

## **Wallingford Town Council**

### **Film and Photography Policy**

#### **Introduction**

The purpose of this policy is to set out the framework for filming in Wallingford and the charges that apply for filming on land owned by Wallingford Town Council.

Wallingford Town Council recognises the positive contribution that film production and photography can make to the local area with particular regard to the direct economic benefits they can bring and the enhanced tourism interest in the area. The Council supports the work of production companies that act in a responsible and professional manner.

Wallingford Town Council owns and/or manages a number of buildings and public open spaces which provide ideal locations for filming or photography. This policy seeks to manage and control the commercial use of filming and photography in these areas. Areas of particular regard include the Castle Gardens, Kinecroft, Moorings and the Town Hall some of which have been used previously for commercial filming.

The description of 'Filming' as set out in this policy could include feature films, television productions, commercials, music promotion videos, corporate filming, student/short films and commercial stills photography.

#### **Procedure and Fees**

When film, video or photographic activity is proposed for locations in Wallingford which are the responsibility of the Town Council permission is required and a fee is applicable. Please email Wallingford Town Council with your request and provide the following information:

- Company name and address
- Details of the location(s) where filming/photography is to take place
- A brief outline of the filming/photography to be undertaken, including a statement about the intended purpose of and end use of the imagery
- Proposed start date and end date
- Evidence of third-party public liability insurance to The Council's minimum requirement currently £10,000,000 (TEN MILLION POUNDS)

- Risk assessment associated with the proposed activities
- Confirmation that any Highways permissions have been sought

Details should be sent via email to [queries@wallingfordtowncouncil.gov.uk](mailto:queries@wallingfordtowncouncil.gov.uk) before permission can be considered.

Wallingford Town Council can only give consent for filming on property that it owns. It is film-makers' responsibility to liaise with private landowners. Please contact the respective owners or managers of these areas to seek permission.

Please note that in some instances there are restrictions on what activity can be carried out on a particular piece of land, which may restrict or prevent filming from taking place. Exclusive use of filming in outdoor spaces will not ordinarily be granted as the facility will remain open to the public.

Whilst Wallingford Town Council can be flexible, please give at least one weeks' notice to process a filming or photography application.

### **Charging Schedule**

All charges will be agreed and an agreement signed in advance of filming.

Wallingford Town Council has approved the following charging schedule:

<b>Type of request</b>	<b>Charge</b>
For filming on council land or property	£85 per hour
Presence of a Town Council representative	£50 per hour

The charges set out in the table are those agreed for the financial year 2019/20 and will be subject to an annual review.

*All Community groups, charities and student filming and photography projects still require appropriate permissions and consent may be offered on a free of charge basis. Please apply using the same process for commercial permissions.*

The Town Council will not permit the following:

1. Filming which displays nudity or lewd behaviour
2. Filming that may cause distress, upset, harm or danger to any person or which the Town Council considers otherwise inappropriate

Should your filming request be granted, you will receive a written confirmation along with an invoice for payment which should be paid within 30 days of the invoice date (irrespective of when your filming is due to take place).

You should carry the permission from the Council with you when filming and be prepared to produce this upon request by any Council official.

Permission to film does not itself give endorsement of the filming, the company or of the activity by the Council. This process merely seeks to confirm that permissions have been obtained for filming, videoing and photography on/in land or property in the management of Wallingford Town Council.

The Council requests that any filming or photography is credited as follows "filmed on location with kind permission of Wallingford Town Council"

### **Filming on Highways**

You will need permission for road closures and may need to pay a fee for this, a fee may also be payable for the use of any car parks.

Highways are managed by Oxford County Council [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

Car Parks are managed by South Oxfordshire District Council [www.southoxon.gov.uk](http://www.southoxon.gov.uk) who can be contacted on 01235 470118

You may also need to obtain permission from Thames Valley Police for any filming that may take place on or interfere with the highways.