

# FILM CHARTER FOR THE CITY OF EDINBURGH COUNCIL

IN ASSOCIATION WITH

EDINBURGH FILM FOCUS



THE CITY OF EDINBURGH COUNCIL AND EDINBURGH FILM FOCUS ARE COMMITTED TO FACILITATING SERVICES TO THE FILM AND TELEVISION INDUSTRIES. THEIR COMMITMENT IS SEALED BY THEIR ADOPTION OF THIS CHARTER.



## 1 COORDINATION AND COMMUNICATION

Edinburgh Film Focus (EFF) is set up to market the City of Edinburgh and the surrounding area as a filming location, to facilitate the production process and to monitor the economic impact of filming thereafter. Therefore all initial filming inquiries should be made to Edinburgh Film Focus. If contacted directly, Council Departments and the Lothian and Borders Police should enquire if the production has registered with EFF and, if necessary, assist the production company to do so. Edinburgh Film Focus will assess the requirements of the Production and refer details and production personnel to relevant Council departments and Lothian and Borders Police.

Large-scale filming will result in additional work for Council and Lothian and Borders Police personnel. However, in association with Edinburgh Film Focus, Council departments will develop procedures and paperwork to minimise this impact on their workload. Each Council department 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 the EFF, local authorities and filmmakers will result in clear guidelines and channels to achieve necessary requirements for all involved parties. All departments and officials are expected to be as cooperative as possible in dealing with filmmakers requests.

## 2 EXTERIOR FILMING

### 2.1 Pre-production meetings

In circumstances where filmmakers' requests require inter-divisional, inter-departmental and inter-agency coordination, EFF will arrange a pre-production meeting involving key personnel from the production company and the appropriate departmental liaison officers for the purposes of advising on and coordinating filmmakers' requests.





2.2 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-departmental 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 (ie Lothian and Borders Police and relevant Council Departments will work together in facilitating filmmaking, and where appropriate Road Services will notify all Emergency Services and public utilities of all significant filming on the streets of Edinburgh).

The City of Edinburgh 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 Edinburgh Film Focus, Road Services and Lothian and Borders Police 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.

2.3 Where Lothian and Borders Police resources are considered necessary for purposes such as crowd control and traffic supervision, filmmakers will be encouraged to apply for special police services. Lothian and Borders Police will endeavour to facilitate such requests subject to operational commitments. A fee will be charged to the Production Company for these special police services.

### 3 FEES AND INDEMNITIES

The Council are 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 a film location will be facilitated by Council departments wherever feasible; security, confidentiality, daily work requirements and schedules allowing. Location fees will be negotiable and will reflect disruption and dedicated personnel time. Edinburgh Film Focus will provide ongoing advice on fees.

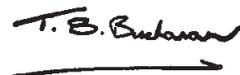
3.2 The Council will only charge production companies for materials, permits and dedicated personnel's time (ie extra payment to council staff, such as overtime). These charges will reflect only recoupment of actual costs to the city.

3.3 An estimate giving details of all such charges will be presented to the production company in 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.

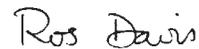
Once filming is complete, a full and detailed account should be issued to the Production Company for payment.

3.4 Production Companies will be required by the City of Edinburgh to carry Public Liability Insurance to the value of no less than £5 million. Any filming undertaken and associated liability there from is the sole responsibility of the production company and its employees.

3.5 Each production which requests to film in the City of Edinburgh will be obliged to abide by a Code of Practice. 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 Departmental liaison person should be familiar with the Code of Practice and inform Edinburgh Film Focus of any violations.



Councillor Tom Buchanan  
*Convenor of the  
Economic Development Committee*



Ros Davis  
*Manager of Edinburgh Film Focus*

