



## Dacorum Borough Council – Filming Guidance

This guidance is intended to help Dacorum Borough Council (DBC) and prospective filmmakers 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, have not been made aware prior to filming taking place on council 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 therefore 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 [business@dacorum.gov.uk](mailto:business@dacorum.gov.uk) 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 premises or land, the relevant agencies and 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 land within the borough, please contact [business@dacorum.gov.uk](mailto:business@dacorum.gov.uk) to let us know.

Filming requests are coordinated by the Economic Development Team who can be contacted on 01442 531002 or by email [business@dacorum.gov.uk](mailto:business@dacorum.gov.uk)

### Notice Periods

We will aim to be as flexible as possible, but ask that a minimum of 5-10 working days be given to process a standard application. More complex, larger or multi-location shoots will take more time to approve and therefore 20 working days is preferred.

### 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 Code of Practice 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.

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 Dan Rodger on [dan.rodger@dacorum.gov.uk](mailto:dan.rodger@dacorum.gov.uk) or call 01908 223505 for further details.

### **Other agency approvals**

It is the production company/film makers responsibility to seek the approval of other agencies in good time and where applicable.

### **Hertfordshire Highways**

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](mailto: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](http://www.roadworks.org)

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](http://www.herts.police.uk)

Email: [Edward.matthews@herts.pnn.police.uk](mailto:Edward.matthews@herts.pnn.police.uk)

Tel: 01707 806747

### **Filming in the Old Town, Hemel Hempstead**

Please note that it may not be possible to agree to filming requests in the High Street during the month of December, due to the sensitivities around the disruption to retailers during this key period.

### **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](#)

### **Catering**

Whilst we recognise that production companies may wish to arrange their own location catering, it improves relations with local businesses if crews utilise local coffee shops, restaurants and other local businesses wherever possible.