



# Film Charter for East Lothian Council

## In association with Film Edinburgh

East Lothian Council and Film Edinburgh (the Edinburgh Film Office) are committed to facilitating services to the film and television industries. Their commitment is shown by their adoption of this Charter.



[filmedinburgh.org](http://filmedinburgh.org)

## **1. Coordination and communication**

Film Edinburgh is set up to market East Lothian (and the neighbouring local authorities of Edinburgh and the Scottish Borders) as a filming location, to facilitate the production process and to monitor the economic impact of filming thereafter. Therefore all initial filming inquiries should be made to Film Edinburgh. If contacted directly, council services and Police Scotland should enquire if the production has registered with Film Edinburgh and, if necessary, assist the production to do so. Film Edinburgh will assess the requirements of the Production and refer details and production personnel to relevant council services and Police Scotland.

Large-scale filming will result in additional work for council and Police Scotland personnel. However, in association with Film Edinburgh, council services have developed procedures and paperwork to minimise this impact on their workload. Each council service will have a nominated liaison person with provision being made for an alternate staff member to handle these duties when the designated liaison is on leave or otherwise unavailable. Procedural continuity and mutual understanding between Film Edinburgh, local authorities and filmmakers will result in clear guidelines and channels to achieve necessary requirements for all involved parties. All services and officials are expected to be as cooperative as possible in dealing with filmmakers' requests.

## **2. Exterior Filming**

### **2.1. Pre-production meetings**

In circumstances where filmmakers' requests require inter-divisional, inter-service and inter-agency coordination, Film Edinburgh will arrange a pre-production meeting involving key personnel from the production company and the appropriate service liaison officers for the purposes of advising on and coordinating filmmakers' requests.

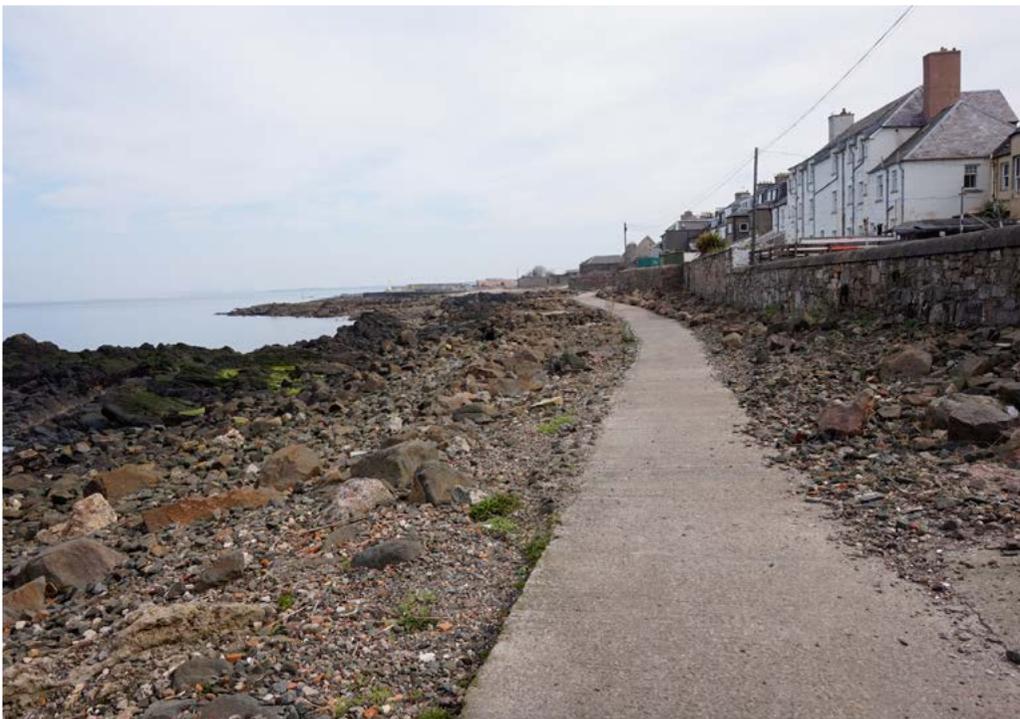
**2.2** The facilitation of exterior filming and its requirement for traffic management and unit parking is the major area of interaction between public services and filmmakers. Inter-service and agency cooperation are already part of the infrastructure of the county and the same level of cooperation will be applied to requests from filmmakers (i.e. Police Scotland and relevant council services will work together in facilitating filmmaking, and where appropriate Road Services will notify all Emergency Services and public utilities of all significant filming on the streets of East Lothian). In addition, the Police liaison will be expected to provide guidance with respect to the staging of crimes, accidents or use of firearms.

East Lothian Council understands that production companies will have different levels of requirements with full and final details often only being available after the filmmaker's technical reconnaissance. Production companies will be advised at every stage by Film Edinburgh, Road Services and Police Scotland about feasibility of requests, permits (if required) and deadlines.

Every effort will be made to facilitate filmmakers' requests under the statutory requirements of the appropriate health and safety and road traffic regulations.

**2.3** Where Police Scotland resources are considered necessary for purposes such as crowd control and traffic supervision, filmmakers will be advised to apply for Police services. Police Scotland will endeavour to facilitate such requests subject to operational commitments. A fee will be charged to the Production Company for these Police services and remitted to Police Scotland.





### **3. Fees and Indemnities**

The council are obliged to realise 'best value' on returns from property rental and services. In recognition of the high value of the economic benefit brought into the area on a wider scale by film work, fees for use of council property and services will be charged at an appropriate rate.

#### **3.1 Use of council property as locations**

Use of council property as a film location will be facilitated by council services wherever feasible; security, confidentiality, daily work requirements and schedules allowing. Location fees will reflect disruption and dedicated personnel time and will be negotiable. Film Edinburgh will provide ongoing advice on fees.

#### **3.2 Council policy regarding fees for use of council services**

The council will only charge production companies for materials, permits and dedicated personnel time (ie extra payment to council staff, such as overtime). These charges will reflect only recoupment of actual costs to the county.

**3.3** An estimate giving details of all such charges will be presented to the production company in advance of filming. Contingency should be made by both parties to allow for additional requests and changes by the production company. Cost breakdown estimates will be updated as soon as such information is received and copied to the production company. Once filming is complete, a full and detailed account should be issued to the Production Company for payment.

**3.4** Production Companies will be required by East Lothian Council to carry Public Liability Insurance with an adequate limit of indemnity (no less than £10 million) and all other insurances required by law. Any filming undertaken and associated liability there from is the sole responsibility of the production company and its employees.

**3.5** Each production which requests to film in East Lothian will be obliged to abide by a Code of Practice. The Production Company and its employees will be required to work in a courteous and responsible manner in dealing with East Lothian's citizens, businesses and council. Each service liaison person should be familiar with the Code of Practice and inform Film Edinburgh of any violations.

**Rosie Ellison**  
Manager, Film Edinburgh

**Angela Leitch**  
Chief Executive, East Lothian Council