

Film Edinburgh

Film Office for Edinburgh, East Lothian and the Scottish Borders

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 one page 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.

Completed application forms & documentation should be returned to:

film@edinburgh.gov.uk

Name / address of location 1 (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 (e.g. www.wearealbert.org)
- [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](#) 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.
- I confirm that I am familiar with the requirements of the [Equality Act 2010](#).
- 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)

Film Office administrative fee	
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
Notice of No Objection	
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
Road closures and ITC	
Scottish Borders:	
East Lothian:	
Council countryside locations	
East Lothian Council locations	£350/half day
Scottish Borders Council locations	£368/half day