

## North Somerset Film Office: Student Filming Guide

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### 1. What is and what is not “student filming”:

To classify as Student filming, it must be related to your university/college coursework or assignments.

Any filming that is undertaken by students for purposes other than coursework/assignments will be subject to our regular [filming charges and fees](#).

Below are examples of what does **not** constitute student filming:

- Filming for extracurricular activities (e.g. university/college competitions)
- Filming short films for local competitions e.g. a Filmmaker Showcase event
- Filming a promotional/music video for a local band

If the filming is not categorised as student filming, it will not be covered under the university/college Public Liability Insurance (PLI) making it void in the event of an incident. If you are filming outside of curriculum activities, then PLI must be obtained elsewhere for

personal use. Additionally, you will be required to provide a bespoke risk assessment for each shoot which are not associated with the university/college.

When submitting a filming permit application, regardless of whether the filming is student filming or not, you will need to provide:

- The name of the educational organisation that you attend (e.g. Bristol University, the University of the West of England)
- The name of your tutor
- Your tutor's email address and phone number.

If we are unable to determine as to whether filming is 'student filming' or not, we will contact your listed tutor to check.

If it is found to not be student filming, our regular charges will apply.

If you would like to proceed with filming at that point, then we will request the necessary invoicing details from yourself before the permit is issued (we will request these details by email). Failure to provide these details will result in a cancellation of your permit application.

## **2. What charges are applicable to Student Filming:**

North Somerset Film Office (**NSFO**) do not charge the following for student filming:

- Administration fee (for any filming)
- Exterior filming (locational fees)

### *Filming in North Somerset Council owned properties*

Student filming is not exempt from our charges for filming inside of North Somerset Council owned properties (interior filming). North Somerset Film Office may therefore charge a fee for any filming inside of Council owned properties, if the filming is deemed to be acceptable.

Please see the following page which shows our fees for interior filming:

<https://northsomersetfilmoffice.co.uk/apply-to-film/charges-and-fees/>.

The decision of whether filming can take place and its associated fees will be determined on a case by case basis taking into account various factors including: crew size, duration of filming, date and times, the specific property, any logistical complexities, and the requirement of staff time outside the Film Office. Filming will usually be restricted to sites that are already open to the public.

If you would like to find out if a particular property is available for filming, then please get in contact with us first before applying for a permit.

#### *Filming on private property:*

For any filming to take place on private property, you must gain permission of the property owner to do so. Please see the filming on private property section which provides further information on this.

### **3. How to gain permission for filming on North Somerset Council owned land/property/assets:**

To undertake any filming on North Somerset Council owned land/property/assets (including pavements, highways, and public boulevards etc.), a [filming permit application](#) must be applied for and granted.

Please note that we cannot grant permission for any filming to take place unless a permit is applied for directly through the online portal.

If you ask for verbal permission over the phone or request written permission by email, we will **not** grant permission to film, and instead direct you to our application page, inevitably leading to delays to receiving your permit.

Please only send inquiries across if you need to request specific information such as property ownership issues. In order to fully assess the acceptability of the filming, we need to see the information submitted in a single permit application.

We ask that applications must be submitted **no less than 10 working days** (2 weeks) before the filming takes place.

Permit approval times may vary depending on the location and nature of filming. Please submit your application well in advance and provide accurate, complete information to increase the likelihood of a timely approval due to uncontrollable factors such as annual leave or holiday seasons.

If there are any particular issues with a location(s) on your permit application, we will work with you to find an alternative site that could work.

We will not issue permits for any filming that we do not deem to be acceptable.

## **4. Creating your permit application:**

You will need to provide the following information when completing the application form.

### **Section 1 – Production details**

#### *Contact details:*

Please use this section to provide your personal information

- Contact name: your name
- Position: student
- Telephone: your personal mobile phone number
- Email: your university email address

#### *Production company:*

Please use this section to provide information relating to your educational establishment (university/school)

- Name: your educational establishment and the name of your tutor
- Telephone: your tutor's telephone number
- Email: your tutor's email address

#### *Invoice:*

- As explained elsewhere in this document, not all filming is exempt from our charges. If the filming involves a charge, please fill out this section using your own information.

#### *Production details:*

- Project title: title of what you are shooting
- Project type: select "Student"
- Production synopsis: a brief description of your project

### **Section 2 – Application details**

#### *Filming Permit Application:*

- Give your application a title: use the same title as that entered in the "Project title" box
- Film Office: select North Somerset
- Documents: upload your Public Liability Insurance here

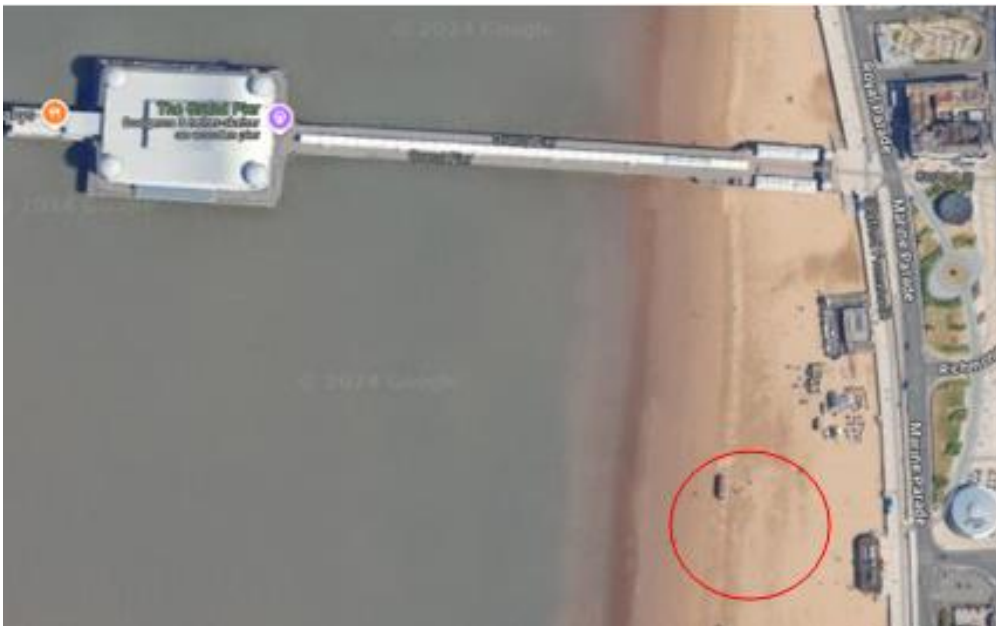
### **Section 3 – Filming Locations**

- Filming type: choose “General filming”

#### *Location details:*

- Film location: provide the specific location where the filming would take place by providing:
  - the address and the name of the location in the “Film Location” box (e.g. Clarence Park East, Walliscote Rd, Weston-super-Mare)
  - an image displaying the location using Google Maps satellite view (with the area where you want to film clearly highlighted) – see image below\*
  - a Google Maps pinpoint if possible
- What3words: please provide this using the following website - <https://what3words.com/pretty.needed.chill>
- Postcode: please ensure that this is within North Somerset (the ‘Local Authority Area’ box should update to show ‘North Somerset’)

\*For example, if you would like to film on Weston-super-Mare beach, you would need to provide the following:



*Dates:*

- Shoot start time and shoot end time: these must be your actual filming time - any preparation or strike times should be included separately in the preparation and strike boxes
- Hold over days: if the filming is weather dependent or you require a hold over day you can put in a date range of up to 5 days. However, it will not always be possible to accommodate for this, for example if events are taking place at the location you want to use across the week which would prevent filming from taking place on particular days.

*Shoot:*

Shoot description:

- Please do not list location names only such as ‘Weston-super-Mare beach’ or ‘Council Offices’ because we do not know where exactly you would like to film nor if the filming would take place inside or outside. Some locations in North Somerset are part privately owned and part owned by the Council. Providing the correct information will help us to work out if permission will need to be granted by North Somerset Film Office or by a private owner or both.
- Provide a description of the shoot, but please don’t describe the story you are filming (e.g. “this is the story of 2 star crossed lovers...”). For example, “We are looking to film 3 actors having a conversation on Weston-super-Mare beach next to the Grand Pier”.
- List all of the equipment that you will be using including the equipment name (e.g. Sony PXW-X200 XDCAM Handheld Camcorder). Please also provide information as to how the equipment will be used, for example if it will all be hand held, if it will need to be set out on the pavement, if it will be inserted into the ground etc.
- Whilst we do not permit the use of vehicles in student filming, if you are parking vehicles then please provide the number of vehicles that you will require parking spaces for.
- Provide information regarding the film set up (i.e. a camera positioned on the beach filming crew from a distance).
- If your project includes filming at a private location(s) (i.e. a house) then you do not need to mention it in the shoot description box nor include it as a filming location in your application.

- State if the filming is taking place inside or outside, or both (e.g. We want to film 2 actors having a conversation on the pavement outside of the main entrance to the Town Hall in Weston-super-Mare).
- The use of equipment/props: the use of equipment/props is permitted for student filming. If you are using equipment/props, then please provide information in the shoot description box (and risk assessment) about how it will be used sensibly and not block roads and/or public footpaths
- Unsocial Hours Filming: if the filming will take place between 9pm and 8am then please let us know in the shoot description box, and tick the “Unsocial Hours Filming” box.

*Required documents:*

We require the following documents to be uploaded as part of the permit application. If these are not provided, then your application will not be progressed.

- Risk Assessment: this needs to be a risk assessment which is specific to the location(s) in the permit application in order for us to be able to assess if the filming is acceptable. Please ensure that if multiple locations are being used then the risk assessment covers each of these individually. The risk assessment must have been signed off by the tutor.
- Letter drop (if applicable)
- Map illustrating filming plans

**Section 3-1 – Location Requirements:**

*What are your requirements?*

As explained elsewhere in this document, student filming cannot involve the following:

- Filming that requires police consent
- Use of a unit base
- Drones
- Special equipment
- Highway restrictions

Therefore, please select “No” to these boxes.

If the filming is not categorised as student filming, then please tick these boxes as appropriate.

If you have any additional requests, then please select “Yes” to this box and provide as much detail as you can.

*Emergency contact information:*

- Please complete these boxes using your contact information.

Repeat the above for all locations used and then submit your filming permit application.

## 5. Locations where we cannot accept student filming:

We will not grant filming permits for student filming in the following locations:

- Abbots Pool (and surrounding woodland)
- Clevedon Marine Lake
- Portishead Open Air Pool (building interior)
- Uphill Beacon

Please also note that filming in locations of a certain nature may also not be acceptable and a permit will not be granted, for example filming at a public swimming lake that contains shots of members of the public swimming.

## 6. Filming restrictions:

Student filming is subject to the following restrictions:

- Filming can have a **maximum of 15 crew/cast**. Filming with crews of 16 or more will be subject to our regular [fees and charges](#).
- Filming during **unsocial hours** (9pm to 8am) will usually not be granted, but we will permit this by exception on a case-by-case basis to cater to specific needs within reason (e.g. to capture sunrise or sunset shots). We may request filming during unsocial hours to take place at certain locations (e.g. a large public open space like Weston-super-Mare beach as opposed to a residential area) and to ensure crew size is kept to a minimum to minimise the impact of the filming.
- We will not permit the use of **unit bases** to students. These are areas where productions generally keep their technical vehicles, crew cars, catering vehicles, and



extras facilities etc. If a unit base is required for student filmmakers, then the filming will be subject to our regular [fees and charges](#).

- We will not permit the use of **drones/UAVs** to any student filmmakers.
- We will not process any **Highways restrictions** for student filming which includes road closures and/or traffic management.
- The filming cannot cause excessive noise and disturbance to residents/businesses
- Student filming cannot involve the following themes as they require the police/emergency services to be notified of your presence:
  - the use of weapons (real or fake)
  - violence (real or simulated)
  - antisocial behaviour (real or simulated)
  - the staging of crimes or accidents
  - scenes of a sensitive nature (at the sole discretion of North Somerset Film Office to determine whether or not the filming is of a sensitive nature based on the description and/or proposed location)
  - filming with animals
  - the placement of equipment/props in the road or blocking public footpaths: if you are using equipment/props then please provide information within your application and risk assessment about how it will be used sensibly and not block roads and/or public footpaths
  - stunts of any sort
  - the dressing of actors in police uniform or the use of marked police and other emergency service vehicles
  - special effects including smoke, fire, explosions, rain or snow
- The removal, alteration and disguising of street furniture, lamp posts, or road markings
- The use of cranes, aircraft, cherry pickers, dolly-and-track, low-loaders, and other potentially hazardous equipment
- The parking of production vehicles on yellow lines, in meter bays or residents' bays
- The filming of vehicles (moving and static)
- Filming cannot cause any obstruction (whether to vehicles or pedestrians) on the location or obstruct any members of the public from carrying out their business or cause a disturbance or safety hazard, without permitted approval from the Film Office.

Filming involving the use of child actors: student filming can involve the use of child actors if full safeguarding measures are in place and local authority rules are followed (where these apply). You must upload the relevant documents/permissions if the student filming involves

the use of child actors, such as a child performance licence. We will also contact the authorising tutor to check that the safeguarding measures are in place.

## 7. Filming on private property:

For any filming on private property, you **must** gain the permission of the **property owner**.

If you are unsure whether a location is privately owned or is owned by North Somerset Council, then please contact us in advance of submitting a filming permit application so that we can check and advise you.

Some council owned locations are managed, leased or rented by external organisations, such as Clevedon Pier which is managed by Clevedon Pier Trust. If this is the case, you will need to inform North Somerset Film Office (**NSFO**) of the filming in addition to gaining permission from the managing organisation. They may charge a fee for filming at the location\*.

Whilst it is your responsibility to obtain permission to film on private property, we can provide you with their contact details but NSFO cannot obtain permission on your behalf. We will request evidence that an agreement has been made for the filming to take place before we issue a permit, for example an email or letter confirming that the property owner is happy for filming to go ahead. North Somerset Film Office may also contact the property owner to confirm you have provided them with the correct information about the filming taking place. If it is found out that you have not provided them or NSFO with the same information, then we may not issue the permit.

\*We have received few filming applications where the location has been owned by the council but been managed, rented or leased by an external organisation. As a result, we are unsure of the locations where they may want to charge their own, separate fee.

## 8. Notifying Local Residents and Businesses:

If we determine that there is likely impact on residents and businesses as a result of filming, we will request that they are notified of your activity by a letter drop. This needs to be posted at least 7 days before the filming starts. You should include the following in the letter:

- Date and time of filming
- Location/address of filming
- Your contact details (email and phone number) – do not provide the North Somerset Film Office contact details

- If you have already received a filming permit from North Somerset Film Office, you can include that filming has been authorised by North Somerset Film Office.

You must send us a copy of this letter drop (Word docx / PDF) before it is posted.

## 9. Other:

If you become aware of any changes or cancellations to your planned filming, please let us know as soon as possible.

### The area we cover:

Please see the following link which contains a map showing the area that is covered by the North Somerset Film Office as well as the areas that our neighbouring film offices cover to help determine if the filming would take place in North Somerset -

<https://northsomersefilmoffice.co.uk/apply-to-film/>.

### Testing filming equipment:

Permission from the North Somerset Film Office is required for the testing of filming equipment. However, unlike a shoot where a filming permit is required, only an enquiry through the North Somerset Film Office website needs to be made.

In order to do this, please do the following:

Click on the “Apply for a Filming Permit” link on the “Apply to film” page on the North Somerset Film Office website – <https://northsomersefilmoffice.co.uk/apply-to-film/>.

Complete “Section 1 - Production details” in the same way as mentioned in “Section 4 - creating your permit application” of this document

Complete “Section 2 – Application details” as per the below:

- “Give your application a title”: provide a relevant title – something matching what you want to do, e.g. “Testing 2 hand held cameras and a boom pole on Weston-super-Mare beach”
- “Film Office”: choose North Somerset
- Tick the “Enquiry only” box

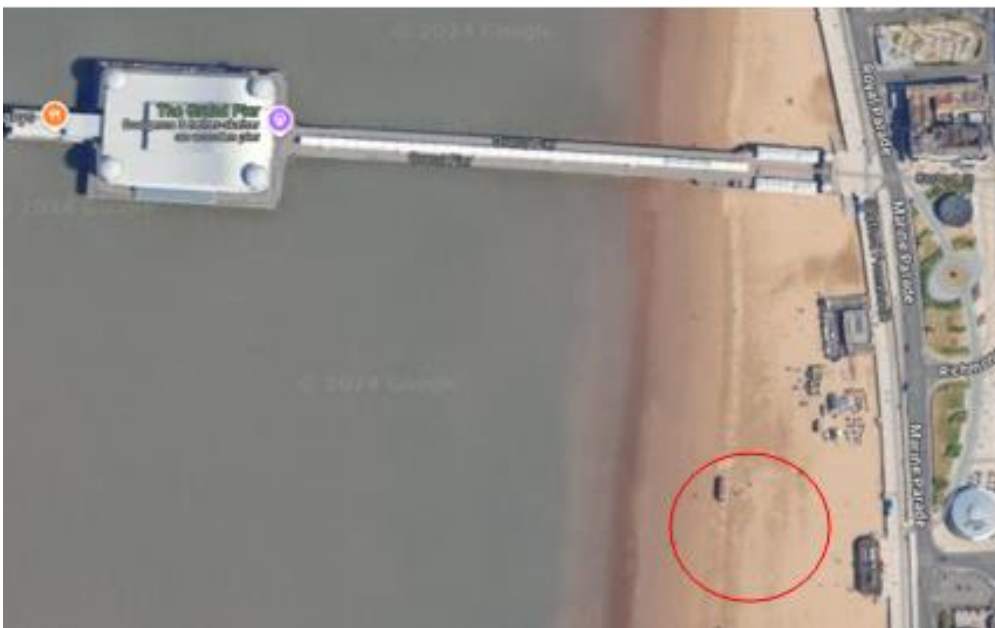
“Enquiry details” - provide as much information as possible, including:

- Location: provide the specific location where the testing of the equipment would take place by providing:

- the address and the name of the location (e.g. Clarence Park East, Walliscote Rd, Weston-super-Mare)
  - a Google Maps pinpoint if possible
  - What3words: please provide this using the following website - <https://what3words.com/pretty.needed.chill>
  - whilst images and attachments cannot be provided in the “Enquiry details” box, please send across, by email (to [filmoffice@n-somerset.gov.uk](mailto:filmoffice@n-somerset.gov.uk)), an image displaying the location using Google Maps satellite view (with the area where you want to film clearly highlighted) – see image below\*
- o Date and time: provide the day and the start time and the end time for the testing of the equipment (e.g. Tuesday 10<sup>th</sup> December: 1pm to 3pm)
- Equipment: list all of the equipment that you will be using (e.g. Sony PXW-X200 XDCAM Handheld Camcorder) and provide information as to how the equipment will be used, for example if it will all be hand held, if it will need to be set out on the pavement, if it will be inserted into the ground etc.

Click “Submit my enquiry”

\*For example, if you would like to test equipment on Weston-super-Mare beach, you would need to provide the following:



## **10. Contact information:**

Working days:

- Monday – Thursday: 09:00 to 17:00
- Friday: 09:00 to 16:30

Email address: [filmoffice@n-somerset.gov.uk](mailto:filmoffice@n-somerset.gov.uk)

Phone number: 01934 426266