

TAYScreen.COM

SCOTLAND

Screen Commission for Fife and Tayside

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Production Code

@01.01.06

Thank you for coming to Fife and Tayside

We want to help you

Please:

Be Safe

Be Insured

Care for People and Locations

As set out here.....

**Joint Venture between
The Councils of Angus, Dundee City,
Fife and Perth & Kinross**

**Supported by
Visit Scotland
Member of the
Scottish Locations Network**



PROJECT PART-FINANCED
BY THE EUROPEAN UNION

Europe and Scotland
Making it **work together**

CODE OF PRACTICE: MEDIA PRODUCTION IN FIFE AND TAYSIDE @01.07

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Who Does What in this Production Code

The **Production Company** is the person or company carrying out media production of any type in the region covered by TayScreen.

TayScreen is a joint venture between the **Councils for Angus, Dundee City, Fife and Perth&Kinross** and is the official screen office for the region. TayScreen is part-financed by the **European Union**. TayScreen is a member of the Scottish Locations Network and the European Film Commission Network.

Part A LIABILITY AND INSURANCE

1. Liability

The Production Company is solely and fully liable for every aspect of its production work and any liability arising from it and agrees to carry out production in accordance with this Production Code. The Production Company is advised to employ a professional production or location manager.

2. Insurance Cover

The Production Company shall provide written evidence of adequate public liability insurance and any other relevant insurances on demand to anyone affected by the activities of the Production Company.

Part B NOTICE OF PRODUCTION AND PERMISSIONS

1. Notice of Production

The Production Company should, wherever possible, arrange to consult with and give at least one week's notice in writing to all parties likely to be affected by production activity.

2. Applying for Permissions through TayScreen

2.1 Permissions Required

The Production Company must obtain permission in advance of production work from each relevant location owner and public and private authorities including Fife and Tayside Police, the emergency services for Fife and Tayside and departments of the Councils in Fife and Tayside such as Environmental Health and Roads. After the grant of permissions, the Authorities may agree additional conditions with the Production Company if circumstances affecting any location make this necessary.

2.2 Apply through TayScreen

Production Companies can obtain information on permissions required and apply through TayScreen by providing the Information Required below at 2.3 and, if relevant, complying with the requirements below at:

3. for Fife and Tayside Police;
4. for the Emergency Services;
5. for Environmental Health and Safety; and
6. for Roads, Parks and other public spaces.

2.3 Information Required

Production Companies must inform TayScreen of the following:

2.3.1 Production Company

Name of Production Company, production type, contact name and details.

2.3.2 Production Plan

Outline production plans and shooting schedule.

2.3.3 Scale

Including number of personnel, vehicles and any contractors or sub-contractors involved.

And must inform TayScreen if production proposes to involve any of the following:

2.3.4 Roads, Parks or other public areas

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Use of public roads or footpaths, parks, other areas accessible to the public or areas under the control of any of the Authorities.

2.3.5 Special Effects, Stunts and Public Safety

Use of any special effects, plant, equipment, structures, procedures or substances and any of these activities that could endanger or cause nuisance or disruption to members of the public including inflammatory material, smoke, cranes, noise, music or lights.

2.3.6 Controversial or Sensitive Subjects

Subjects which may cause public concern, be controversial or involve children or animals.

2.3.7 Catering

Any mobile catering unit that will operate for more than 5 days in any calendar month.

3. Fife and Tayside Police

3.1 Information Required

The Production Company may be required to discuss production work with Fife and Tayside Police and, in particular, must obtain advice from Fife and Tayside Police on:

- 3.1.1 Staging of crimes, accidents or use of firearms
- 3.1.2 Dressing of artistes in police uniforms

3.2 Uniform Requirements

As it is an offence to impersonate a police officer, cast members should be asked to cover such uniforms when not immediately required for production.

4. Emergency Services

4.1 Information Required

The Production Company must notify the Emergency Services of production work, maintain access at all times for emergency vehicles and comply with all fire precautions in operation at any premises unless otherwise agreed by the Fire Brigade.

4.2 Further Information Required for Fire Brigade

Where relevant the Production Company must advise the Fire Brigade of:

- 4.2.1 Any likely disruption to traffic due to road closures during filming
- 4.2.2 Use of fire hydrants, special effects, fires or explosions, and
- 4.2.3 Impersonation of fire officers or use of vehicles with the appearance in any way of a fire tenders.

4.3 Further Information Required for Ambulance Service

Where relevant the Production Company must advise the Ambulance Service of the impersonation of ambulance staff or use of vehicles with the appearance in any way of ambulances.

5. Health and Safety

5.1 Compliance

The Production Company must ensure:

- 5.1.1 That they and any contractors or sub contractors comply with all current health and safety legislation during production work at every location, and appoint competent advisors to assist them as necessary to fulfil this requirement;
- 5.1.2 Public safety at all times;

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5.1.3 That suitable emergency arrangements are in place for first aid, fire, rescue and any other foreseeable emergencies.

5.2 Risk Assessment

The Production company must:

5.2.1 Carry out a risk assessment of all production activities at each location to ensure that any potential hazards to staff, contractors and the public have been identified and are adequately controlled;

5.2.2 Make these assessments available for inspection by occupiers and landlords, the councils, and others who could be affected by the activities of the Production Company;

5.2.3 Co-operate with other employers so far as necessary for them to comply with health and safety information and provide information on any risks to their employees or the public arising out of or in connection with the activities of the Production Company.

6. Roads, Parks and Public Spaces

The Production Company must obtain permission from relevant Authorities such as those responsible in any area for Roads, Parks or other public spaces and, in particular, must comply with relevant regulations for proposed activities including:

6.1 Removal, alteration and disguising of street furniture and road markings;

6.2 Parking of production vehicles in areas where restrictions apply including on roads marked with yellow lines, in metered bays or resident-permit bays.

6.3 Closure, restriction of access or causing any obstruction on any road, footpath or other public space.

C. TREATMENT OF LOCATIONS

1. Private Locations

The Production Company shall:

1.1 Keep location owners fully informed of production plans at all stages.

1.2 Agree with the location owner a written contract stating the terms of access to and use of the location including a reasonable rental amount in accordance with the budget of the film.

1.3 Discuss and agree with the location owner the details of any art department requirements including dressing and construction work affecting the location.

1.4 Provide protective materials or dust sheets to cover furniture and flooring

1.5 Advise crew and cast not to enter any areas as designated by the location owner.

1.6 Ensure that objects belonging to the location are not moved or removed without the express permission of the location owner.

2. Location Neighbourhood and General Public

The Production Company must advise cast and crew to:

2.1 Behave with courtesy towards the resident community and the general public in the area where they are working.

2.2 Use best efforts to notify properties adjacent to the location in advance by letter of production work.

2.3 Keep noise including that from generators or other power supplies to a minimum level, particularly during unsocial hours (normally from 22.00 to 08.00 on any day)

2.4 Observe standards of dress and language that will not cause offence to religious or other standards customary for the area where production work takes place.

2.5 Keep access to homes and businesses clear at all times.

2.6 Observe smoking and no-smoking areas and use ashtrays provided by the Production Company.

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- 2.7 Take all food and drink in appropriate areas designated by the Production Company.
- 2.8 Avoid taking access onto properties in the neighbourhood other than the location.

3. Care of the Environment

The Production Company must

- 3.1 Provide rubbish bins, to be cleared at regular intervals
- 3.2 Reinstall all signs and other street or location furniture on completion of production work
- 3.3 Remove all signs and other street or location furniture installed by or for the Production Company
- 3.4 Ensure that their activities do not cause harm or pollution to the environment where production work takes place

4. Security

As appropriate to the location or its situation, the Production Company must ensure suitable protection by security staff.

5. Re-instatement of Locations and Environment

The Production Company must make good any damage caused directly or indirectly by its activities immediately after production work to the satisfaction of the location owner or Authority, as appropriate, and must notify all parties concerned.