

Filming in Norwich guidelines

Norwich welcomes film-makers and is keen to encourage inward investment through photography, film making and television. We are here to help.

You may need permission to film on streets, open spaces and council-managed locations. Some locations such as memorials may not be suitable for filming. Certain types of production may not be suitable for filming in public spaces if they cause offence or alarm.

For all filming we require Public Liability Insurance Cover or Third Party Risks (including products liability where appropriate) for a minimum of £5 million (five million pounds) per claim and a site specific risk assessment.

This document sets out the application process for both small-scale and major productions.

Your first point of contact

Please phone us initially to discuss your requirements on 01603 212136 or email

e: events@norwich.gov.uk

Website: www.norwich.gov.uk/filmingrequests

Norfolk Screen

Norfolk Screen is the official Film Office for the region and provides a dedicated service that promotes Norfolk as a screen-friendly county in the East of England, showcasing locations, talent, services and facilities – all within easy reach of London and home to an international airport. It provides a signposting service to all those wishing to shoot in Norfolk whether they be shorts, documentaries, feature films, TV programmes, commercials, music videos or photo shoots. It's aim is to be a single point of contact in the first instance so they can help access the right support for your production. They are also a 'Filming In England Partner' with Creative England's Filming in England service.

Website: www.norfolkscreen.co.uk

e: info@norfolkscreen.co.uk

t: +44 (0)7961 317002

Creative England

Creative England Film provides comprehensive support to film-makers across

England and has produced the following documents to assist with filming on location:

'A-Z Filming Guidelines for filming in the English Regions' and 'Frequently asked questions – Production'.

Website: www.creativeengland.co.uk

e: production@creativeengland.co.uk

e: Content@creativeengland.co.uk

t: 0208 324 2311

The application process

Ideally, initial contact should be at least two weeks in advance of filming.

If you require a road closure, an application of six weeks' minimum is required, and this will need to be applied for with Norfolk County Council [Highways licences and permits - Norfolk County Council](#)

If you are a student that has failed their institution's self-certification and permission procedure (NUA, UEA), please follow the same guidelines and application process found [here](#).

You will need to complete the FIN2: Filming in Norwich form, and return it to events@norwich.gov.uk

We will assess your application and let you know of local permissions you may require and any potential costs.

You will be required to sign a contract if you are hiring any land or buildings from Norwich City Council.

Emergency services

You will need to keep them fully informed of:

The staging of crime scenes, accidents and use of firearms.

Special effects, fires or explosions.

The impersonation of police officers, ambulance staff, fire officers or use of pseudo fire tenders.

Insurance

The production company/film-maker will provide evidence of **Public Liability Insurance Cover** or Third Party Risks (including products liability where appropriate) for a minimum of £5 million (five million pounds) per claim.

Health and safety

The production company/film-maker has a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers, contractors and public. A detailed risk assessment, in which all hazards should be identified, the level of risk assessed and appropriate action taken to reduce the risks to an acceptable level, must be completed and submitted with your application.

Method statement

In addition to the risk assessment, the production company/film-maker will produce a written method statement or plan of action describing what is to be filmed, how, where and who with and any additional information that will help others to understand what the activity involves.

Licences and permissions

It is the responsibility of the production company/film-maker to identify and gain all consents required. These may include planning permission, road closures, location agreements etc.

Respect for residents and members of the public

All neighbouring residents and businesses must be kept fully informed of the intentions of the production company/film-maker by a letter drop at least seven days in advance of filming. If less than seven days then

the production company/film-maker must contact any affected properties. The contact details of the location manager must be provided to enable residents to ask questions.

Noise and light pollution should be kept to a minimum, especially between 10pm and 8am.

No danger or annoyance should be caused by dazzling lights.

Access to homes and businesses should be kept clear at all times.

Equipment must not cause a hazard to the general public. Cables must be covered with matting or flown 2.6m above the footway or 5.2m above the carriageway.

If filming blocks a footway, an alternative and supervised route must be provided for pedestrians and agreed by the highways network manager.

Night shoots should be finished and de-rigged no later than 11pm, unless prior permission has been granted by Norwich City Council and the community has been consulted.

Observing designated areas

Film-makers activities should be limited to the areas and times agreed.

Production vehicles should be parked where agreed at a pre-arranged time.

Engines should be switched off on arrival. Cast and crew should not park in the immediate vicinity of a location unless spaces are provided or permissions have been granted.

Crew members must not trespass onto neighbouring property or enter areas of a location which the owner has stipulated may not be used for filming.

Care of location

Rubbish bins must be made available by the company and cleared regularly.

Objects belonging to the location must not be moved, removed or altered without permission from the council.

No changes or alterations can be made to the fabric of the location or its buildings without consent or written permission from the council.

Location vehicles and structures must not cause damage to the highways, buildings and related fixtures and fittings.

All signs posted by the production company/film-maker must be removed.

The company must make good all damage caused by its activity immediately after filming and must notify all parties concerned.

The company must check the location before departure to ensure the venue has been restored to its original state and all rubbish has been removed.

In certain circumstances Norwich City Council and the local emergency services may deem it necessary to impose additional stipulations which will be discussed on application.

Parking

The application for essential vehicles required on site that need close proximity to filming will be submitted on the application form. Normal charges will apply for parking.

It is not possible for parking services to authorise the use of yellow lines in advance of filming. However, council staff are available to accompany the crew on site visits where necessary to advise on the use of yellow lines at specific locations if required for an essential vehicle (e.g. generator, lighting van). There will be a charge for this service.

Fees

Location hire fees will vary depending on a variety of factors including location, the duration of the shoot, how much officer time will be necessary in administering the application, vehicle parking and unit base needs.

3 man crew no charge.

Charges apply for:

Small crew 4 - 10

Medium Crew under 20

Large crew 20+

Officer time for site visits etc. £50ph

Filming on the street administration fee.

Small crew £50

Medium Crew £150

Large Crew £300 +

Road closure £1,050

Pay and display bays £30 per bay, per day

Limited waiting bays £30 per bay, per day

Hire of open space per day:

Small crew's £50 plus £25ph

Medium crews £150 plus £25ph

Larger scale productions POA

Please note that prices are subject to change.

Locations in Norwich

There are a variety of film-friendly locations managed by Norwich City Council including historic, commercial and residential properties, parks and open spaces. You can view some of these locations via www.norwich.gov.uk within the A-Z by searching for 'Historic buildings', 'Parks and open spaces' and 'Premises register'.

Useful organisations to contact for other locations:

Norwich Cathedral and the Cathedral Close

Please contact Phil Thomas, estates manager.

Website: [Filming in Norwich Cathedral Close](http://www.norwichcathedral.org.uk/filming)

e: pthomas@cathedral.org.uk

e: estates@cathedral.org.uk

t: 01603 218307

Visit Norwich

Please contact the Visit Norwich team at Norwich BID

Website: www.visitnorwich.co.uk

e: info@norwichbid.co.uk

t: 01603 727939

Norwich Heritage Open Days

Contacts for a breadth of historic buildings in Norwich.

Please contact the Project manager for Norfolk's Heritage Open Days

Website: <https://theforumnorwich.co.uk/hods>

e: info@theforumnorwich.co.uk

t: 01603 727950

The Norwich Historic Churches Trust

e: info@norwich-churches.org

t: 01603 611530