



Wallingford Town Council

## **FILM AND PHOTOGRAPHY POLICY**

### **ISSUE HISTORY**

<b>Issue No.</b>	<b>Date of Adoption</b>	<b>Reference in Minute Book</b>	<b>Comments</b>
<b>1</b>	<b>August 2019</b>	<b>234</b>	<b>Full review August 2021</b>
<b>2</b>	<b>April 2022</b>		<b>Full review March 2023</b>

### **1. Introduction**

The purpose of this policy is to set out the framework for the use of Wallingford Town Council's ("the Council") assets or any of its land or buildings for 'filming' purposes to include feature films, television productions, commercials, music productions, videos, news articles, corporate filming, student/short films and commercial stills photography.

The Council supports and welcomes the work of production companies that act in a responsible and professional manner.

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. Every effort will be made by the Council to assist you.

Throughout your filming time you will be assigned a member of the Council's staff to act as a key point of contact so that any permissions or issues can be dealt with quickly. Your key point of contact will also offer advice and supervision if needed.

Wallingford Town Council owns and/or manages a number of buildings and public open spaces which provide ideal locations for filming or photography areas.

Areas of particular regard include the

Castle Gardens and Castle Ruins,

Kinecroft,

Moorings and Riverside

Wallingford Town Hall.

Photographs to give you an idea of these spaces and buildings are on our website dedicated to filming locations and commercial stills. [Pending Wallingford on Screen link to our website].

## **2. Procedure and Fees**

When film, video or photographic activity is proposed for locations in Wallingford which are the responsibility of the Council, initial contact should be made by email to Wallingford Town Council on [queries@wallingfordtowncouncil.gov.uk](mailto:queries@wallingfordtowncouncil.gov.uk) with your request and provide the following information:

- Your company name and address plus contact number so we can discuss the matter with you quickly
- Details of the proposed location(s) where filming/photography is to take place
- A brief outline of the filming/photography to be undertaken by you, including a statement about the intended purpose of and end use of the imagery
- Proposed start date and end date
- The approximate number of crew and actors likely to be present on site
- Details of any vehicles involved in the shoot, plus a general list of equipment that is likely to be used by you. Electrical equipment must have an up to date pat test
- A copy of a valid insurance policy for third-party public liability insurance to The Council's minimum requirement currently £10,000,000 (TEN MILLION POUNDS)
- A risk assessment associated with the proposed activities (If available at this time)
- Confirmation that any Highway permissions have been sought by you or need to be
- You are happy to sign an indemnity agreement with the Council limiting the Council's liability and a general agreement should it be deemed necessary by Wallingford Town Council and if not available at the time of enquiry, provide a risk assessment prior to the proposed start date.

Wallingford Town Council can only give consent for filming on property that it owns. It is the filmmakers' 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. Eg. listed building consent. Exclusive use of filming in outdoor spaces may not ordinarily be granted by the Council as the facility may remain open to the public. However, your key point of contact can assist you with advice etc. as to what may or may not be allowed quickly.

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

### 3. Charging Schedule. Location, Film and Photography

All charges will be agreed in a written agreement signed with you in advance of filming.

Wallingford Town Council has approved the following charging schedule:

Type of request	Charge.
<b>All Charges are subject to VAT</b>	
<u>Administration fee.</u>	
A one-off admin fee to process permission to film whether on Town Council land or the land of others.	£150
<u>Location fee.</u>	
For filming on land or property belonging to Wallingford Town Council to include any pre and post set up/take down time.	
For crew up to 25	£100 per hour
For crew up to 26 to 50	£150 per hour
For crew 51 plus	£200 per hour
Crew includes all cast, crew, supporting actors, extras, agency personnel and third-party personnel (e.g., security or traffic management	

operatives) related to the production on location – on the day of the shoot.	
<u>Supervision fee.</u>  Presence of a Town Council representative if supervision or assistance is deemed required by the Town Clerk e.g., open or lock up, listed building advice on site pre or post filming set, advice, presence and agreement; re any changes to WTC Property	£45 per hour per Council representative
For filming involving drones, from moving vehicles, crane licence, traffic management and road closure and/or temporary structure licence.	Application will need to be made to South Oxfordshire District Council and/or Oxfordshire County Council and/or the appropriate governing body. Proof of a successful application may be requested.
<u>Cancellation fee.</u>  In the event of a cancellation once an application has been made to the Council a cancellation fee is payable.	The cancellation fee will include the One-off admin fee to process permission to film referred to above together with any of the above fees which have already accrued together with any costs, losses, charges or expenses which the Council has incurred or suffered as a result of the work done or the cancellation.

The charges set out in the table are those agreed for the financial year 2022/23 and will be subject to an annual review.

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

In exceptional circumstances and at the discretion of the Council the fee charges above may be reduced.

Although rare you may also be responsible for other charges which may flow from your requests. By way of example, lost revenue to The Council for the closure, loss of rent of a Town Council building, the provision of space for supplies or stores, third party fees etc.

**4. The Council will not permit the following:**

Filming which displays nudity or lewd behaviour

Filming that may cause distress, upset, harm or danger to any person or which the Town Council considers otherwise inappropriate.

Should the filming request be granted you will be required to sign a formal agreement and indemnity. These will be sent to you together 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).

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”.

**5. Filming on Highways**

Should road closures be required, you will need to apply for the appropriate road closures and may need to pay a fee for this; a fee may also be payable South Oxon District Council for the use of their car parks.

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

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).

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