# THE CITY OF EDINBURGH COUNCIL

# FILMING APPLICATION

## Contact Information

|  |  |
| --- | --- |
| Organisation / Company |  |
| Address |  |
| Town /City |  |
| Postcode |  |
| Contact Name |  |
| Contact Tel No |  |
| Contact Email |  |
| Invoice Details (if different from above) |  |

## Information about the activity

|  |  |
| --- | --- |
| Production Title |  |
| Type of Filming(e.g. drama / factual / commercial / short) |  |

Please complete one page below for each location you wish to film in. Feel free to add more pages if more locations are needed. Note the list of enclosures and conditions of application at the end of the form*.*

Charges & fees can be found at the back of this form. Please provide a PO number if required once filming has been approved.

Completed application forms & documentation should be returned to: info@filmedinburgh.org

\*A drone permit is required to fly from or over public land. Click [here](https://cultureedinburgh.com/index.php/plan-my-eventpermissions/drones) for the drone application form.

|  |  |
| --- | --- |
| Name / address of location 1(please provide map) |  |
| Set up date & time |  |
| Shoot date & time |  |
| Shoot end date/time |  |
| De-rig/off site time |  |
| Total no. of crew/talent on site |  |
| Description of Activity and Method Statement Points to consider:* Description of scenes to be shot (including special effects, animals, firearms/weapons, nudity etc).
* Access and infrastructure requirements (incl. drones\*)
* Land management operations / car parking / transport / closures
* Marshalling and communications
* Toilets, litter collection.
* First Aid / Medical cover
* Carbon reduction production practices [www.wearealbert.org](http://www.wearealbert.org)
* [Scottish Outdoor Access Code](https://www.outdooraccess-scotland.scot/)
 |  |

## Enclosures

(please check as appropriate)

[ ]  Public Liability Insurance min. £10M (required for all filming)

[ ]  Risk Assessment

[ ]  Map / Diagram of proposed activity

[ ]  Traffic management drawings

[ ]  Road occupation permit

[ ]  Parking plans

[ ]  Notification letters

[ ]  Drone paperwork (see [Drone Application Form](https://cultureedinburgh.com/index.php/plan-my-eventpermissions/drones))

## Conditions of application

Please be advised you must agree to the following statements before your request will be considered by the Council. Please indicate your agreement to the following statements.

[ ]  I confirm that filming complies with the terms within the [Code of Practice for Filming in Edinburgh](https://www.filmedinburgh.org/dyn/1551435947563/Edinburgh_cop_2018_Cttee.pdf) and relevant Annexes (e.g. [Covid-19 Annexe](https://www.filmedinburgh.org/dyn/1606143841383/COVID-19GuidanceforLocationFilming_Ed.pdf))

[ ]  I confirm that filming complies with [Health and Safety Regulations HSE INDG360](https://www.hse.gov.uk/pubns/indg360.pdf)

[ ]  Where filming involves children: I confirm that I am familiar with the requirements of the [Protection of Children (Scotland) Act 2003](https://www.legislation.gov.uk/asp/2003/5/contents) and I know I have a legal duty to ensure that anyone recruited in a childcare position has not been placed on the ‘disqualified from working with children’ list.

[ ]  Where filming takes place in Parks and Greenspaces, I confirm that I am familiar with the requirements of the [Equality Act 2010](https://www.legislation.gov.uk/sdsi/2012/9780111016718/contents), the Council’s [Parks Management Rules](https://www.edinburgh.gov.uk/downloads/file/22552/management-rules-for-parks-and-greenspaces), [Tree Protection Policy](https://www.edinburgh.gov.uk/downloads/file/22574/trees-in-the-city-action-plan) and Recycling/Litter Management Policy, and will adhere to them.

[ ]  I confirm that should any charge, reinstatement bond or any additional costs be incurred, these can be invoiced directly to the address above.

## Fees and Charges for Filming Activity

### April 2020 to March 2021

#### (All fees subject to VAT)

|  |  |
| --- | --- |
| Film Office administrative fee |  |
| Crews of 40-100: | £250 |
| Crews of 100-200: | £500 |
| Crews of 200+:  | £1,000 |
| Edinburgh / East Lothian / Scottish Borders-based production companies | No Charge |
|  |  |
| Notice of No Objection |  |
| Crew size <10 | £50 |
| Crew size 11-24 | £150 |
| Crew size 25-74 | £300 |
| Crew size 25+ per block (TV dramas) | £250 |
| Crew size 75+ | £500 |
|  |  |
| Drone permits |  |
| Drone permit per location | £120 |
|  |  |
| Roads Services |  |
| TTRN (up to 5 days duration) | £498 |
| TTRO (greater than 5 days duration) | £670 + advertising costs |
| Crane | £73 for the first day, £39 per additional day |
| Crane (to erect a tower crane) | £107 for the first day, £39 per additional day |
| Scaffolding permit | £154 (< 28 days). A further £141 will be charged if a site or office meeting is needed. |
| Suspension of parking bays | Charged at the relevant hourly pay & display rate for all operating hours during the period of suspension. |
|  |  |
| Locations: Parks |  |
| Filming up to four hours and crew/cast of five or less | Admin fee £56 |
| Filming (arrival to departure) over four hours or a crew/cast of six or more | From £140/hr |
| Drone filming (secure ground area) | From £140/hr |
| Student filming / photography up to four hours and crew/cast of five or less | £0 |
| Student filming/photography over four hours or crew/cast of over five | £56 |
| Staff overtime if required | £56 |
| Vehicle access (e.g. Calton Hill, Bonaly Country Park).NB 4x4 vehicle required with insurance to cover off-road driving. Please provide evidence. | £105 + £56 for out-of-hours access. |
|  |  |
| Locations: Cemeteries |  |
| Filming in a city centre cemetery (Greyfriars Kirkyard, Calton Old / Calton New and St Cuthbert’s) | From £260/hr (infrastructure, equipment) |
| Filming in any other cemetery | From £130/hr (infrastructure, equipment) |
| Student filming / photography up to four hours and crew/cast of five or less | £0 |
| Student filming/photography over four hours or crew/cast of over five | £56 |