



Dacorum Borough Council: Key Information for Visiting Productions

This guidance is intended to help Dacorum Borough Council (DBC) and prospective filmmakers to work together to ensure that all relevant matters are considered and planned for in advance of any filming taking place on council owned property or in public areas within the borough. This is in the interests of both parties, to ensure that filming takes place as smoothly as possible and with minimum disruption to others.

If DBC, as the local authority, has not been made aware prior to filming taking place on council owned or leased property or in public areas within the borough, then you may be asked to stop filming.

Filming Application Process

- All production companies/film makers intending to film in the borough are required to have read and agreed to our Code of Practice on filming, together with the actions required within it.
- The extent of our involvement will depend on where you want to film.
- When filming in any public spaces within Dacorum e.g. on the street, or on council owned or managed land, permission must be sought from Dacorum Borough Council through the completion and submission of our Filming Application form, whereupon you will be charged a filming administration fee. You will also be required to submit a copy of your Public Liability Insurance to Dacorum's Filming Officer before any filming can take place. You will be advised by email if the proposed filming may go ahead and any specific requirements.
- In some cases, the relevant town or parish council or other organisation may also need to be approached and we can advise you on this.
- If you are filming on private or leased premises or land, the relevant agencies (such as the property or landowners) must have granted their permission, prior to any filming taking place.
- DBC are also always interested to know of filming taking place on private or leased land or premises within the borough, please contact the Filming Officer to let us know.
- Filming requests are coordinated by the Filming Officer (or another member of the Economic Development Team if the filming officer is not available) 01442 531007 or (+44)07814067111 by email filming@dacorum.gov.uk

Notice Periods

- We aim to be as flexible and supportive as possible, but ask that a minimum of four weeks be given to process a standard application. Any applications submitted under this threshold will receive premium admin fees (please see filming protocol).
- Complex, larger, or multi-location shoots will take more time to approve and therefore 6 weeks is preferred.
- The Old Town High Street due to the level disruption will be subject to fixed minimum notice (please see Old Town supplementary filming Protocol).

Student Films

- If you are filming as a group or individual as part of your academic studies with an accredited school, college, or university, we recognise that you have more limited access to resources than other filmmakers have and that filming is likely to be on a smaller scale. Our administration fee will not apply and filming fees may be discounted or waived depending on individual requests.
- Student filmmakers will still need to comply with our protocol and complete our filming application form. It is the responsibility of your school, college, or university to have in place appropriate health and safety measures to protect students and members of the public. A copy of their Public Liability Insurance will be required.



Parking Arrangements

- DBC manages parking restrictions, pay and display bays, residents parking bays and car parks within the borough.
- Pay and Display machine suspensions and yellow line dispensations may be granted for technical commercial vehicles only, with the prior agreement of the council's parking services team.
- Unit bases may be accommodated within some council controlled car parks provided sufficient notice has been given to ensure there are no other planned events in the area and will also be subject to a DSAG application for use.
- Residents parking will not be suspended for filming or for the parking of technical vehicles unless the prior agreement of the council's parking services team is obtained.
- Registration details of all vehicles will be required, and on completion of the relevant paperwork, "special" parking waivers will be supplied.
- Additional charges in respect of parking dispensations, waivers and council officer time will be invoiced separately from any other filming fees.
- For further details please contact the filming officer on filming@dacorum.gov.uk.

Other agency approvals

- It is the production company/film makers responsibility to seek the approval of other agencies in good time and where applicable.
- Most filming activities can only be carried out on the public highway (including footpaths) with the licence consent or permission of Hertfordshire County Council. They must be notified if the production requires roads to be closed, there is likely to be an obstruction to traffic, the placing and use of objects/structures on the highway for the purpose of filming or the removal or alteration of road signage, including erecting temporary directional signage to lampposts etc.
- Full details of the processes and timescales to be followed can be found on Hertfordshire County Council's website.

Hertfordshire County Council Highways, Network Management Team:

Email: filming@hertfordshire.gov.uk

Tel: 0300 123 4047

- If you wish to check in advance to establish any highway works in the vicinity of your proposed filming, please call Hertfordshire Highways on 0300 123 4047 or visit: www.roadworks.org
- Whilst the DSAG application will inform emergency services, the emergency services and any other organisations depicted within filming must be informed in advance. The emergency services must also be informed and guidance sought when filming the following:
 - staging crimes, accidents or using firearms, including replicas
 - impersonating police officers, fire officers or ambulance staff
 - the use of special effects, pyrotechnics or stunts



Hertfordshire Constabulary

Contacts: PC Eddie Matthews

Website: www.herts.police.uk

Email: Edward.matthews@herts.pnn.police.uk

Tel: 01707 806747

Filming in the Old Town, Hemel Hempstead

Please note that it may not always be possible to agree to filming requests in the Old Town High Street during the month of December and other times of high retail activity, due to the sensitivities around the disruption to retailers.

There is a separate Old Town Protocol for filming here which will need to be adhered to, available from the Filming Officer.

The Old Town Hall is available for filming, or use as a crew base, and may be able to assist with the supply of Marshalls. Please contact Dacorum's Filming Officer to arrange this.

Donations from production companies to Hemel Old Town Traders Association (HOTTA) and St Mary's Church will always be re-invested into the Old Town.

Use of Drones

Productions intending to use drones must seek the prior permission of the Civil Aviation Authority, seek permission from relevant landowners and us and inform the police once all permissions have been received. Further information is available from the Civil Aviation Authority's website.

Supporting the local economy

Whilst we recognise that production companies may wish to arrange their own location catering or other support services required, it improves relations with local businesses if crews utilise local coffee shops, restaurants and other local businesses wherever possible. A list of local contacts can be given by the filming officer if we understand your requirements.

Dacorum Filming Officer contact details:

Pippa Cawdron

Filming@Dacorum.gov.uk

Phone Number: 01442 531007 or 07814067111