders to finalise arrangements and address any concerns.

Filming Documentation

Public Liability Insurance

All filming taking place on Nottingham City Council land will require public liability insurance. Insurance levels (normally from £5 million-£20 million) will be determined when assessing your application, based on the activity being staged.

Insurance generally works on the principal of liability. For example, if a stage structure were to collapse during filming, and it was determined that the collapse was down to the negligence of the company that provided the stage, then it would be the staging companies insurance that would meet any costs of the claim rather than the production company. You should always check your supplier's levels of insurance are adequate to cover such instances.

Employer Liability Insurance

This covers you and any other Council employee (and in some cases volunteers under your direct management). Partner organisations with paid employees should also have some form of Employer Liability Insurance. Proof of this insurance is not required as a part of the application process.

Risk Assessment

A filming risk assessment will need to identify any hazards, assess the risks, and propose control measures, which will either eliminate or control any identified issues. The risk assessment should consider all aspects including prep, shoot and strike, and clear up.

Depending on the scale and type of filming, the following areas may need to be considered within the risk assessment

- Venue and site design / layout
- Fire
- Crowd
- Transport and vehicle movement
- Medical provision
- Children and vulnerable adults
- Temporary demountable structures
- Use of electricity and gas
- Lighting and emergency lighting
- Food, drink, water
- Sanitation facilities

- Contractors
- Amusements and attractions
- Music/noise issues and impact
- Waste
- Special effects, fireworks, and pyrotechnics
- Weather

The Health and Safety Executive's '5 Steps to Risk Assessment' are: -

- What are the hazards?
- Who might be harmed and how?
- What are you already doing?
- Evaluate the risks and decide on what further action is necessary?
- How will you put the assessment into action?

[Click here](#) to find out more.

All filming conducted on Nottingham City Council land are required to have a suitable and sufficient location and filming specific risk assessment in place before the shoot goes ahead, this is a condition of your booking.

Respect for Location

We ask applicants to respect the locations they use. There is an expectation placed on all filming to leave the space as it was found. Nottingham City Council can provide a quote for waste management services if required.

Any damage to the site or clean up required will be included in the final invoice as site restoration costs.

Nottingham is an old city, we ask you to respect any conditions placed on your filming permissions to protect public spaces.

Permissions and Terms and Conditions

As part of your application, you will be asked to sign and comply with the Terms and Conditions **of Hire and Standard Requirements for Nottingham Events Bookings.**

Please see the side bar documents for a copy of these Terms and Conditions.

We will provide you with a venue quotation and an invoice will be raised post-event.

A filming licence will be granted through the FilmApp system in advance of the shoot. It will include the details of the shoot included in the application form, any conditions placed on the filming or the location, and any fees or charges agreed in advance of the filming taking place. A signed copy of the licence should be returned before arriving on location.

Cancellations and Changes

We understand that filming plans change very quickly, you can request to cancel or amend your filming booking at any point during the process. You can do this by emailing the Nottingham Events team at: NottinghamEvents@nottinghamcity.gov.uk who will close the case on your behalf.

Cancellation fees and charges depend on how close to the date of the shoot the cancellation occurs:

- Small shoots can cancel with no fee, but will need to cover the costs already incurred for any site services
- Medium and large shoots cancelled within 5 days are charged 50% of the agreed fee, plus any site services costs already incurred

These charges are not inclusive of any permits, licences, or site services procured for the shoot. Please check the Terms and Conditions of your booking.