

THE CODE OF PRACTICE FOR FILM PRODUCTION IN NORTHERN IRELAND

Northern Ireland Screen promotes Northern Ireland nationally and internationally as an important location for the production of films for cinema and television. Northern Ireland Screen provides a fully comprehensive information service, free of charge, to film and television producers from all over the world.

WHY A CODE OF PRACTICE?

Northern Ireland Screen is here to help complete projects safely and efficiently. We bring together all bodies affected by film-making and work with them and the general public to ensure a more film friendly environment. The creation of a code of practice for production companies to follow when filming on location in Northern Ireland will ensure closer co-operation with the public and better management on the ground. The object of this code of practice is to maximise Northern Ireland's potential as a location while safe guarding the rights of its residents.

Northern Ireland Screen encourages all feature film producers to agree to abide by this code of practice.

NB: This Code of Practice is not intended for news and documentary crews of five persons or less.

Whenever this document refers to film and film production, the term includes all other visual media such as television, commercials, corporate and music videos, cable, satellite etc.

This document contains a declaration that all producers are requested to sign.

THIS CODE OF PRACTICE IS SUPPORTED BY:

Arts Council of Northern Ireland
BECTU (Broadcast, Entertainment, Cinematograph and Theatre Union)
Department of Agriculture and Rural Development
Department of Culture, Arts and Leisure
Department of Regional Development Roads Service
Department of the Environment for Northern Ireland Water Service
National Trust
Northern Ireland Tourist Board
PACT (Producers Alliance for Cinema and Television)
Police Service of Northern Ireland (PSNI)

AND THE FOLLOWING LOCAL AUTHORITIES:

Antrim Borough Council
Ards Borough Council
Armagh City and District Council
Ballymena Borough Council
Ballymoney Borough Council
Banbridge District Council
Belfast City Council
Carrickfergus Borough Council
Castlereagh Borough Council
Coleraine Borough Council
Cookstown District Council
Craigavon Borough Council
Derry City Council
Down District Council
Fermanagh District Council
Larne Borough Council
Limavady Borough Council
Lisburn Borough Council
Moyle District Council
Newry and Mourne District Council
Newtownabbey Borough Council
North Down Borough Council
Strabane District Council

Northern Ireland Screen and the above named organisations request that producers read and abide by this Code of Practice.

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Any filming undertaken and any liability therefore is the sole responsibility of the production company and its employees.

1.0 PERMISSIONS AND INFORMATION

No filming activity should take place until all the relevant parties have granted permission. The production company must ensure that all those affected by filming have been consulted and informed of arrangements. Wherever possible, notice of AT LEAST two weeks should be given.

- 1.1 **The PSNI** (Police Service of Northern Ireland), **DRD** (Department of Regional Development), and the relevant **Local Authority**, should be informed of all filming activity taking place on public property within their area and provided with details of the following:
- a) the name and registered address of the production company, the type of production, a contact person and a telephone number
 - b) the scale of the production in terms of personnel and vehicles
 - c) productions which depict scenes of a controversial nature
 - d) filming involving children or animals
 - e) the use of roads – **PLEASE SEE SEPARATE SECTION 2.0 (ROADS)**
- 1.2 **The central PSNI Press Office** and **local PSNI Operational Planning Sergeant** must be informed of filming activity. In addition to advising the police of points 1.1 (a) - (e) above, special guidance must be sought with the following:
- a) the staging of crimes and / or accidents
 - b) the use of firearms. **PLEASE SEE SEPARATE SECTION 3.0 (FIREARMS)**
 - c) the dressing of artistes in police and / or military uniforms. It is an offence to impersonate a police officer and cast must cover such uniforms in between takes.
 - d) use of military personnel, military vehicles, and pseudo military vehicles.
- 1.3 **Emergency Services** should be notified of filming activity. Access for emergency vehicles must always be maintained during location filming. Where appropriate the Emergency Services must be duly advised of:
- a) special effects, fires or explosions (Fire Brigade)
 - b) the impersonation of fire officers or use of pseudo fire tenders (Fire Brigade)

1.0 PERMISSIONS AND INFORMATION CONTINUED

- c) the impersonation of ambulance staff or use of pseudo ambulances (Ambulance Service)

1.4 **Film makers** should ensure that location owners are:

- a) kept fully informed of the intentions of the production company whether they are used for filming or not
- b) given a reasonable site rental fee in accordance with the budget of the film
- c) issued with an approved location contract which clearly states the terms agreed between themselves and the production company
- d) given details of any art department requirements including dressing and construction.
- e) thanked in the credits where practical and possible

1.5 **Proof of adequate public liability insurance** and any other relevant insurance should be made available on demand to anyone affected by the location filming activities of the production company. Copies may be logged with the Northern Ireland Screen for public scrutiny.

1.6 **Northern Ireland Screen** should always be advised of any filming activity taking place within Northern Ireland.

2.0 ROADS

It is the responsibility of the production company to ensure that, while filming on or near roads, employees are in compliance with current Northern Ireland Road Traffic legislation.

2.1 Permission must be sought from the **PSNI** and **DRD Roads Service** for:

- a) full or partial road closures, lane closures and full or partial footpath closures.

Note: A permit may be required from DRD Roads Service dependent upon the nature of the operation.

2.0 ROADS CONTINUED

- b) the removal, alteration and disguising of street furniture and carriageway markings. Reinstatement must happen as soon as possible after filming.

Note: **Changes may require payment of a bond to the DRD. The bond is repayable on reinstatement, provided no damage has been caused to public property.**

- c) the use of cranes, cherrypickers, track, low-loaders, "A" frames and other potentially hazardous equipment in a public place.
- d) the parking of production vehicles on yellow lines, in meter bays or residents' bays
- e) the use of special effects, fires or explosions, rain or snow machines, wet downs and stunt work on public footpaths or carriageways.

2.2 When filming on footpaths and roads **Chapter 8** of the **Road Traffic Signs Manual** should be observed.

In particular:

- a) Lighting and other equipment must not cause a hazard to the general public. Cables should be supported to a height of 2.6m above the public footpath or covered with matting. Cables should be supported to a height of 5.2m above the carriageway. Where appropriate warning cones and hazard tape should be used. Cable management and support tower arrangements must be discussed with DRD Roads Service in advance of operation.
- b) No danger or annoyance should be caused by the dazzle of lights.
- d) If filming activity blocks a footpath, an alternative safe and supervised route for pedestrians must be provided.
- e) bus stops and bus lanes must not be blocked at any time
- f) access for emergency services, fire hydrants and fire exits must be kept clear at all times
- g) care must be taken when working in the vicinity of street trees, to ensure that no damage is suffered. There are to be no attachments of any nature to street trees.

3.0 FIREARMS*

It is the responsibility of the production company to ensure that employees are in compliance with current Northern Ireland Firearm Regulations. It is not enough that firearms are registered in the United Kingdom. Some types of firearm must be ADDITIONALLY registered in Northern Ireland.

- 3.1
- a) When firearms are used a qualified armourer must be on set at all times.
 - b) When on set and not in use firearms must be kept out of public sight and locked in an PSNI approved storage area or container.
 - c) The PSNI must be given at least two weeks prior notice of all firearm imports, exports, storage and use including:
 - Date and Time
 - Ports of exit and entry
 - Method of transportation (inc. flight number / ferry crossing)
 - Name of sender and recipient (inc. carrier if accompanied)
 - Make, model, registration and drivers name of all vehicles involved
 - d) Firearms imported from outside Northern Ireland must be presented to the PSNI for inspection by suitably qualified PSNI personnel.
 - e) Firearms imported from outside Northern Ireland may need to be stored by the PSNI when not on set. Prior consultation with the PSNI will ascertain the most appropriate means of storage.
- 3.2 Special effects explosives may come under the **Control of Explosives (NI) Regulations 1970**. Please note:
- a) PSNI permission is required to purchase, store or use explosives in Northern Ireland.
 - b) The PSNI must be given at least two weeks prior notice of all explosives imports, exports, storage and use including:
 - Date and Time
 - Ports of exit and entry
 - Method of transportation (inc. flight number / ferry crossing)
 - Name of sender and recipient (inc. carrier if accompanied)
 - Make, model, registration and drivers name of all vehicles involved
 - c) The Health and Safety Executive for Northern Ireland should be contacted with regard to safe handling, storage and use of explosives in Northern Ireland. (See contact details on page 6)

* Whenever this document refers to firearms, the term includes all weapons and explosive devices in whole or in part, of any age, calibre, make or design be they working, deactivated or replica.

4.0 HEALTH AND SAFETY

It is the responsibility of the production company to ensure that employees are in compliance with current Health and Safety regulations when filming on location.

The Northern Ireland Screen works with the Health and Safety Executive for Northern Ireland.

For more information please contact:

Health and Safety Executive for Northern Ireland
83 Ladas Drive
Belfast BT6 9FR

Tel: 028 90 243249
Fax: 028 90 235383

5.0 CAST AND CREW

It is the responsibility of the production company to ensure that their employment practices are in compliance with current Northern Ireland Equal Opportunities, Employment and Race Relations legislation.

- 5.1 The current **PACT / BECTU** Agreement should form the basis of all freelance crew employment.
- 5.2 The current **PACT / Equity** Agreements should form the basis of all cast employment.
- 5.3 Where possible trainees will be engaged, supernumary to crew members. The current **PACT** Voluntary Code of Practice for Providing Training and Work Experience should be observed and full contributions made under all industry wide training levy arrangements.
- 5.4 Local and visiting cast and crew should be treated with parity of esteem with regard to employment terms, conditions and treatment.
- 5.5 If leaving Northern Ireland it is the responsibility of the production company to ensure that all invoices and location fees have been paid and cleared before the final departure date. In matters of dispute the relevant individuals and union / trade association should be informed of the dispute before the final departure date.

6.0 RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC

Film makers on location are visitors and should be sensitive to the community in which they are working. Members of the Public should be treated with courtesy and consideration at all times.

- 6.1 All neighbouring residents and businesses likely to be affected by filming at a location should be notified in writing at least one week before filming

commences at that location. A contact name and number should always be provided.

- 6.2 Noise should be kept to a minimum. Generators should be baffled or integral with the location vehicle.
- 6.3 Crew members should aim to dress decently at all times and in all weathers. Dress codes imposed on particular locations for religious or other reasons must be adhered to.
- 6.4 Crew and cast should refrain from using lewd or offensive language.
- 6.5 Crew members should keep access to homes and businesses clear at all times.
- 6.6 Consideration must be given at all times to the blind, partially-sighted and disabled.
- 6.7 The production company should make all crew aware of the current Filming Code of Practice.

7.0 CARE OF THE LOCATION AND SURROUNDING AREA

Film makers are guests on a location and must treat both public and private property with the utmost respect.

- 7.1 Rubbish bins must be made available by the company and must be cleared regularly.
- 7.2 Protective materials or dustsheets should be provided where appropriate to cover furniture and flooring for interior filming.
- 7.3 Objects belonging to the location must not be moved or removed without the owner's express permission.
- 7.4 All signs or property removed or disguised for filming purposes must be reinstated upon completion of filming. All signs posted to direct the company to location must be removed.
- 7.5 The company must make good any damage caused by its activities immediately after filming and must notify all parties concerned.
- 7.6 Whenever necessary the company must ensure that the location and its environments are protected by security staff.

- 7.7 The crew member responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

8.0 OBSERVING DESIGNATED AREAS

Film makers' activities should be limited to areas and times for which permission has been granted.

- 8.1 Production vehicles should be parked where agreed at pre-arranged times. Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless spaces are provided.
- 8.2 Drinks and meals should be taken only in designated areas.
- 8.3 No smoking areas must be observed. Where smoking is allowed, cigarettes must be extinguished in ashtrays provided by the company.
- 8.4 Crew members must not trespass onto neighbouring property or enter areas of location that the owner has stipulated may not be used for filming.

9.0 UNSOCIABLE HOURS

Local Authorities regulate behaviour during unsociable hours (normally 11 pm to 7 am). It is the responsibility of the production company to ensure that they inform the relevant local authority of any planned filming during these hours.

- 9.1 In addition to observing points **SECTION 6.0 (RESPECT FOR RESIDENTS AND MEMBERS OF THE PUBLIC)**, production companies should ensure the following during unsociable hours:
- a) walkie-talkies are turned down or fitted with earpieces.
 - b) lights do not disturb the residents' sleep. If necessary, blackouts should be discussed and provided well in advance.
 - c) cast and crew do not shout (unless residents and the Local Authority have been made aware of the need for shouting or noise in the script)
 - e) on arrival and departure vehicles are not revved and doors slammed

10.0 HISTORIC OR ENVIRONMENTALLY SENSITIVE SITES

- 10.1 In order to preserve the culture and environment of Northern Ireland:
- a) Special care must be exercised when working in historic or environmentally sensitive sites, where any damage caused can be

irreparable. Film makers must discuss their plans with providers of such locations thoroughly and well in advance to allow the necessary protective measures to be taken.

- b) When working near or on water the DRD Water Service must be advised of:
- any chemicals (including fuel) used
 - quantities
 - storage facilities
- c) “Before and after” photographs of sensitive locations should be taken.

PLEASE NOTE

In certain circumstances the local authorities, police, emergency services or location owners may deem it necessary to impose stipulations in addition to points 1 - 10 on Producers.

REEL COMMITMENT

PROJECT SUMMARY ESTIMATED PRODUCTION SPEND REPORT PRODUCER'S DECLARATION

PLEASE COMPLETE THE FOLLOWING PAGES AND RETURN TO:

THE PRODUCTION CO-ORDINATOR

NORTHERN IRELAND SCREEN

ALFRED HOUSE

21 ALFRED STREET

BELFAST

BT2 8ED

TEL: 028 9023 2444

FAX: 028 9023 9918

E-MAIL: info@northernirelandscreen.co.uk

WEB: www.northernirelandscreen.co.uk

PROJECT SUMMARY

TITLE: _____

TYPE: _____ GENRE: _____ PERIOD: _____

BASIC SCHEDULE

PREP: _____ SHOOT: _____

CREATIVE TEAM

PRODUCER: _____ EXEC. / ASSOC.: _____

WRITER: _____ DIRECTOR: _____

PRODUCTION COMPANY

COMPANY: _____

ADDRESS: _____ TEL: _____

_____ FAX: _____

_____ MOBILE: _____

_____ EMAIL: _____

NORTHERN IRELAND PRODUCTION OFFICE

COMPANY: _____

ADDRESS: _____ TEL: _____

_____ FAX: _____

_____ MOBILE: _____

_____ EMAIL: _____

LOCATIONS DEPARTMENT

MANAGER: _____ MOBILE: _____

ASSISTANT: _____ MOBILE: _____

ESTIMATED PRODUCTION SPEND REPORT

PRODUCTION TITLE: _____

PRODUCTION COMPANY: _____

KEY NORTHERN IRELAND LOCATIONS: _____

ESTIMATED NO OF SHOOTING DAYS: _____ DAYS IN NORTHERN IRELAND: _____

TOTAL NUMBER OF CREW: _____ NO OF NORTHERN IRELAND CREW: _____

NI FUNDING (SOURCE AND AMOUNT): _____

ESTIMATED LOCAL SPEND

NO OF HOTEL ROOMS:	X	NIGHTS	£.....
LOCAL CREW:			£.....
LOCAL CAST:			£.....
LOCATIONS:			£.....
FACILITIES:			£.....
TRANSPORT:			£.....
SCRIPT COSTS:			£.....
TOTAL BUDGET:			£.....
TOTAL LOCAL EXPENDITURE:			£.....
LOCAL EXPENDITURE AS % OF TOTAL BUDGET:		%

PREPARED BY: NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

DECLARATION

I / WE THE UNDERSIGNED AGREE TO ADHERE TO THE CODE OF PRACTICE SET OUT IN POINTS 1 – 10:

PRODUCER (please print): _____

SIGNED: _____ DATE: _____

PROJECT TITLE: _____

COMPANY NAME: _____

COMPANY REGISTERED NO: _____

VAT NUMBER: _____

FOR NORTHERN IRELAND SCREEN USE

SUPPORTING MATERIAL RECEIVED:

PUBLIC LIABILITY INSURANCE	<input type="checkbox"/>	DATE: _____
PRODUCTION INSURANCE	<input type="checkbox"/>	DATE: _____
VEHICLE INSURANCE	<input type="checkbox"/>	DATE: _____
SCRIPT	<input type="checkbox"/>	DATE: _____
SCHEDULE	<input type="checkbox"/>	DATE: _____
OTHER: _____	<input type="checkbox"/>	DATE: _____

PROJECT AND COMPANY DETAILS PASSED TO:

PSNI PRESS OFFICE	<input type="checkbox"/>	DATE: _____
AMBULANCE SERVICE	<input type="checkbox"/>	DATE: _____
FIRE SERVICE	<input type="checkbox"/>	DATE: _____
COAST GUARD (IF REQUIRED)	<input type="checkbox"/>	DATE: _____
RELEVANT LOCAL AUTHORITIES	<input type="checkbox"/>	DATE: _____