

Annex 1



# **CODE OF PRACTICE**

**Supported by**

**SCREEN SOUTH**

**and**

**SEEDA**

South East England Development Agency

**In conjunction with the councils for**

Buckinghamshire

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Hampshire

Kent

East Sussex and West Sussex

Surrey

Isle of Wight

**Screen South**

**The Wedge**

**75-81 Tontine Street**

**Folkestone**

**CT20 1JR**

Adapted from Film London's Film-makers Code of Practice April 2000

## Welcome

Guildford and the surrounding area provides a beautiful and diverse location for film makers with rolling Surrey countryside, historic buildings, quaint villages as well as modern townscapes, a thriving university and business park and a historic High Street. We are also home to a number of tourist attractions including National Trust properties and the Elizabethan stately home, Loseley Park.

We have played host to numerous BBC dramas, television series and films and as a result, we are proud to be a film friendly location. In order to maintain this ethos, the following Code of Practice has been designed to work alongside Guildford Borough Council's filming guidelines and is a voluntary agreement. It aims to outline the general requirements and the protocols expected to ensure that standards and consideration by all parties to all affected is a priority.

## Code of Practice

It is recognised that most production companies act in a responsible and professional manner. However, all film makers are asked to take their surroundings into consideration.

Productions must be sympathetic to the environment they want to use and work with any restrictions they find with locations that are in areas of outstanding natural beauty and are preserved or with Historic buildings or monuments that are considered delicate and fragile.

Some Historic properties are required by law to remain open to the public at all times and filming must work with this. Some of these properties are delicate and the possessions unique, extra insurance may be required and the use of effects such as smoke effects, naked flames or candles may be prohibited or will require a chemical analysis

Guildford Borough Council has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance or noise.

Any filming undertaken is the responsibility of the producer. Evidence of Public Liability insurance must be shown prior to filming, and every precaution must be taken to ensure the safety of the general public at all times.

A contact number for the production must be available to the Council and the police.

Clear guidelines of what the script or scene involves and appropriate caution must be taken for filming in sensitive areas or at unsocial times

Areas that require any sort of set building, dressing, disguising or are subject to any sort of special effects will require a grantee to be returned to a required standard

Particular care will be taken when dressing or lighting Historic buildings

All refuse will be the responsibility of the production and arrangements for its removal must be made by the production. If this is left to the Council the production will be charged

Name ..... Company.....

Address.....  
.....

Telephone number.....

Signature.....