

SITE INFORMATION DOCUMENT - Walthamstow Wetlands, 2 Forest Road Walthamstow, London N17 9NH

Walthamstow Wetlands is a collaboration between Thames Water and The London Wildlife Trust.	
RESTRICTIONS	<ul style="list-style-type: none">● It's a nature reserve so no to anything that will disturb the wildlife i.e loud noises, explosions, pyrotechnics, weather effects, etc.
ACCESS	<ul style="list-style-type: none">● The Wetlands are open 9-5 everyday. If access is required outside these hours staff time will be charged at 1.5 hourly rate.● All crews to be escorted by LWT staff.
H&S	<ul style="list-style-type: none">● All crew and personnel associated with the Production will be briefed of the dangers surrounding working on these Premises. This must be attached to the call sheet.● The Production crew must supply a H&S RAMS and work within its guidelines.● The crew's H&S personnel will need to brief all crew on the dangers of working near deep water ahead of commencing the shoot. There is a TW H&S sheet to circulate.
NATURE	<ul style="list-style-type: none">● Never damage or disturb any habitats, species and biodiversity features.● No loud noises or throwing items into the water.● The Wildlife & Countryside Act 1981 and the Conservation of Habitats & Species Regulations 2010 protects many species and persons could be prosecuted if found committing an offence. The majority of protected species found on LWT sites are bats, water vole, breeding birds, some herptiles, and stag beetles. Ask LWT personnel if in doubt.
ACCESS TO WATER	<ul style="list-style-type: none">● Generally access into the water is not allowed. You can ask but considerations for placing items in the water include: Will it disturb the fish; how to get it back out of the water; what is it made of (will toxins be released into the water?)
OTHER USERS	<ul style="list-style-type: none">● The Wetlands are open to the public 9.30am to 5pm every day.● Members of the public may be asked to move out of view or wait a minute or two but this must be overseen by a member of LWT.● Production not to capture the image of any member of the public without their consent.● Children, young people (under 18) and vulnerable adults cannot give their own consent to photography; the consent of a parent or guardian is required.
VEHICLES	<ul style="list-style-type: none">● There is a P&D car park beside The Engine House● If required one or two vehicles can be driven on site.
UNEVEN GROUND	<ul style="list-style-type: none">● This is a wildlife reserve and therefore prone to holes created by animals and naturally occurring uneven surfaces. Persons to be extra vigilant to avoid accidents.
PERSONAL PROTECTIVE EQUIPMENT	<ul style="list-style-type: none">● Stout footwear to be worn due to uneven surfaces.● Long sleeves and covered legs advised due to insect bites.● PPE is not required unless in the water.
ACCIDENTS	<ul style="list-style-type: none">● Any accidents must be reported to the LWT staff escorting you. They in turn will notify Thames Water.● Production crew must have an appointed First Aider accompanying them.
EVACUATION PROCEDURE	<ul style="list-style-type: none">● Upon hearing an alarm all persons must calmly vacate buildings and gather at the muster point noted on the site map.● Production H&S advisor will undertake a head count based on the register of who is on site.
SECURITY	<ul style="list-style-type: none">● Production will supply security personnel to watch over crew and vehicles at all times.● LWT and Thames Water accept no liability for loss or breakages of items brought on to site.
BRANDING	<ul style="list-style-type: none">● Thames Water cannot be identified on screen in any manner: by reputation, logos; colour schemes; personnel.● Commercial filming on LWT reserves which conflict with the LWT's objectives and/or likely to damage our reputation is not allowed.● The Trust will seek compensation and/or legal redress if such activities are discovered during or after the event.
SIGNAGE	<ul style="list-style-type: none">● Directional signage may be placed within the Premises but it must be removed upon completion.● Never remove, cover or block emergency signage.
RUBBISH / WASTE	<ul style="list-style-type: none">● The Client is responsible for removing all waste it creates and removing it off site at the end of each day.● Please note any pickups must be within the Period of Access● The Client will be charged for any cleaning required or removal of left rubbish.

FEE STRUCTURE
London Wildlife Trust

Based on 10 hour day
 between 0700 - 2000

**Admin
 fee**

**STAFF
 FEES**

1 to 20
 people on
 site

20 to 35
 people on site

35+
 people on
 site

Feature Film Large productions	£350	£20ph pp	£1,800+	£2,000+	£2,500+
Commercial Advertising - motion TV Drama Pop promo	£250	£20ph pp	£1,800	£2,000	£2,500
Photoshoot - commercial Viral advertising / online content Light Entertainment Reality TV Short Films	£175	£20ph pp	£1,500	£1,800	£2,250
Documentary Photoshoot - editorial Corporate Films	£150	£20ph pp	£750	£1,000	£1,500
Student Low budget Charity Unit base only	£75	£20ph pp	£150	£500	£750



WALTHAMSTOW WETLANDS

100m



- Site Entrance
- Primary Walking and Cycling/Jogging Route
- - Seasonal Routes (Walking Only)
- ☀ Viewing Points
- Touchstones Trail
- ||| Railway Line
- ▲ Caution Fly Fishing
- ⋮ Seasonal Gate
- 🦉 Bird Hide
- ▭ Seating Blocks