

# Filming in England

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## Checklist for incoming productions

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Templates for  
Tracking Production  
Activity & Spending



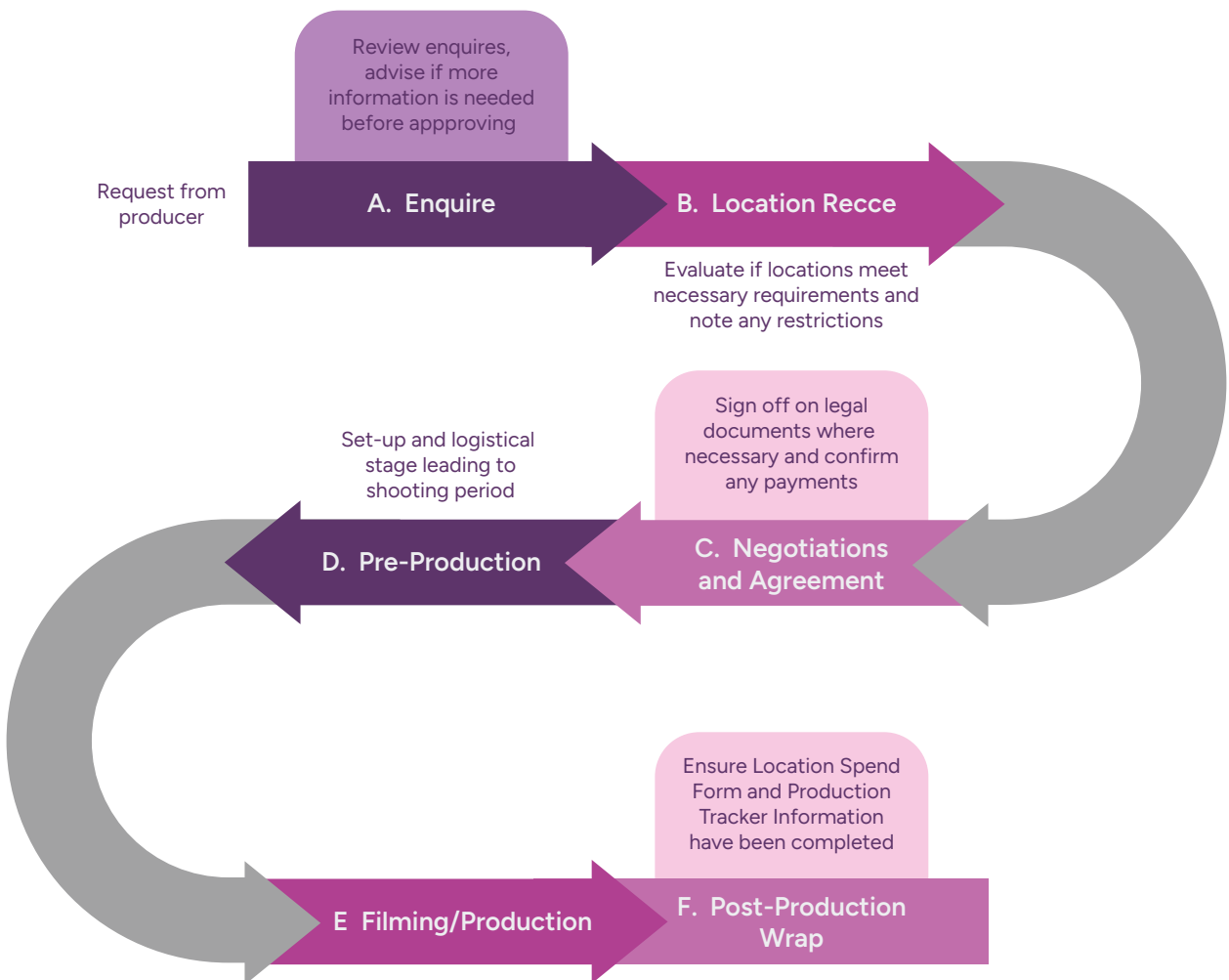


## Checklist for Incoming Productions

This checklist provides a step-by-step approach for local authorities to use when processing requests from production companies to carry out commercial filming in locations under their purview.

Use this document for both first-time and returning production companies to ensure that no critical steps are missed, allowing the local authority to provide seamless service.

The sections in the rest of this document are summarised in the following flow chart:





## A. Enquiry

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The process begins with an initial enquiry. The production company may already have in mind where they would like to apply to film, or they can simply be making preliminary enquiries for location suggestions that will not necessarily result in filming taking place.

If the production company has approached the local authority directly via email or website:

### 1. Have they registered their project with Creative England?

Yes

No

If no, and the project is a feature film or HETV, ask them to contact [production@creativeengland.co.uk](mailto:production@creativeengland.co.uk) with the project title, production company name and prospective shoot dates, and then come back to the local authority.

### 2. If yes, does the production company have Public Liability Insurance? Ensure that this is to a value that you are happy with; £5 million is the industry standard.

Yes

No

If no, ask them to confirm Public Liability Insurance for the production and come back to the local authority with their request.

If the production company responds 'yes' to Questions A1 and A2, share your Filming Guidelines and Code of Practice (which includes the below disclaimer) via email and advise of the next steps (listed in the following sections B – F).

**Disclaimer:** Any filming undertaken within [Local Authority Name] jurisdiction is the sole responsibility of the Production and its employees. [Local Authority Name] will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of this code. [Local Authority Name] has no rights to the films, photographs and recordings made and/ or taken by the Production. In all cases, you will indemnify [Local Authority Name] against any damage which may be caused on council-managed land by the negligent act or omission of the Production, your agents, employees or invitees.



## B. Location Recces

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The next stage in the process is the location recce. This is a vital part of planning any production as it involves visiting specific local authority-managed locations, evaluating if they can meet the necessary requirements, noting any limitations or restrictions of those spaces, and finding solutions or workarounds to challenges where relevant.

### 1. Does the production company require a location recce?

**Yes**

**No**

If **yes**, identify the local authority's relevant operational and technical team representatives that are needed to participate, advise them via email, and coordinate the recce with all parties.

On the location recce, flag any limitations or challenges to using that location (including but not limited to, pre-scheduled events and/or bookings, closures, limited access to parking etc.) and provide solutions where possible.

If **no**, due to the production company's previous familiarity with the locations or other acceptable reasons, move on to section C.



## C. Negotiations and Agreement

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This stage involves completing negotiations with the production company, as well as finalising the scope of filming activity and the local authority's role going forward.

The production company and the local authority must sign off on the following:

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1. The project synopsis and/or content of scene/s to be filmed

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2. The production's filming requirements, including but not limited to:

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Technical parking and/or unit base requirements

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Production office / auxiliary space requirements

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Details of filming involving specialised content (e.g., weapons, special effects, staging a crime, etc.)

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Highway Authority approval of any filming on the highway requirements

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Local crew, trainees or marshals

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External staffing requirements (as relevant)

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Location specifications and/or restrictions (vital terms of usage that can relate to safety precautions, furniture, lighting and rigging restrictions, etc.).

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3. Agreement to complete the (2.) Location Spend Form (which the local authority provides) with information for the local authority and Creative England's aggregate reporting

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4. Any associated costs or fee schedules (which the local authority provides) for locations, permits and services provided by the local authority

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5. For high-impact filming, agree on a public relations and communications plan (led by the production company's unit publicist, the local authority, and Creative England if required). The plan could include:

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Issuing a joint press release to announce that the production is taking place/has taken place, with quotes from the production company and local authority and listing the benefits to the location (whether the press release is issued before or after production depends on the level of secrecy around the project; all parties must agree in writing to the release schedule)

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Including either text or logo acknowledgement of the local authority in the production credits

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Providing footage from the shoot for the local authority to use in future marketing campaigns

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Scheduling relevant above-the-line talent (producer/director/actor) for a workshop or masterclass with local participants (high school, university, union, guild, etc.)

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Hosting set visits for the local authority's board of directors, council members or other government representatives

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Other mutually-beneficial opportunities that can arise during negotiations.



## D. Pre-Production

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At this stage, the production company confirms all required logistical elements before production begins.

The production company must finalise (with the local authority's assistance if needed) all remaining services, processes and/or agreements, including but not limited to:

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Location agreement(s)

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Parking arrangements and dispensations

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Widespread consultation with residents and businesses (request copy of Filming Notice)

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Relevant permissions obtained from Police, Highways, Resident Associations, etc. (responsibility of the production to obtain)

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Production offices leasing and/or temporary buildings

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Local crew members, suppliers and services (encourage production companies to use [Filming in England's Crew and Facilities Database](#))

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Transportation arrangements (flights/driving/trains)

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Accommodation arrangements (consider using Creative England's partnership with Visit England)

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Anything else that the production needs before moving on to the next stage.

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**With regard to Filming in Public Buildings and/or in Heritage Buildings, the local authority and the primary production contact must agree on a communications plan that considers the following:**

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Relevant websites are updated confirming when galleries, exhibits or public spaces are not available because they are in use as production locations

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Work with the host to ensure that pre-booked groups are informed about the disruption or unavailability of the locations in advance

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Work with the host to ensure that notices are posted on reception desks and at points of entry

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Work with the host to ensure that all front-of-house staff members are briefed as to what is happening and the key times of any disruptions

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Agree on how the crew will be briefed about any restrictions in place while using the location (e.g., consumption of food and beverages, objects that can or cannot be handled, artefacts that can or cannot be filmed, and any other sensitivities).

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## E. Filming / Production

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During production, the local authority may only become involved if there is a challenge or crisis that requires quick solutions through relationships with local services and expert knowledge of the area.

Productions should adhere to the Local Authority's Code of Practice while filming on location (refer to Creative England's [Code of Practice](#) on the Resource Centre).

The aims of the Code are to ensure that:

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Productions can film effectively, efficiently and flexibly in the English regions outside of London

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All parties involved in location filming act responsibly, professionally and considerately at all times

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The practical impact of filming on people and businesses is minimised.

Changes are often unavoidable, and the primary production contact is the key conduit between the production and everyone else in the local environment and will seek to resolve any concerns swiftly. If any issues are not quickly resolved, you should inform Creative England by contacting your regionally-based Production Liaison Manager. Find this information on [Creative England's About Us page](#).

## F. Post-Production / Wrap

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1. Where relevant, check that all locations, sites and spaces have been reinstated as per the location agreement or permit.

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2. Ensure that all agreed actions from the public relations and communications plan have been executed and that collateral (footage, photos etc.) is collected within the agreed time frame.

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3. Ensure that the relevant production representative has completed and submitted the (2.) Location Spend Form and provided adequate information for the (3.) Production Activity Tracker.