

THE CITY OF EDINBURGH COUNCIL
PARKS, GREENSPACE AND CEMETERIES
FILMING APPLICATION

PERMISSION TO FILM IN A PARK OR GREENSPACE

Charges from April 2019 to March 2020

Filming over four hours **or** a crew/cast of six or more – **From** £132 per hour

Filming up to four hours **and** crew/cast of five or less – **Administration fee of £50 + VAT = £60**

Student filming and photography up to four hours – **Free**

Student filming and photography over four hours – **From** £53

Wedding Photography Dependant on numbers attending and/or vehicles **From** £80

Vehicle Access to Calton Hill – fee £100 + VAT = **£120**

An additional fee of £50/hour + VAT = £60 for out of hours access

You will be invoiced by the Council for filming/photography permission. All charges are re-invested into improving our city's parks.

PERMISSION TO FILM IN A CEMETERY OR GRAVEYARD

Charges from April 2019 to March 2020

City Centre Cemeteries – Greyfriars Kirkyard, Calton Old and New Cemeteries, St Cuthbert's Churchyard etc – **from** £250 / hour

All other cemeteries – **from** £125 / hour

Actual costs will be confirmed on receipt of each application

Please note - You will be invoiced by the Council for filming/photography permission. All charges are re-invested into maintaining and improving our city's cemeteries and graveyards.

INFORMATION ABOUT THE ACTIVITY

Venue

Film Title

Set up Date and time

Start Date of filming

End Date of filming

De-rig/off site time

Total No of expected attendees / day

No. and type of vehicles

Please provide a description of your activity which must include total number of participants (including crew), access and infrastructure requirements, vehicles and equipment, scenes to be shot (special effects, animals, fire arms, nudity, etc), promotional value of the activity to the city and where the film/photographs will be shown.

Contact Information

Organisation/Company

Invoicing Address

Town/City

Post Code

Contact Name

Contact Telephone No. and email

Conditions of application

Please be advised you must agree to the following statements before your request will be considered by the Council. You should indicate your agreement by placing an X in each of the appropriate statement check boxes. We are unable to accept incomplete applications.

- I confirm that should permission be granted I will supply prior to the activity a copy of the appropriate risk assessment to: parks@edinburgh.gov.uk
- I confirm that I am familiar with the requirements of the Protection of Children (Scotland) Act 2003 and I know I have a legal duty to ensure that anyone recruited in a "child care position" has not been placed on the Disqualified from Working with Children list.
- I confirm that any charge, reinstatement bond or any additional costs be incurred these can be invoiced directly to the address supplied above.
- I confirm that I am familiar with the requirements of the Equality Act 2010, the Council's Park Management Rules, Tree Protection Policy and Recycling/Litter Management Policy and will adhere to them.
- I confirm that I have read and agree with the attached Conditions regarding filming in a cemetery/graveyard and that I will abide by these conditions.

To be completed by commercial organisations only:

I confirm that I will arrange a minimum of £10million third party public liability insurance for this activity, a copy of which will be emailed to parks@edinburgh.gov.uk prior to the start date.

Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent filming/photography.

More details about the Council's data protection arrangements and your rights as data subject can be found on our website: <http://www.edinburgh.gov.uk/privacy>"

Parks, Greenspace and Cemeteries Filming Guidelines

Indemnity

The Production Company agrees to indemnify the City of Edinburgh Council against all losses, claims, demands, actions, proceedings, damages costs or expenses or other liability directly arising as a result of the activities of the Production Company or any breach of any of the obligations in this Notice.

Insurance

The City of Edinburgh Council requires all filmmakers to have a minimum of 10 million pounds Comprehensive General Insurance and Public Liability insurance.

Application Process

Applicants should liaise with the Edinburgh Film Office (Film Edinburgh) in the first instance, dependant on the size and scope of the filming, event plans and risk assessment may be required.

Once first stage approval has been agreed in principle, the Productions will be put directly in touch with the relevant site officer to discuss logistics and, for the larger/ more complicated requests, a site meeting will be set up before final approval may be given.

Dependant on the size, scale and impact of the production, a consultation exercise may be required.

Notice period

For large-scale productions, a minimum notice period of 4 weeks is advised.

For smaller productions, a minimum of 7 days' notice is preferred.

Fees

The City of Edinburgh Council is obliged to realize 'best value' on returns from property rental and services. In recognition of the high economic value and PR benefits accruing to the city from film work, fees for use of Council property and services will be charged within UK market norms for film work.

The fee charged will cover administration and Parks, Greenspace and Cemeteries staff members' time for site visits during prep and while on-site filming is taking place.

The Production agrees to:

1. No filming without the written permission of Parks, Greenspace and Cemeteries.
2. The location and scope (size of crew, action to be filmed, stunts, large equipment) of the filming within the cemetery must be defined in advance and agreed in writing in advance by and authorised member of Parks, Greenspace and Cemeteries staff.
3. Obey Parks, Greenspace and Cemeteries representatives present during filming. (The City of Edinburgh Council reserves the right to warn of any inappropriate filming activity or crew behaviour. If warning is not acted upon immediately, Parks, Greenspaces and Cemeteries reserve the right to shut down filming.)
4. Carry out all filming activity at the location/s in accordance with current health and safety legislation and provide a copy of all risk assessments.
5. The site must be free of all litter and debris on completion of the filming event.
6. Not damage the existing fabric, design or layout of the location(s). Accidental damage caused by your filming must be reported to the Parks, Greenspace and Cemeteries representative who will arrange to make-good to the reasonable satisfaction of the Council. It is the responsibility of the Council to repair any damage and these costs will be recharged to the production team.
7. City of Edinburgh Council reserves the right to cancel any agreed filming at short notice due to service requirements.

All charges are re-invested into maintaining and improving Edinburgh's parks and greenspaces.

City of Edinburgh Council Filming Guidelines specifically relating to filming in Cemeteries

The City of Edinburgh Council's Parks, Greenspace and Cemeteries Team manage the majority of cemeteries in Edinburgh with some notable exceptions eg the Dean Cemetery and Mount Vernon Cemetery. In most instances filming can be accommodated, core cemetery activity allowing, but this is dependent on The Production agreeing to work within the following rules:

1. Where required an authorised Parks, Greenspace and Cemeteries representative must be in attendance during filming in cemeteries.
2. In active cemeteries, the number of consecutive days, including preparation, filming and clean-up will be limited to reflect the fact that burials take precedence.
3. No large trucks will be permitted in cemeteries without prior arrangement or the permission of Parks, Greenspace and Cemeteries. Where permission is granted, the production must employ a qualified banksman when moving vehicles and a vehicle management plan will be required if permission is granted.
4. Be respectful and courteous to all visitors to the cemetery and avoid disturbing mourners. Filming must not focus on individual members of the public without their permission and a release form being completed.
5. Not to focus on any one headstone without the permission of the family of the deceased.
6. No equipment should be placed on any grave or memorial at any time.
7. Production team should not interfere with any memorials. These have all been inspected and are safe however that doesn't mean they will resist additional weight, a sudden shock or impact.
8. It is a requirement that full information on the subject of the production and the scenes to be shot in the cemetery location is supplied. In the case of dramas, relevant script pages must be included on request.

All charges are re-invested into maintaining and improving Edinburgh's cemeteries and graveyards.

Any additional work performed by Parks, Greenspace and Cemeteries staff required by the production (e.g. the digging of a mock grave) will be charged back to the film company at cost.