



FINCHINGFIELD PARISH COUNCIL COMMERCIAL FILMING & PHOTOGRAPHY POLICY

A number of open spaces owned or managed by Finchingfield Parish Council are used both privately and commercially by individuals, groups and organisations.

This policy does not seek to address the use of photography, cameras or filming in any private capacity and members of the public and the media do not need a permit to film or photograph in public places. The police have no power to stop them filming or photographing incidents or police personnel and the police's powers are covered under appropriate laws and legislations.

This policy seeks to manage and control the commercial use of filming and photography in areas within the Council's management and/or ownership. All projects planned for filming in areas managed by Finchingfield Parish Council require permission and, with the exception of schools, charitable organisations and news bulletins, a fee may be applicable.

Road closures/ Filming on highways

Neither we or Essex Highways have the legal powers to close roads for filming. Without a permit, it is legal to close a road for up to 15 minutes but only once in each hour with full, safe traffic management procedures and ideally managed by a specialist professional traffic management company. The same applies for pavements.

You will need to obtain permission from Essex Police for any filming which may take place or interfere with the highways.

Filming considerations and permissions

Finchingfield Parish Council are happy to assist with your project but please note you are responsible for the following:

- No cables on the highway
- Don't obstruct the public highway including footpaths
- Don't block fire exits or entrances to buildings
- Ask permission to film any frontage of shops/businesses
- Keep crew to a minimum
- If filming on/ in private property or land, ask permission of the landowners
- Seek permissions from any other 3rd parties, including Essex Highways and Essex Police where appropriate.

We are unable to grant permission for building and outdoor spaces owned by third parties. Please contact the respective owners or managers of these areas for details of restrictions or permissions. The procedure deals only with those areas under the direct ownership or management of Braintree District Council.

Procedures and fees – filming and photography

For applications and permission for filming, please fill in our online form to provide us with details of your proposed project. We will then get in touch with you to discuss your project further.

e-mail: clerk@finchingfield-pc.gov.uk



To progress further with your application, we will need the following information:

- A purchase order number if applicable
- Details of the film-maker's public liability insurance
- Risk assessment associated with proposed activities
- Confirmation that the local police have been informed if applicable
- Confirmation that highway users will at no time be obstructed or distracted
- An address for invoice, should an admin fee be required
- Confirmation that any highways permissions have been sought

For any further queries please email clerk@finchingfield-pc.gov.uk

If the proposed activities are sufficiently complex, extensive or sensitive to necessitate the presence of a Council representative, an admin fee will be required and levied at an additional cost of £50.00 per hour. Exclusive use of filming in outdoor spaces will not ordinarily be granted and the facility will remain open to the public except in exceptional circumstances or in agreement with the council and the production company.

Filming in residential areas is problematic and this would need to be discussed further. Notice must also be given if there is a risk that filming might incorporate images of the public, particularly children.

All filming will be reviewed on a case by case basis, and you will receive a written confirmation from us along with an invoice for payment if applicable which should be paid within 30 days of the invoice date.

Ideally, we would require at least 1 weeks' notice to process a filming or photography application.

Donation Charges (All prices plus VAT)

Open air car parks	£30.00 per hour, £200 per day
Parks and open spaces – Commercial hire	£110 per hour
Parks and open spaces – Non commercial hire	£55 per hour
Parks and open spaces – Commercial filming	£600 per day, £375 per half day
Parks and open spaces – Non commercial filming	£340 per day, £180 per half day
Finchingfiled Village Hall Full building hire including use of kitchen and 2x BDC staff	£2000 per day £1800 per day for period of 2-5 days Longer length of hire, POA
Finchingfiled Village Hall single room hire	£50 per hour, £325 per day (rates for filming only)
Fees for longer periods of filming or commercial photography are available on request	

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Permission to film itself does not give endorsement of the filming, the company or the activity by Finchingfield Parish Council. This process seeks to confirm permissions have been obtained from the Council to protect our spaces and buildings as well as our residents.

Finchingfield Parish Council accept no Liability as to claims from and to the Film company mentioned.