



## Student filming on BCP Council land

BCP Council Events Team are responsible for managing filming on Council run leisure land in Bournemouth. In order to restrict the number of applications received and ease the filming process the Events team has set up a 'Traffic Light' system in conjunction with Bournemouth University which identifies the filming activities that need to have council or police permission. Details of the system are detailed below:

### **'Green' Applications - No need to inform the Council or Police**

- One group of students filming - up to 10 people in total including actors & crew
- Maximum 5 hours on site including set up, filming and break down
- Please note shoots taking place in Bournemouth Square, Lower Gardens or Pier Approach, will mean your filming will fit into the Amber criteria
- Please note shoots taking place on Nature Reserves to include Hengistbury Head, Turbary Common, Kinson Common, Redhill Common, Boscombe Chine Gardens, Pugs Hole, East Overcliff, Stour Valley, Millhams Mead, Iford Meadows, will mean your filming will fit into the Amber criteria

### **'Amber' applications - Students must apply to BCP Council Events Team for permission to film**

- Filming will take more than 5 hours on site including set up, filming and breakdown
- 10 or more people involved in total including actors & crew
- Shoots taking place in Bournemouth Square, Lower Gardens or Pier Approach
- Shoots taking place on Nature Reserves to include Hengistbury Head, Turbary Common, Kinson Common, Redhill Common, Boscombe Chine Gardens, Pugs Hole, East Overcliff, Stour Valley, Millhams Mead, Iford Meadows
- Moving vehicles
- Confrontation/Low levels of violence
- Filming of children (Under 18's)
- Animals
- Laying track way or constructing anything on site

### **'Red' Applications - Students must apply to the BCP Council Events Team and Dorset Police**

**Please note**, 'red applications' will only be accepted in exceptional circumstances. Please contact the Events Team on 01202 451718 or by email at [events@bcpcouncil.gov.uk](mailto:events@bcpcouncil.gov.uk) to discuss further.

- Pyrotechnics
- Extreme violence

- Visible drug taking
- Car chases/Car crashes

**PLEASE NOTE THAT FILMING INVOLVING GUNS OR KNIVES WILL NOT BE ALLOWED ON COUNCIL LAND.**

If your filming fits into either the Amber or Red criteria above you will be required to complete an application for filming which can be obtained from BCP Council's Events Team. Please contact them on 01202 451718 or by e-mail at [events@bcpcouncil.gov.uk](mailto:events@bcpcouncil.gov.uk). A copy of your Risk Assessment must also be submitted prior to filming being approved. For filming that fits into the Red category, applicants must also submit a script for the filming and a detailed overview of how the activity will take place as part of the filming, how it will be safely managed, risk assessed and the reason why it is essential to the filming. Once the application, risk assessment and any other required documents have been received, the Events team will check with the relevant Council department (e.g. Parks, Seafront, Town Centre) and confirm that the filming may proceed by issuing a Letter of Agreement to you which you will need to sign and return.

## **General Guidelines for Student Filming**

The following guidelines apply to all filming:

1. A minimum of five working days' notice is required to allow sufficient time to liaise with Council Departments. We will not process applications outside this time frame and will advise your tutor that this has been refused.
2. A copy of your SISO risk assessment must be carried with you at all times during your shoot, and be provided to a Council Officer if asked.
3. A minimum of one individual on **ALL** filming shoots must be wearing a high visibility jacket with 'Bournemouth University Filming Student' on the back so that you are easily identifiable. These are available from your tutors at the University.
4. Filming cannot take place during school holidays, or weekends in peak season (June to September inclusive) or on bank holidays.
5. Filming during other events such as the Bournemouth Air Festival can only proceed with the organisers permission. Students must be sensitive to other events.
6. Public Footpaths, walkways and cycle lanes cannot be blocked by filming.
7. If you are requested to move by a Council or Police Officer, you must comply. Furthermore, you must follow the direction of Council Officers, if requested, when on site.
8. Members of the public (including children) cannot be filmed without gaining written consent in the form of a release form.
9. Vehicle access will not be granted for pedestrian areas and/or green spaces. Car Parks will be charged at their usual rate.
10. For any filming using vehicles, drivers will be expected to comply with the Highway Code at all times and have a valid vehicle insurance.
11. No temporary structures can be erected on site without prior written permission from the Events Department. Street furniture is only to be used for the purpose for which it has been designed.
12. Reinstatement - you are responsible for ensuring that the area is left in the same condition as was found. Any rubbish from the filming must be removed from site, Council bins are not to be used. Any reinstatement works required including additional litter picks will be charged for.

13. Please remember that these spaces are for the use of the general public and they must take priority and not be inconvenienced or asked to move on. Access must be maintained at all times during your filming.
14. Bournemouth Borough Council reserve the right to alter the filming location at short notice due to operational requirements.

**BCP Council's Events Team**

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Tel: 01202 451718 E-mail: [events@bcpcouncil.gov.uk](mailto:events@bcpcouncil.gov.uk)**