



Guidance Notes

In Calderdale we aim is to ensure that filming can be conducted successfully and should appreciate if you can give due consideration to our local communities whilst you're here.

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1. **Film permitting**

1.1 Managed by the events and film office, the Council has a permitting system in place for location filming within the borough. The events and film office co-ordinates all requests relating to filming activity on or affecting council land and property, including parks, council managed buildings, highways, and pavements (where the free flow of traffic and /or pedestrians will be affected).

2. **Location agreements**

2.1 Calderdale Council have taken great care in producing its general terms and conditions which apply to film permits so that the need for location agreements is reduced. Where a location agreement is required Council officers are unable to sign the productions' own location agreement and a sample of the Councils own location agreement can be requested from the events and film office.

3. **Respect for residents & members of the public**

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

3.2 The Production shall consult with residents and businesses that may be affected by their filming prior to and during the shoot. The Production shall consider diversity and equality when consulting with residents and businesses. The events and film office should be approached before residents and businesses are contacted as they can provide the Production with relevant local information.

3.3 All neighbouring residents and businesses affected by filming should be notified seven days in advance, by letter, of filming arrangements in their area and a copy sent to the events and film office at events@film@calderdale.gov.uk If the notice period is less than seven days, a representative of the production company should contact, in person, any affected property owners. Residents and businesses who are likely to be directly



affected by the filming activity should be given a realistic indication as to what they may expect.

- 3.4 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 the events and film office especially when working in residential areas. Permission may not be granted in areas deemed unsuitable for filming during unsociable hours.
- 3.5 Any generator used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as far away as possible from all residential properties.
- 3.6 Crew members should keep access to homes and businesses always clear 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.
- 3.7 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. **Suspension of parking bays**

- 4.1 Parking Suspensions may apply to all types of parking bays. Common requests for parking suspensions include pay & display bays, limited waiting free to park bays, loading bays, disabled parking bays and resident parking bays. It is important to note that permission may not always be granted to suspend some of these parking bays, but where it is essential or unavoidable, consideration will be given on each individual request.
- 4.2 Please supply vehicle registrations where possible **giving details of any vehicles over 3.5t due to the potential impact on nearby properties.**
- 4.3 A minimum of 10 working days should be allowed for processing suspensions. Where possible, some applications may be able to be processed in a shorter period.
- 4.4 Ensure that sufficient bays are applied for. Any vehicles parked in any bays other than those applied for will be liable for a Penalty Charge Notice unless they conform to the parking restrictions in place.
- 4.5 Parking bays can be suspended for half a day, a full day, or multiple days. However, if for example you require a half day suspension in the afternoon; be mindful that any vehicle will be permitted to park in the spaces up until the time you require the suspension to begin, which will not always guarantee you receive your required spaces. In this scenario your request may include for a full day. Morning parking bay suspensions of course should not bring along this potential risk.
- 4.6 One (1) pay & display bay measures approximately 5 metres in length, and each bay is charged for individually.



- 4.7 Where a parking bay suspension is approved, vehicle details can be input into the Civil Enforcement Officers (CEO's) handheld devices (HHD's) so they are aware the vehicles are entitled to be using the bays.
- 4.8 If a suspension of bays is no longer required, you must inform the events and film office a minimum of 48 hours before the start date/time. Failure to do so will result in you / the production still being charged.
- 4.9 On request, the Council can provide and erect official notices at the affected suspended bay locations, designed to keep the space clear from parked vehicles. This this will also enable the bays to be enforced by Civil Enforcement Officers.
- 4.10 Operational/charging hours for Pay & Display do vary from town to town. On-street signage should therefore be checked at your desired location for specific details.
- 4.11 You must ensure you apply for the correct number of bays to accommodate any vehicles or equipment including those required to create a safe workspace/space for loading. If more bays are affected on the dates of the suspension, the Council has the right to adjust the fees.
- 4.12 You must clearly give the precise location you wish the bays to be suspended e.g., outside a named building and supply a plan.

5. Filming activity on or affecting a highway

- 5.1 Productions have a responsibility to ensure the safety of the public and their own employees and it is essential that any work activity taking place on or affecting a highway is appropriately authorised, signed, lit, and / or guarded.
- 5.2 Raising of Temporary Traffic Regulation Orders (TTRO's), to authorise traffic management, is dependent on appropriate detail/traffic management plans being provided.
- 5.3 Once sealed TTRO's are non-transferable. If the details change a new TTRO would need to be raised. So please give accurate details re the highway and be realistic with the times given.
- 5.4 Adequate lead in time should be allowed for the TTRO to be drafted for sealing on the Wednesday or Friday prior to the filming. Following sealing a copy of the associated Notice is issued to the applicant for them to display on site. If the shoot to which the TTRO applies may be subject to rescheduling, please call for advice as it may be possible to allow a greater window of opportunity.
- 5.5 Where a road is to be closed and this restriction will impact on the wider network, advance warning signs, featuring a contact number for the production company, should be set out 14 days prior to the restrictions.
- 5.6 Unless detailed arrangements are made to the contrary TTRO's do not apply to any vehicle used for the police, fire brigade or ambulance purposes or the purposes of a statutory undertaker acting in an emergency.

6. Temporary Traffic Regulation Orders TTRO applications (what we need to understand)

- 6.1 The type of traffic management required e.g., road closure, lane closure, stopping and holding traffic, footpath closure, overriding of vehicle prohibitions, and why the traffic management is required e.g., to create a safe working space, obstruction of the highway, to facilitate filming off or on the highway, etc



- 6.2 The roads/highway to which restrictions will apply and the times and dates when the restrictions need to be in place. As these times must not be exceeded, please be realistic.
- 6.3 The type of traffic to which the restrictions apply e.g., all, vehicles, cyclists, pedestrians, equestrians along with any exemptions other than those relating to filming e.g., residents?
- 6.4 Where a road is to be 'closed', details of the diversion route.
- 6.5 If the road is obstructed with anything that cannot be immediately removed to facilitate emergency access.
- 6.6 Where the use of a location is likely to disrupt properties in the vicinity or where a highway is to be closed then the applicant is responsible for ensuring that a letter drop is carried out at the earliest opportunity.
- 6.7 The production must liaise with the filming contact at West Yorkshire Combined Authority where any road closure directly affects a bus route.
- 6.8 Details of any planned roadworks taking place within the borough can be found here: <http://www.calderdale.gov.uk/transport/roadworks/index.jsp>

7. Street furniture and street lighting

- 7.1 Any removal of street furniture, including signs, and/or the adjustment of street lighting must only be carried out by the Council's Street lighting contractor. Once agreed with the events and film office the production company will be introduced to the contractor following which the production will deal directly with the contractor. Any adjustment to street lighting must be reversed immediately on the completion of that day's filming

8. Cones

- 8.1 No-Waiting cones have no legal force to secure parking and their use must be agreed with the events and film office.

9. Lighting, lighting towers, scaffolding and generators

- 9.1 A special license may be required. Please check with the events and film office.
- 9.2 The construction and positioning of lighting towers and scaffolding must be discussed with the events and film office well in advance of the shoot.
- 9.3 The following considerations should be taken to prevent any risk to the public or production company employees:
 - All lights above ground level and lighting stands should be properly secured
 - Lighting stands placed on a footway should always be attended
 - Lights should not dazzle motorists
 - That any generator used should comply with the specific requirements of the Environmental Protection Act (1990) and should be positioned as far away as possible from all residential properties.

10. Road Markings

- 10.1 The temporary painting out or disguising of road markings, lines or other road signs is subject to agreement in advance with the events and film office. The production will fully reinstate any alterations to road markings or signage to the satisfaction of the Council, and when obliged to use official contractors pay cost price.

11. UAV/Drone filming



- 11.1 Civil Aviation Authority (CAA) rules regarding drones are based on the risk of the flight; where the drone is flown, proximity to other people and the size and weight of the drone are key.
- 11.2 Productions should check the supplier is properly qualified, in terms of both personnel and equipment for the specific type of flight you require. Their documentation will define this.
- 11.3 Pilots must hold CAA approved qualifications; a current 'permit for commercial operation' issued by the CAA; and 3rd party insurance.
- 11.4 Take-off and landing - When planning a legal flight, it is important that suitable take-off and landing areas are identified, defined, and controlled for safety. These locations must be separated from, and sufficiently away from, uncontrolled persons, buildings, and vehicles. There should also be a visible boundary line identifying it as a controlled area.
- 11.5 Where the take-off and or landing areas involve Council land and or Public Adopted Highway, productions must provide a site-specific risk assessment, evidence of the drone operators party insurance and CAA qualifications

12. Coning

- 12.1 No-Waiting cones have no legal force to secure parking. Their use must be agreed with the events and film office.

13. Lighting, lighting towers and scaffolding

- 13.1 A special license may be required for any of the above. Please check with the events and film office.
- 13.2 The construction and positioning of lighting towers and scaffolding must be discussed with the events and film office well in advance of the shoot.
- 13.3 The following considerations should be taken to prevent any risk to the public or production company employees:
 - All lights above ground level and lighting stands are properly secured
 - Lighting stands placed on a footway must be always attended

14. Road Markings

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15. UAV/Drone filming

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- 15.2 Productions should check the supplier is properly qualified, in terms of both personnel and equipment for the specific type of flight required. Their documentation will define this.
- 15.3 Pilots must hold CAA approved qualifications; a current 'permit for commercial operation' issued by the CAA; and 3rd party insurance.
- 15.4 Understand that the named pilot has the final decision to make the flight or not and is the ultimate person in charge when planning and fulfilling a flight.



- 15.5 Take-off and landing - When planning a legal flight, it is important that suitable take-off and landing areas are identified, defined, and controlled for safety. These locations must be separated from, and sufficiently away from, uncontrolled persons, buildings, and vehicles. There should also be a visible boundary line identifying it as a controlled area.
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