

## THE CITY OF EDINBURGH COUNCIL

### FILMING APPLICATION 2023/24

#### **Contact Information**

Organisation / Company	
Address	
Town /City	
Postcode	
Contact Name	
Contact Tel No	
Contact Email	
Invoice Details (if different from above)	

#### **Information about the activity**

Production Title	
Type of Filming (e.g. drama / factual / commercial / short)	

Please complete a section below for each location you wish to film in. Feel free to add more pages if more locations are needed. Note the list of enclosures and conditions of application at the end of the form.

Charges & fees can be found at the back of this form. Please provide a PO number if required once filming has been approved.

Drone users should follow the Council's [drone policy](#) and provide paperwork requested.

Completed application forms & documentation should be returned to:

[film@edinburgh.gov.uk](mailto:film@edinburgh.gov.uk)

<b>Name / address of location 1</b> (please provide map)	
Set up date & time	
Shoot date & time	
Shoot end date/time	
De-rig/off site time	
Total no. of crew/talent on site	

**Description of Activity and Method Statement**

*Points to consider:*

- Description of scenes to be shot (including special effects, animals, firearms/weapons, nudity etc).
- Access and infrastructure requirements (incl. drones\*)
- Land management operations / car parking / transport / closures
- Marshalling and communications with public/stakeholders
- Toilets, litter collection.
- First Aid / Medical cover
- Carbon reduction production practices
- [Scottish Outdoor Access Code](#)

**Enclosures**

(please check as appropriate)

- Public Liability Insurance min. £10M (required for all filming)
- Risk Assessment
- Map / Diagram of proposed activity
- Traffic management drawings

- Road occupation permit
- Parking plans
- Notification letters
- Drone paperwork

### ***Conditions of application***

Please be advised you must agree to the following statements before your request will be considered by the Council. Please indicate your agreement to the following statements.

- I confirm that filming complies with the terms within the [Code of Practice for Filming in Edinburgh](#) and relevant Annexes
- I confirm that filming complies with [Health and Safety Regulations HSE INDG360](#)
- Where filming involves children: 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 childcare position has not been placed on the 'disqualified from working with children' list.
- Where filming takes place in Parks and Greenspaces, I confirm that I am familiar with the requirements of the [Equality Act 2010](#), the Council's [Parks Management Rules](#), and [Tree Protection Policy](#)
- I confirm that the production will adhere to [Scotland's single-use plastics ban](#).
- I confirm that should any charge, reinstatement bond or any additional costs be incurred, these can be invoiced directly to the address above.

## ***Fees and Charges for Filming Activity***

**April 2023 to March 2024**

*(All fees subject to VAT)*

<b>Film Office administrative fee</b>	
Crews of 40-100:	£250
Crews of 100-200:	£500
Crews of 200+:	£1,000
Edinburgh / East Lothian / Scottish Borders-based production companies	No Charge
<b>Notice of No Objection</b>	
Crew size <10	£50
Crew size 11-24	£150
Crew size 25-74	£300
Crew size 25+ per block (TV dramas)	£250
Crew size 75+	£500
<b>Roads Services</b>	
TTRN (up to 5 days duration)	£610
TTRO (greater than 5 days duration)	£815 + advertising costs
Crane	£100 for the first day, £55 per additional day
Crane (to erect a tower crane)	£150 for the first day, £55 per additional day

Scaffolding permit	£190 (< 28 days). A further £200 will be charged if a site or office meeting is needed.
Cabin/Container/Site Hut	<1 month: £225 per unit
Excavation (Section 56)	£370
Traffic signals on/off	Mon-Fri 0700-1730: £150 per switch on, £150 per switch off.  Mon-Fri 1900-2000, Sat-Sun & Public holidays: £300 per switch on, £300 per switch off.  Short notice (under 5 days) £450 per switch on & off.
Suspension of parking bays	Charged at the relevant hourly pay & display rate for all operating hours during the period of suspension.
<b>Locations: Parks</b>	
Filming up to four hours and crew/cast of five or less	£69
Filming (arrival to departure) over four hours or a crew/cast of six or more. NB large-scale filming may require a bond plus legal services per contract.	£172/hr
Drone filming permission (secure ground area)	£166/hr
Student filming / photography up to four hours and crew/cast of five or less	£0

Student filming/photography over four hours or crew/cast of over five	£69
Staff attendance (if required)	£70/hour
Vehicle access (e.g. Calton Hill, Bonaly Country Park).  NB 4x4 vehicle required with insurance to cover off-road driving. Please provide evidence.	£122 + £66 for out-of-hours access if required.
<b>Locations: Cemeteries</b>	
Small-scale filming (documentaries, travel shows, GVs, Interviews, <6 people)	Notice of No Objection: £50
Large-scale filming (drama/commercials) in a city centre cemetery (Greyfriars Kirkyard, Calton Old / Calton New and St Cuthbert's)	£321/hr (infrastructure, equipment, legal costs)
Large-scale filming in any other cemetery	£160/hr (infrastructure, equipment, legal costs)
Student filming / photography up to four hours and crew/cast of five or less	£0
Student filming/photography over four hours or crew/cast of over five	£69
Staff attendance (if required)	£70/hour