

FILM CHARTER

for The City of Edinburgh Council
October 2023



Contents

Contents	1
Foreword	2
Introduction	3
Coordination and communication	3
Parking, traffic management and exterior filming	4
2.1 The facilitation of exterior filming	4
2.2. Pre-production meetings	4
2.3 Police Scotland	4
Fees and Indemnities	6
3.1 Use of Council property as locations	6
3.2 Council policy regarding fees for use of Council services.	6
3.3 Quotations	6
3.4 Public Liability Insurance	6
3.5 Code of Practice for Filming	6
3.6 Film content	6

Foreword

*It is a source of real pride that Edinburgh attracts high profile film and TV productions that project our remarkable city onto screens around the UK and the world. Classic films like the *Pride of Miss Jean Brodie*, show Edinburgh's spectacular backdrop. Recent productions filmed in the city include the *Avengers: Infinity War*, *Frankenstein* and *Outlander*. It is fantastic to see visitors in Edinburgh who have been captivated by films and literature set in or inspired by our city.*

We welcome filming not only for the on-screen promotion and tourism benefits but also for the direct economic impact from filming, the employment and commercial opportunities it brings to our city's creative industries, local businesses and residents. Our positive reputation as a filming destination is supported by both our Film Charter and our Code of Practice for Filming which sets out guidelines for successful filming within our community, ensuring the continuation of the city's film-friendly credentials.

The interest in our beautiful capital city as a filming location looks set to grow and we look forward to working with many more exciting productions over the coming months and years.



Councillor Margaret Arma Graham

Convenor of the City of Edinburgh Council's Culture and Communities Committee

Introduction

The City of Edinburgh Council is committed to facilitating services to the film and television industries.

Their commitment is sealed by their adoption of this charter.

Coordination and communication

All initial contact by commercial film, television and commercials productions should be made directly with Film Edinburgh, The City of Edinburgh Council's film office. Film Edinburgh's remit is to market the City of Edinburgh (and the neighbouring local authorities of East Lothian and the Scottish Borders) as a filming location, to facilitate the production process and to monitor the economic impact of filming therefrom. If contacted directly, Council services, ALEOs and contracted service providers should enquire if the production has registered with Film Edinburgh and, if necessary, assist the production to do so. Film Edinburgh will establish necessary links with production personnel, analyse the film script and shooting schedule, and will determine in conjunction with production personnel which departments and agencies are likely to be impacted by the production.

Large-scale filming will result in additional work for Council personnel. However, in association with Film Edinburgh, Council services will develop 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 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.

Parking, traffic management and exterior filming

2.1 The facilitation of exterior filming

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 City and the same level of cooperation will be applied to requests from filmmakers. Relevant Council services and, where appropriate, ALEOs and contracted service providers will be provided with information from the production company regarding all aspects of exterior filming within their jurisdiction and will work together in facilitating filmmaking, and Road Services will notify all Emergency Services and public utilities of all significant filming on the streets of Edinburgh. In addition, Police Scotland liaison will provide guidance with respect to the staging of crimes, accidents or use of firearms.

The City of Edinburgh 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 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.

2.2. Pre-production meetings

In circumstances where the level of filming activity will have a significant impact on the general public or on departmental activity, Film Edinburgh will arrange a pre-production meeting involving key personnel from the production company and the appropriate service liaison officers. The purpose of the meeting will be to advise on and coordinate filmmakers' requests, agree a schedule that can be serviced by all parties, and prepare contingencies for potential schedule changes. Emergency services will be involved where street closures are planned, Police Scotland where the staging of crimes, accidents or use of weapons are intended, and Fire Scotland where use of fire hydrants, special effects, fires or pyrotechnics are planned.

2.3 Police Scotland

Where Police Scotland deems it necessary for there to be a Police presence for public safety purposes, filmmakers will be advised to apply for Police services. Police Scotland will charge a fee to the Production Company for these resources.



Fast 9 filming Waterloo Place 2019, © Film Edinburgh

Fees and Indemnities

The Council is 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 within the UK market norms for film work.

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 charge production companies for materials, permits and dedicated personnel's time where required. These charges will reflect recoupment of costs and will be line with published service charges.

3.3 Quotations

An estimate giving details of all such charges will be presented to the production company in s.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 Public Liability Insurance

Production Companies will be required by the City of Edinburgh 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 Code of Practice for Filming

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

3.6 Film content

The Council shall not permit or otherwise the use of public facilities based on approval of the script, except where a law is being violated, where the production could bring the Council or ALEO into disrepute, and in exceptional circumstances. Specifically included in the exceptions are Social Work residential day units and fieldwork offices containing confidential information, and Council or ALEO locations where there is a judicial process. The review of scripts by Council or ALEO officials will be for the purposes of production coordination and assistance. Film Edinburgh will give assistance to any official seeking guidance on this matter. No production which may bring the Council or ALEOs into disrepute shall be permitted to use Council or ALEO locations.