

# Filming Information

## Reigate & Banstead Borough Council

Locality Ltd has been appointed to promote and contract filming on land owned by Reigate & Banstead Borough Council (RBBC).

### Conditions / Restrictions

Due to Council policies filming or photography that involves any of the following will **not be allowed**:

- conflicts with government or RBBC policy.
- promotes gambling.
- could otherwise damage the reputation of RBBC.
- contains explicit nudity, adult only content or scenes of a sexual nature.

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

Production must not place notices on RBBC's land or inform local residents or businesses without liaising with Locality first.

If you are filming in an open access area, dedicated land or on common land, the general public has a legal right to enter the land.

The following is **prohibited** anywhere inside or outside RBBC property.

- possession or use of illegal drugs
- Use of alcohol on site.
- Any real weapon.

Further restrictions may apply to specific properties, Locality will advise you.

### Expectations of the production.

#### BEHAVIOUR

It is expected that all people associated with the production behave in a respectful and kind manner at all times.

#### GENERAL PUBLIC

If you are filming in an open access area, dedicated land or on common land, the general public has a legal right to enter the land.

The general public may be politely asked to move out of the way or wait during a 'take' by a member of the production crew that has been well briefed on dealing with the public and their rights.

Film set areas must be well signed and marshalled to avoid accidents or persons being mistakenly filmed. Alternative routes should be provided but not enforced.

#### WELFARE

- Production to supply its own welfare provisions for crew. This must include: toilets; hand washing facilities; covered space for rest; drinking water; food.

#### SECURITY

- Production to supply security personnel to look after production personnel and equipment
- 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. RBBC accepts no liability for loss or breakages of equipment brought on to site.

## **USING MAINS ELECTRICITY**

- If the site manager agrees to the sockets being used, 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.
- Meter readings will be taken and production charged for electricity it has used.

## **WASTE/CLEANING**

- Production must remove all waste it creates at the end of each day and within the times of hire period. (Additional charges may occur if premises are not left in satisfactory condition).
- Recycling is always encouraged.

## **Procedure / Steps**

You need permission to film on any land owned by Reigate and Banstead Borough Council.

Locality will guide you through the process and liaise with RBBC for you.

We need you to either fill out the enquiry form or email the following details to [info@localityonline.com](mailto:info@localityonline.com)

Production company :

Name of project:

Type of shoot :

Where imagery will be seen :

Scene description :

Dates required:

Preferred access times:

Areas needed :

How many people on site:

It can take several days to process your film or photography request because Locality needs to:

- Approve the content with the RBBC.
- Check if there are any operational clashes with the relevant council departments.

After the lovely Locality team has completed due diligence 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 that:

- Payment needs to have cleared Locality's bank account before access is allowed.
- Photography can only be used for a named project, RBBC does not give permission for photography to be sent to any image libraries.
- Filming on highways and roads is dealt with by the Surrey Film Office.  
<https://www.surreycc.gov.uk/culture-and-leisure/film-office>

## RBBC FILMING FEES - outside spaces (parks, markets, estates, and Council owned land)

<b>HOURLY HIRE FEES</b> (20% VAT will be added onto all costs)	<b>1-10</b> Persons on site	<b>11 to 60</b> Persons on site	<b>61 to 100</b> Persons on site	<b>ADMIN FEE</b>
Feature Film HETV	£250	£300	£350	£350
Commercial Advertising - motion TV Drama Pop promo	£200	£250	£300	£300
Photoshoot - commercial Light Entertainment / Reality TV Short Films	£150	£200	£250	£250
Documentary Photoshoot - editorial Corporate Films	£100	£150	£200	£125
Student / Charity	£75	£100	£150	£50

## RBBC FILMING FEES - inside spaces (town hall, caves, offices, etc)

<b>HOURLY HIRE FEES</b> (20% VAT will be added onto all costs)	<b>1-10</b> Persons on site	<b>11 to 60</b> Persons on site	<b>61 to 100</b> Persons on site	<b>ADMIN FEE</b>
Feature Film HETV	£300	£350	£400	£350
Commercial Advertising - motion TV Drama Pop promo	£250	£300	£350	£300
Photoshoot - commercial Light Entertainment / Reality TV Short Films	£200	£250	£300	£250
Documentary Photoshoot - editorial Corporate Films	£150	£200	£250	£125
Student / Charity	£100	£150	£200	£50

## RBBC FILMING LIAISON FEES

STAFF FEES are £30+VAT per hour [0700 to 2100] or £50+VAT per hour [2101 to 0659]

Charged when:

- RBBC needs to ensure compliance of the productions specific requirements e.g. stunts, night shoot, opening and shutting entrances.
- The productions requirements necessitate liaising with council departments e.g. highways, parks, parking, etc
- Investigating a complaint and that complaint is found to be valid.
- There is a breach of a filming licence / Code of Practice and the RBBC has to investigate
- Any clear up after a production e.g. arranging a reinstatement, removing unit signs, clearing rubbish.

## **Drone / UAV application fee**

£250 + VAT per application

## **Scanning for CGI / plate shots**

Price upon application

## **Penalty Fees**

£300 penalty fee will be charged for any retrospective shoots.

£150 + VAT administration fee for applications submitted with less than 24 hrs notice

For student, community groups + charities based or living in RBBC the hire fees are discounted by 50%

News gathering is exempt from any fee.

Timings start when the first crew member enters the site and ends when the last person leaves.  
(This does not apply to security personnel)

Prep and strike/reinstatement is charged at 60% of hire fee rate. This does not apply to Admin or staff costs.

### **PAYMENT TERMS:**

- Payment must have cleared into Locality's bank account before access onto RBBC premises is allowed.
- Cancellation fees are 100% if cancelled after both parties have signed the Location hire Agreement.
- If a shoot is cancelled once processing the enquiry has begun the production will be charged an administration fee plus staff fees for any work already carried out.

### **FINES / PENALTY CHARGE NOTICES**

RBBC and Locality do not accept any liability for any parking fines the production personnel may acquire.

### **DEPOSITS:**

Locality reserves the right to ask production for a damage deposit. The amount is dependent on the type of premises, th

For student, community groups + charities based or living in RBBC the hire fees are discounted by 50%

News gathering is exempt from any fee.

Timings start when the first crew member enters the site and ends when the last person leaves.  
(This does not apply to security personnel)

Prep and strike/reinstatement is charged at 60% of hire fee rate. This does not apply to Admin or staff costs.

## Can I use a drone or UAV (Unmanned Aerial Vehicle)

RBBC may grant permission for filming with drones/UAV's but safeguards must be met to minimise risk to the public and the ecology.

A RBBC representative must be present to oversee filming and check that the drone/UAV stays within the predetermined flight path.

Flying may be restricted at Sites of Special Scientific Interest (SSSI) for more information see <https://www.localityonline.com/104/565/natural-england>

The production or individual will be charged a location fee, staff fees and a drone processing fee for more details see RBBC filming hire fees.

The production company must follow strict competency and regulations. In general when flying a drone or UAV for commercial purposes you should:

- Know that using a drone that weighs over 250g or has a camera attached you must be registered with the CAA and have an A2 Certificate of Competency (A2 CofC) to fly it. Your Operator ID number must be labelled on the drone. More information can be found at <https://www.caa.co.uk/drones/>
- Prearrange the flight path or area where the drone will fly. There are strict flight restriction zones (FRZ) if you are near airports, airfields and spaceports. Maps and info at <https://nats-uk.ead-it.com/>
- Not fly the drone/UAV at a distance beyond 500 metres from the operator (and not outside the direct line of sight of the operator). Operating height must not exceed 400 feet.
- Not fly within 150 metres of any congested area/crowds
- Not fly within 50 metres of any person, vehicle or structure which could be damaged if impacted by the drone.
- Find a safe area to land/ take off the drone from. It must be equipped with a mechanism that will allow it to land in the event of a failure of any of its control systems, including the radio link.
- Ensure that the operator has checked that the drone is in an airworthy condition, that any loads are securely tied and that the flight can safely be made taking into account the wind and other atmospheric conditions. They are responsible for the drone/UAV.

For more information please see:

Government advice about drones and the guidance and laws surrounding their use: <https://www.gov.uk/government/news/drones-are-you-flying-yours-safely-and-legally>.

Civil Aviation Authority information about drone use:

<https://www.caa.co.uk/drones>

The Production is encouraged to sign up to Albert, this is a BAFTA initiative offering online tools, training, events and practical guidance to identify sustainable ways to combat climate change.

<https://wearealbert.org/>