

CO-OP information

The Co-operative Group deals in food, insurance, funeral care and legal services. The company is owned by its members and puts principles before profit. "Championing a better way of doing business for you and your Communities."

You can find more information at <https://www.coop.co.uk/>



Locality arranges non-news filming and photography for the Co-op anywhere you see this logo.

If you are filming news gathering or wish to mention the Co-operative Group please contact the Co-op Media Centre by emailing your request to pressoffice@coop.co.uk

There are several different types of co-operatives and Locality **does not manage access** to stores managed by these Co-operatives.



southern coop

Procedure / Steps

We need you to either fill out the enquiry form or email the following details to info@localityonline.com

Production company :
Name of project:
Type of shoot :
Where imagery will be seen :
Scene description :
Dates required:
Preferred access times:
Areas of store needed :
How many people on site:

Additionally the production may need to supply a synopsis of the project and script pages.

It can take several days to process your film or photography request because we need to:

- Approve the content with the Co-op press office.
- Check if there are any operational clashes with the regional manager.
- Discuss details with the store manager.

After the lovely Locality team has completed these steps they will then:

- Ask production for evidence of its Public Liability Insurance of at least £5 million UK pounds.
- Get production to provide a Health and Safety Risk Assessment to cover the action on site. Locality can supply a template risk assessment if you need one.
- Draw up a Location Hire Agreement that covers your contractual obligations and details the productions intentions whilst on site.
- Send you an invoice.

Please note payment needs to have cleared Locality's bank account before access is allowed.

Conditions / Restrictions

PROHIBITED

The following is prohibited anywhere on Co-op property:

- Possession or use of illegal drugs
- Use of alcohol on site.
- Smoking or using a vape.
- Any real weapon.

CONTENT

Imagery can only be used for a named project, Co-op does not give permission for photography to be sent to any image libraries.

The Co-op will not entertain any content, promotion or brand that:

- Could damage the reputation of the Co-op.
- Involves gambling or illegal betting.
- Has a distinct political bias or be used for political party propaganda.
- Involves scenes of an inflammatory nature (racism, violence, inhumanity).
- Contains explicit nudity, adult only content or scenes of a sexual nature.
- Contains strong language.

IDENTITY

The Cooperative Group **must not be identified** unless specific permission has been approved by Co-op Media.

- No referencing of the Co-op in any manner, verbally or visually is permitted.
- No Co-op insignia, colour schemes or logos are to be identifiable on screen

LIAISING WITH THE PUBLIC

- It is expected that all people associated with the production behave in a respectful and kind manner at all times. The store manager has authority to remove crew if health and safety is compromised.
- Liaison with the public should be by a member of the production crew that has been well briefed on dealing with the public and their rights.
- The general public may be politely asked to move out of the way or wait during a 'take' but the production has no right to enforce this.
- Production is 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.

SET DESIGN / PROPS

The production will be asked to list all items bought into a store. These rules apply:

- The production must not bring into the store any fresh fruit or vegetables that have been sourced elsewhere.
- Co Op staff only to move products and restack shelves.
- Identifiable logos, brands and colour schemes may be temporarily covered or removed with the store manager's approval, but production will be charged for any damage caused.
- Crew must never remove or cover emergency exit signage or any safety devices.

Filming in an open store (less than 10 people)

Filming in a store that is open to the public is considered but only if the crew/cast size amounts to **less than 10 people on the shop floor and for up to 90 minutes.**

As well having to conform to the conditions of access, there are strict regulations for filming in an open store:

- Co-op customers always have priority.
- Production must ask permission from any person or staff that is captured on camera. Production to issue its own image release form to be signed by those affected.
- All equipment must be handheld. No tripods, dollies, lighting stands or cables allowed. The Owner accepts no liability for loss or breakages of equipment brought on to site.
- No gathering in a way that blocks aisles or emergency exits.
- It is strictly forbidden to eat or drink on the store floor.
- Film crew to oversee their own equipment. The Location accepts no liability for loss or breakages of equipment brought on to site.

Filming in a closed store (more than 10 people)

You will have to use a store when it is closed to customers if:

- the personnel needed to film or photograph the scene involves more than 10 people;
- the production needs 'complete control' of what is in front of the camera

As well having to conform to the conditions / restrictions the production will need to consider:

SECURITY

- security personnel must be placed on entrances to ensure no unauthorised access.
- All security guards must be SIA registered.
- Film crew to oversee their own equipment. The Location accepts no liability for loss or breakages of equipment brought on to site.

USING MAINS ELECTRICITY

- If the store manager agrees to the sockets being a qualified electrician or gaffer must be on site to ensure that the power drawn is not overwhelmed and does not create a power surge/voltage transient.
- All electrical equipment must be supplied by a reputable company and have a valid test certificate (e.g. P.A.T Test).
- Batteries are not allowed to be charged on site.

VEHICLES / PARKING

- Not all Co-op stores have parking.
- The car park may be owned by another company and Co-op and Locality does not accept any liability for fines production personnel may acquire whilst on site.

WELFARE

- Production to arrange for crew to use toilet and hand washing facilities off site.
- No eating or drinking is allowed within the store.

WASTE/CLEANING

- The production crew must remove entirely from site any waste created.
- Spillages will be cleaned by the Co-op staff.

Finding a co-op store.

Easiest way to locate a Co-op Store is to go to <https://www.coop.co.uk/store-finder>

Some stores have been photographed and can be seen on Locality's website