



Filming in Kensington and Chelsea

Supplementary Sheet of Special Points to Note, including Schedule of Fees and Charges

Special Points to Note

1. The 'Application to Film in London' form should be completed by all those arranging or contemplating film or stills photographic shoots in the Borough, **whether on-street or on private premises**.
2. As the Council has no authority to give or withhold 'permission' for filming *per se*, it does not issue 'permits', nor will it normally issue location 'contracts' (unless filming is on Council premises). You should retain your copy of the above 'Application to Film in London' form (with fax transmission report) as evidence that you have notified the Council of your filming plans. After receiving your completed form, the Film Office will normally get back in touch with you only where you have made a specific request for a Council service or where there are aspects of your filming plans that require further clarification or discussion.
3. Please note that Highways require **a months** notice in writing of any requests that involve any alteration to street furniture, street markings and street lighting.
4. Please note that **parking suspensions/dispensations** ('reserved parking') can only be arranged when **adequate notice** has been given - at least one full week in the case of meter/P&D bays (and, in those exceptional circumstances where residents bays are requested, at least 10 working days).
5. **For all on-street filming** you will need to think, at the earliest stage, about the need to notify all/any residents and/or businesses potentially affected by your filming plans. You will also be expected to carry out a full hazard/risk assessment under the terms of the Health and Safety at Work Act and to designate a senior or experienced member of your crew as the Health and Safety Officer.

Schedule of Fees and Charges*

1. **Parking suspensions**, whether in respect of meter, pay-and-display or residents' bay suspensions are charged at £25.00 per carspace per day. For example, if you want 3 spaces for 2 days it will cost you 3 x £25 x 2 = £150. This fee covers the cost of arranging the suspension, but not the cost to enforce it: even if you have booked a suspension, it does not follow that you will have use of our parking attendants or removal crews.
2. The Film Office will charge a **parking handling fee** of £65.00 for each parking request which exceeds 4 car spaces. This charge will be payable for each separate location used.
3. The Film Office will normally charge an **administration fee** at a set hourly-rate (currently £65.00 plus VAT) to cover officer time where one or more site visits are necessary or where more than one hour is spent dealing with an individual shoot or production. **Please note that the Film Office will not normally monitor the whole of any on-street shoot, but retains the right to attend all or any part of a shoot should it be deemed appropriate and to charge for this time accordingly.**
4. The Council does not normally charge a **location fee** in the case of on-street filming: however, where a street or footway/paved area is used and where this has a significant impact on road users or pedestrians, the Council will normally ask that a payment be made to a suitable/relevant local charitable (or other) organisation to compensate for the disruption caused.
5. There will also be a charge for **other services** requested or provided - such as street wet-downs, footway closure, special street or bridge lighting, additional street cleansing or special professional supervision/advice on-location. These will be a simple 'at cost' recharge of the costs incurred by the Council in providing the service. Please ask for an estimate in advance if necessary.
6. **Invoices**, including those for parking suspensions, will normally be despatched within a week of the shoot date to which they relate, and to the address you specify on this form

* **PLEASE NOTE** that should you have any queries about the above charges or about the services that the Council may be able to offer in relation to filming, please contact the Film Office for clarification at the earliest opportunity.