



## Filming permission in Peacehaven

Meridian Centre, Meridian Way, Peacehaven East Sussex BN10 7LH

Dear Sir / Madam,

Thank you for your enquiry about filming / holding a photographic shoot in Peacehaven. The town has become an increasing popular location for filming and photography and the council is committed to balancing the economic benefits of these activities with the protection of the town's environment and prevention of disturbance to local businesses and residents. Therefore, this form contains the terms and conditions that you must comply with whilst working in the town and on council owned land.

When you have completed this form, please email it to the Communications Officer ([jeromeomeara@peacehaventowncouncil.gov.uk](mailto:jeromeomeara@peacehaventowncouncil.gov.uk)). As long as the email is sent from the person named as the main contact, a signature is not required. In most cases, we require 72 hours notice from receiving your completed application to the time the filming / photographic shoot is to take place.

You will also be asked to provide full risk assessments and a copy of your public liability insurance cover (minimum £10 million liability), and confirmation that you agree to indemnify the council against any third party claims arising from your filming / photographic activities whilst in Peacehaven.

We have recently reviewed our fees and charges for filming and these are set out in point eight of the terms and conditions document below this letter. The fee charged covers the administration of your application and the use of Peacehaven land. In the event of the filming or shoot being cancelled or postponed, there will still be a £500 administration charge to pay. Students must also pay a minimum of £60 as an administration fee. Payment can be made by cheque, invoice or over the phone by card by calling the following number 01273 585493 option 1. All applications must contain a purchase order number.

Please note that some areas such as The Promenade and Meridian Park are owned by Lewes District Council. These will be made clear to you once we have received your application or through your initial enquiry via the Communications (Comms) Office.

If your application is approved, you will receive a filming / photography shoot consent form and an invoice for the fee. Please make sure that the person in charge of the filming / photo shoot carries the consent form with them on the day.

If you wish to cancel or amend your application, you must give at least 24 hours notice. Please contact us on the details above if you require any further information.

Finally, we ask that you complete all sections of this application form including the production expenditure section. This will speed up the application process.

Yours faithfully,

Communications Officer  
Contact: 07566766794



## FILMING POLICY

### Terms and Conditions

#### 1. Definition of 'Filming'

Throughout this document, the term 'filming' applies to any individual or company wishing to use council land for the purpose of creating a non-news film, television, stills or web photography production.

#### 2. Responsibilities & Indemnity

Any filming undertaken on Peacehaven Town Council land is the responsibility of the producer.

The production company must indemnify the council, its officers and employees against any claims or proceedings arising directly in respect of any injury to persons or damage to property as a result of their activities.

All companies, including student projects, must carry £10 million public liability insurance. No production will be granted permission to film without prior documented proof of adequate insurance.

For the majority of filming productions, once permission has been granted by Peacehaven Town Council Council's Comms Office, the company concerned is able to continue with their business without any supervision. It is assumed that most production companies will act in a responsible and professional manner at all times. However, all producers are asked to take their surroundings into consideration, and not obstruct others from carrying out their business or cause a disturbance or safety hazard.

If supervision is required, Peacehaven Town Council reserves the right to charge for the Officer hours required.

Peacehaven Town Council has a right to deem it necessary to either stop all filming, or impose additional stipulations on film-makers should the need arise.

#### 3. Notice Periods

Peacehaven Town Council requires at least 72 hours notice for all filming applications where a site visit is not necessary. Requests for road closures can take up to three months to be administered, so please consider this when planning your schedule and if you require the closure of traffic management of a main road or one which is traffic sensitive.

For any production needing a site visit due to logistics, or more complicated requirements, a minimum of three weeks notice is needed to accommodate site meetings.

If in doubt, please contact the Comms Office who can determine whether there is adequate time to allow the production to take place.

#### 4. Health & Safety

It is the responsibility of the production company to ensure that its employees and contractors are in compliance with current Health & Safety legislation when filming on location in Peacehaven.

All locations and projects must be assessed for risk and hazard, with a full risk assessment report being sent to the Comms Office at Peacehaven Town Council.

Where possible, a person qualified in first aid should always be present during filming

Personnel from The Police, Fire Service, Coast Guard (if filming on the beach), and the Royal Sussex County Hospital should be contacted in advance of any filming if advised by the Marketing Office. We are able to provide contact names and telephone numbers where necessary.

Local Police must provide special guidance with regards to:-

- The staging of crimes, accidents or use of firearms
- The dressing of artists in police uniforms. It is an offence to impersonate a Police Officer.

The Emergency Services should be advised of:-

- Special effects, fires or explosions
- The impersonation of fire officers, or use of pseudo fire tenders
- The impersonation of ambulance staff or use of pseudo ambulances

Please note that access for emergency vehicles must be maintained at all times.

Any traffic control deemed necessary should be undertaken by personnel approved through Peacehaven Town Council with the correct accreditation, or Police Officers if available. This service will incur an additional cost to production. Whilst on the public highway, all members of the production team must wear high visibility vests or jackets. Further advice on filming on the highways of Peacehaven can be obtained from The Comms Office.

## **5. Residents, Businesses and Members of the Public**

Successful filming relies upon the local residents and businesses receiving a minimum of one week's notice of filming. Filmmakers on location are visitors to the city, and should be sensitive to the community in which they are working. Therefore, please adhere to the following requirements:-

- Location owners and adjacent property owners should be kept fully informed of the intentions of the Production Company, whether they are used for filming or not. A letter one week in advance should notify all neighbouring residents and businesses in advance, providing them with details of the designated contact on site during the production.
- When filming in busy areas such as shopping areas, The Meridian Centre or on the promenade access priority must be given to members of the public. If filming activity blocks a footway, an alternative safe and supervised route for pedestrians must be provided. This route must be accessible to all and compliant with the Equalities Act (2010). Filming must not block or inhibit any access to a business.
- Noise must be kept to a minimum, especially during unsociable hours or in built up areas. Further information can be obtained from The Comms Office on noise regulations.
- No danger should be caused by the dazzle of lights.
- Lighting and other equipment must not cause a hazard to the general public. Cables should be at least 2.6m above the footway and 5.2m above the carriageway or be covered with matting when crossing pavements. This matting must be suitable for use with wheelchairs and pushchairs. Where appropriate, warning cones and hazard tape must be used.
- If parking permit holders are affected in residential areas by filming, alternative parking arrangements should be provided.

## **6. Night Filming (20:00 - 08:00)**

Night shoots in residential areas are sensitive so it is therefore essential to consider and consult with local residents and businesses in the planning process. If inconvenienced, such areas may then object to future filming projects.

Night shoots in residential areas should be finished and de-rigged by no later than 23:00 hours, unless prior permission has been granted through Peacehaven Town Council. If the council receives a legitimate complaint about noise relating to the production, this may result in the termination of the shoot.

If a night shoot is required, it is advised to contact The Comms Office to obtain advice, especially in cases where vehicles or noisy equipment are being used.

## **7. Sustainability and Care of the Location**

- Peacehaven Town Council has a Sustainable Events Programme that aims to help anyone using council land to minimise negative impacts on the environment. Whilst on location, the following must be taken into consideration:-
- Filming activities must be limited to areas and times for which permission has been granted. If this needs to be amended whilst on site, a representative from Peacehaven Town Council must be contacted to provide permission.
- The use of public transport is encouraged. Production vehicles must be parked where agreed at the pre-arranged times. Parking dispensation can be arranged in advance through the Peacehaven Town Council.
- Recycling is encouraged and recycling & waste containers should be made available. All waste must be removed from site at the end of the production. Ensure any [hazardous waste](#) (including batteries, waste electrical and electronic equipment or waste oil) is disposed of properly by a company registered with the Environment Agency. If the area is a designated smoking area, ashtrays must be provided. No smoking areas must be observed.
- Drinks and meals should only be taken in designated areas.
- All signs or property removed, amended or disguised for filming purposes must be reinstated upon completion of filming. All signs erected for the purpose of filming must be removed.
- Any damage or mess caused by filming activities must be made good immediately after filming and all concerned parties notified. This includes adjacent property that may be indirectly affected by materials used to dress the highway. E.g. water from a wet down scene.
- Whenever necessary, the company must ensure that the location and its environs are protected by security staff.
- The location manager must check the location 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.

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If a night shoot is required, it is advised to contact The Comms Office to obtain advice, especially in cases where vehicles or noisy equipment are being used.

## 8. Filming Charges and Permissions

Section 93 of the Local Government Act 2003 permits all Local Authorities to charge for the provision of 'discretionary services'. Supporting film-makers and film productions, including arranging filming on the public highway, is considered to be a discretionary service.

Local Authorities are empowered to set charges as they see fit. Peacehaven Town Council has recently reviewed its charging policy for film-makers and has had new fees agreed. Charges for filming depend on various factors, ranging from the size of the filming project, involvement of The Comms Office and other Council Departments, and are also determined on a cost recovery basis.

Charges for filming will be applied to all applications although The Council reserves the right to reduce or waive these charges for student film-makers and charitable organisations.

Upon receipt of this completed application form, risk assessments and evidence of Public Liability Insurance, The Comms Office will consult with departmental colleagues and other public bodies (e.g. Police, local Health Services) as required to establish whether permission to film should be granted. The Comms Office aims to review all applications within 72 hours of receipt, although this may not always be possible during peak summer months in the town, or in the case of more complex filming requests.

If the application is approved, The Comms Office will send the film-maker a consent form, approving them to film on Peacehaven Town Council land. The form will specify the exact areas and timings that have been approved by The Comms Office. The filming company must have the consent form present on location at all times, as proof of permission to film.

Peacehaven Town Council reserves the right to oppose any application to film in the town, for example if insufficient time has been given to consider the application or if the filming would cause nuisance to residents and businesses.

Once the filming fee has been decided and agreed, an invoice will be sent to the name and address provided on the application form. A purchase order number must be included. Payment can also be made by cheque or over the phone by calling the number on the covering letter.

This document is intended as a guide to the requirements of filming on Council land in the town of Peacehaven. It is not exhaustive and filmmakers, location managers and production companies are advised to check with the Comms Office as to local policies and practices.

Peacehaven Town Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these Terms and Conditions.

\*Fees Start from the prices stated below but are subject to negotiation.

<b>Filming &amp; Photoshoot Classification</b>	<b>2021/2022 Approved Fees</b>
Administration Fee	£60.00*
Television drama or series/advert/feature film	£500* per day/£150* per hour
Documentaries/music videos/gvs or pieces to camera	£400* per day/£150* per hour
Commercial stills/photoshoots	£350* per day/£150* per hour
News/weather/tourism	£0.00
Student pieces	£60* administration fee
Unit Bases	£600* per day
Officer fees during core hours (8am until 6pm)	On site meeting then £30* per hour
Officer fees outside core hours	£45* per hour

## 9. Filming With Children

Peacehaven Town Council has strict guidelines and requirements for production companies or agents using children in their production or photoshoot. Please contact the Town Clerk for policy details

### **Additional Production Expenditure**

In order to continue to support filming and photography in Peacehaven and develop the work we do on ensuring the town is film-friendly, it is vital for us to collect information on spend in the town relating to film and photography. This application form contains questions relating to this that we please ask a production representative to complete. All information is treated as **strictly confidential** and is only used to acquire an annual value of all production in Peacehaven. **We are not required to disclose this form as part of the Freedom of Information Act.**

## Contact Details

Name of organisation			
Address			
Name of main contact			
Email		Telephone no.	
Name of contact person on the day (if different from above)			
Email		Mobile no. for contact on the day	

## Filming / photo shoot details

Name of filming / photo shoot and type e.g. Feature Film, Short, TV Drama, Fashion Shoot			
Date (s) of filming / photo shoot			
Total Budget (if happy to say)	£		

## Payment details Person to invoice (if different from main contact above):

Name of organisation			
Address			
Name			
Email		Telephone no.	
Fax no.		Mobile no.	
Purchase order / reference number for your invoice *	<b>* Consent will not be given unless this information is provided.</b>		

## Details of filming / photo shoot

Provide a short description of the filming / photo shoot

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Dates and Locations – this information needs to be as descriptive as possible so that we know exactly where, when and what is being filmed / photographed. If we do not have this information, your application will be delayed.

Dates / Times:	Proposed locations (Please include any scripts / filming schedules with the application)

No. of production vehicles		No of crew	
Description of vehicles and registration numbers **			

\*\* If you require parking advice / dispensations, please contact 01273 585493. Applications must be made at least 7 days in advance. The Comms Office can also arrange location bases if required.

How will you be minimising the environmental impact of the filming? e.g. provision of recycling bins, travelling by train, local / organic / fair trade / vegetarian catering or using a solar generator?

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Please indicate if your shoot will involve any of the following (please **check box**):

Traffic Control	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	Wet Downs	<input type="checkbox"/>
Road Closures	<input type="checkbox"/>	Honey Wagons	<input type="checkbox"/>	Animals	<input type="checkbox"/>



Street Dressings	<input type="checkbox"/>	Catering Facilities	<input type="checkbox"/>	Children	<input type="checkbox"/>
Cherry Pickers / Lighting Towers	<input type="checkbox"/>	SFX	<input type="checkbox"/>	Reconstruction of Emergency / Crime	<input type="checkbox"/>
Camera Crane	<input type="checkbox"/>	Firearms / Guns	<input type="checkbox"/>	Cast Dressed as Emergency Services	<input type="checkbox"/>
Camera Track	<input type="checkbox"/>	Smoke Effects	<input type="checkbox"/>	Driving Sequences	<input type="checkbox"/>
Low Loaders	<input type="checkbox"/>	Fire Effects	<input type="checkbox"/>	Crowd Control / Security	<input type="checkbox"/>
Generators	<input type="checkbox"/>	Wind Machine	<input type="checkbox"/>	Bicycles / Other form of transport	<input type="checkbox"/>
Playback / Music	<input type="checkbox"/>	Stunts	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you have ticked any of the above, please provide details in a separate attached document.

**Regional Production Expenditure**  
(please complete as much as you can in advance of the filming taking place)

Details of <b>all</b> locations to used in Peacehaven	
Dates of filming/photography in Peacehaven	
Total number of days in Peacehaven	
Total number of days to be spent <b>pre production</b> in Peacehaven (recce days)	
Total predicted spend in <b>pre production</b> expenses eg travel, accommodation, food and drink etc.	£

Total number of bed nights to be spent in Peacehaven	
Total predicted <b>production</b> costs in Peacehaven	£
Facilities to be sourced in Peacehaven	
Please provide details of any other costs that you see being incurred whilst in Peacehaven	

**Declaration**

Please confirm that the following documents will be attached to your application.

Risk Assessment attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Copy of Public Liability Insurance attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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I apply for permission to hold the filming / photo shoot as detailed in this application on Peacehaven Council land. I agree to comply with the Terms and Conditions described above and will pay the location fee. I agree to indemnify Peacehaven Town Council against any Third Party claims arising.

Signed *	
Name (block capitals)	
Position	
Date	

\* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.

I agree to my company contact details being given to external organisations that offer services to film and photo shoot crews Yes  No

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