

Frequently Asked Questions

Can you assist my production?

We can provide location, crewing, and liaison assistance to film and TV productions shooting in England outside London, providing that:

- You have a budget for all locations required – we cannot provide location assistance, and we cannot contact locations listed on our database, unless you have an appropriate budget.
- You can provide proof of public liability insurance of *at least* £2m – we do not recommend undertaking public filming without insurance under any circumstances.
- All crew are paid at least minimum wage (check BECTU’s website for details on national agreed salaries for crew)

If your production does not meet some or all of these requirements, please see *How do I find locations for my low/no-budget film?* on page 4 of this document.

I’m based in London – can I use your service?

Our service is available to film & TV productions based anywhere in the world who wish to film in England outside London. Unfortunately we cannot register crew or properties based in London on our database, and we cannot provide location or liaison support within London – for filming enquiries within London please contact Film London:

http://filmlondon.org.uk/filming_in_london/

What is the cost of filming at the locations on your database?

We do not have a price list for the locations listed on our database as this can vary greatly depending upon the location and the production’s requirements – the fee is agreed between the production and the location representative directly. Creative England will not be involved in any financial transactions concerning the locations on our database and we do not take a fee from the location or the production.

Can I book a location through you?

No, we are a free liaison and support service for productions and cannot book locations for you - you must do this directly with the location representative. We can of course liaise with locations on behalf of productions where appropriate, and we will be happy to offer advice and guidance throughout this process.

What Insurance do I need?

In order for us to deal with your enquiry we will need proof of public liability insurance of a minimum of £2m - there are a number of insurance providers listed on our crew and facilities database.

Can I get police assistance for filming?

Yes, but they will charge a fee to the production (current rates can be obtained by our Locations and Production Services team on your behalf). Where the police are required to be in attendance on location, their role is to maintain the peace and uphold the law. A *minimum* notice period of five working days is required by the regional police force to arrange police officer assistance, though it may be significantly longer in some cases and it is always advisable to provide as much lead-in time as possible. The production should always in the first instance liaise with the police via Creative England.

Can we use firearms while filming?

The use of real or replica firearms is prohibited without prior agreement between the production and the police (where it will be officially logged) and/or appropriate emergency service. Please note: · It is the responsibility of the production/production company to ensure the safe custody of firearms at all times. · A licensed armourer must be present during film shoots involving firearms.

I need to film on the public highway – what should I do?

Our team can liaise with appropriate Police and Highways contacts to help arrange filming on the roads. Please be aware that arrangements around filming on the highway vary in different local authorities, and it is best to provide as much lead-in time as possible. We have a number of traffic management companies listed on our crew and facilities database who can assist you during your shoot on the highway.

How do I find local accommodation for crew?

We have accommodation booking companies which specialize in booking for filming listed on our crew and facilities database

Can we display unit signs?

A number of city/borough councils around England do not permit posters or 3

directions to be attached to lamp columns and consider it an offence under the Highways Act. Productions are advised to be cautious and to contact Creative England when in doubt.

What do I need to do in order to film in a residential area?

For filming in residential areas you will need to consult with local residents at least two weeks in advance (see below). Depending on the nature of your filming it may also be necessary to liaise with the police, environmental and neighbourhood services, or other council departments. Therefore please contact Creative England at the earliest opportunity with details as laid out below in the residents' letter.

What kind of information should be included in a residents' letter?

You are required by law (Health and Safety at Work Act 1974, Section 3) to give residents likely to be affected by filming at least two weeks advance notice via a letter or in person. A copy of the dated letter must be sent to Creative England before circulation and should contain the following information:

- The date/time and exact location of filming.
- Location manager's name and contact details.
- Crew numbers expected on shoot.
- Clear details of any planned stunts/special effects.
- Lighting plans. · Parking proposals.
- Road closures/traffic control and dates/times these apply.
- Details of any controversial scenes to be filmed.

Any concerns or additional advice about the filming proposed should be immediately reported to the Location Manager. If no contact is made, then the production company will assume there are no concerns to be addressed.

What do I need to do if I plan to use child actors?

A performance licence is required for all children aged between birth and 16, whether it is paid or unpaid. Application forms are available from the Education Authority where the child lives (contact Creative England for details of the local authority education departments). You must allow a *minimum* of 21 days notice for the issuing of a child licence.

How do I register my property on your database of filming locations?

Visit the filming locations page on our site to sign up – please read the guidance notes first.

How do I register myself (or my company) on your database of crew, facilities & production companies?

Visit the crew and facilities page on our site to sign up – please read the guidance notes first.

How do I find locations for my low/no-budget film?

If you have a very low or no budget for locations, this will of course limit your options. Therefore it's best to start questioning as early as possible what locations you really *need*, and which you can potentially do without. With limited resources it's important to determine early on what's crucial to your needs and where you're able to compromise. While it's good to aim high, be realistic about your chances of securing e.g. a prison, or an airport, and think early on about what alternatives might work for what you need, so you don't find yourself without a key location at the start of your shoot. You will also be required to obtain public liability insurance if you wish to film in public spaces. If you are a student it's a good idea to discuss with your lecturer what will be covered by the university or college's insurance, which may inform further your location options.

You'll also want to survey what resources are realistically available to you – the most efficacious way to do this is to start with a list of your contacts who might consent to your use of their property – for example, if you are affiliated with a college or University, this can be one of the most effective and efficient ways to get access to a variety of locations. Aside from your immediate family and friends, you may also be able to get help from your contacts' contacts, e.g. there may a relative of a friend who has access to an office you can use. If you can get your crew, family & friends to ask around too you massively increase the number of properties you might be able to use - it doesn't hurt to ask, so long as you are honest and realistic about what you want to do on that person or institution's property. If you can get consent to film on private property, this removes a number of other potential logistical headaches.

Don't forget to look for additional opportunities at the locations you're able to secure – you may be able to shoot different aspects of a single property to give you a variety of different locations.

For general and low-budget filming tips, we've collected some online resources below. Please note the content on these sites is *not* endorsed by Creative England but offer a basic starting point for filmmakers with limited means.

<http://www.creativehat.com/Filmmaking/a011701a.htm>

<http://www.cameratim.com/video-production/tips>

<http://www.filmmaking-careers.com/resources/links-tips.html>

<http://nofilmschool.com/2011/12/9-basic-tips-smoother-indie-film-production/>

<http://www.cybergecko.com/nobudge/guide.htm>

<http://www.studentfilms.com>