

Isle of Wight

Code of Practice and Filming Guidelines

endorsed by



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Introduction

The Code of Practice and Filming Guidelines for the Isle of Wight have been developed to provide filmmakers, crews, and professionals with all you need to know about filming on the Island.

The Code of Practice is a voluntary agreement that intends to ensure:

- The industry can film effectively, efficiently, and sustainably across the Island.
- All those involved in location filming on the Island act responsibly, professionally and considerately at all times.
- Any potential or practical negative impact of filming on people or businesses on the Island is minimised.

It also outlines statutory requirements for filming on the Island.

This Code of Practice applies to all forms of production (including feature films, television, commercials, drama, documentaries, music videos, still shoots, student productions, educational and charitable productions, and short film crews) shot on location in public places across the Isle of Wight, including Council owned and managed land and property.

It is not intended for accredited news crews.

This Code is intended to help promote best practice when filming across the Isle of Wight and ensure the Island continues to be a film friendly location.

Although it is intended to be comprehensive, this Code and associated information cannot cover every eventuality and productions should consult their own independent advisors where necessary.

Any queries on the Code of Practice or Filming Guidelines should be sent to:

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Code of Practice

The Code of Practice is a voluntary agreement and is designed to work alongside the Filming Guidelines. It aims to outline the general requirements and the protocols expected to ensure that standards and consideration by all parties to all affected is a priority.

- Isle of Wight Council and filmwight have agreed that filmwight will act as the Island's official Film Office. The Film Office will provide a dedicated Film Liaison Officer (FLO) and manage all film enquiries for the Isle of Wight. This will include all film enquiries in relation to filming on Council owned and managed land and property and public highways. Please see appendix one for the FLO and Film Office contact list for the Isle of Wight.
- Isle of Wight Council and filmwight welcome film makers to the Island and regard the Isle of Wight as a film friendly location. filmwight will assist with all reasonable requests associated with filming on the Isle of Wight.
- filmwight's FLO will act as an official contact and liaise between any Production, the Council, private locations and third parties on the Isle of Wight.
- The Production shall complete a Film Permit application form and supply all documentation, including filming schedule, risk assessments, Public Liability Insurance etc. to filmwight well in advance of any preferred filming dates.
- Film makers and all individuals involved in the production shall act in a responsible and professional manner at all times, operating to industry and professional standards.
- All individuals working on location must take responsibility for their own health and safety and that of their colleagues.
- Every precaution must be taken to ensure the safety of the general public at all times. A contact number for the Production must be provided to the FLO, and made available to the Council and Police when requested.
- Productions must be sympathetic to the environment they want to use. Appropriate caution must be taken when filming in sensitive areas and at unsocial times. Any adjustments or changes to locations, including dressing or disguising, must be agreed in advance. The Production is responsible for remediating any location to as it was prior to filming. filmwight will carry out spot checks and reserve the right to apply reinstatement and or clean-up fees and charges.
- Isle of Wight Council has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance or noise. filmwight will work with the Production to minimize and mitigate any practical impacts.
- Productions must provide details of what any planned production involves as part of the application process. The Production must include a project overview and note any scenes which may cause concern, alarm, or additional precautions to be taken – this includes but is not limited to stunts, special effects and pyrotechnics.

This Code of Practice sets out the standards that production companies and/or their sub-contractors should follow while filming on the Isle of Wight.

Isle of Wight Filming Guidelines

The aim of these guidelines is to act as a check list for all parties wishing to film on location and to ensure that all areas of consideration and safety are a priority. If there are aspects that are not covered, or if there is doubt of any sort, concerns should be discussed with filmwight prior to any filming taking place.

General Procedures

Film Permit applications should be submitted well in advance of any planned shoot, and within the timeframes as set-out by filmwight on their website.

filmwight will ensure effective liaison with all parties involved or affected by any planned production. filmwight's FLO (Film Liaison Officer) will facilitate liaison in a timely and professional manner.

Productions should inform the FLO if a production on private land or location may impact or require permission from the Council or relevant authority.

All individuals working on location must take responsibility for their own health and safety, that of their colleagues and anyone outside of the production affected by filming activity.

Enquiries and Film Permit applications can be made via the filmwight website.

A to Z of key issues

Aa

Animals

When filming with animals, the production shall agree to follow the RSPCA guidelines for the use of animals in the audio-visual industry.

The use and movement of certain species of animal may require the issue of a license under the provisions of the Dangerous Wild Animals Act 1976. The appropriate Local Authority should be contacted for further advice and information regarding the intention to use, or move, any relevant species covered by the Act or associated regulation.

Further guidance:

- [RSPCA: Performing Animals](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)
- [Management of Health and Safety at Work \(Amendment\) Regulations 2006](#)
- [Animal Welfare Act 2006](#)
- [Protection of Animals Act 1911](#)
- [Performing Animals \(Regulation\) Act 1925](#)
- [Pet Animals Act 1951](#) and [1983 Amendment](#)
- [Dangerous Wild Animals Act 1976](#)
- [The Wildlife and Countryside Act 1981](#), [1985 Amendment](#) and [1991 Amendment](#)

Aerial Filming and Drones

In addition to obtaining appropriate permissions from the landowner, Productions using manned or unmanned aircraft or drones for filming purposes shall ensure that they are familiar with aircraft legislation and procedures that relate to aerial filming and use of drones on the Isle of Wight.

Productions must supply all relevant documents which are requested in the Film Permit application form.

Guidance on safety requirements relating to flying unmanned aircraft and drones can be found on the [CAA website](#).

Further guidance:

- [CAA: Register to use a drone](#)
- [CAA: CAP 722 Unmanned Aircraft System Operation in UK Airspace - Guidance](#)

Statutory obligations:

- [The Air Navigation Order 2016](#)
- [Countryside and Rights of Way Act 2000](#)

Asbestos

The Control of Asbestos Regulation 2012 requires that companies have undertaken an asbestos survey for their building and productions should ensure that they request a copy of this survey before undertaking filming.

The responsibility for ensuring the premises is safe lies with the person or organisation in control of the premises, however the production also has a responsibility to provide a safe working environment for the duration of filming.

If an asbestos survey has not been carried out, the production should liaise with the building's duty-holder to ensure a survey is undertaken, or work with the duty-holder to ensure they are not exposing anyone involved with the filming or affected by the filming.

Further guidance:

- [HSE Asbestos Health and Safety](#)
- [HSE Duty to Manage Asbestos](#)

Statutory obligations:

- [The Control of Asbestos Regulations 2012](#)

Bb

Beaches

The Island is famed for its beaches. The Council encourages use of its beaches, and open spaces which provide an array of suitable locations for filming. Planned activity and risk assessments, including any environmental and physical impact are to be agreed with the FLO in liaison with the Council's Beaches' team in advance of the planned film dates.

Use of Council owned and managed land will incur a charge for use in addition to any reasonable charges to ensure the space is left as it was found.

Further guidance:

- [Isle of Wight Council beaches](#)
- [Isle of Wight Council Amenity Land Hire](#)

Building Exteriors

Filming or photographing the exterior of a building does not infringe its copyright. The production will not require permission to film a building's exterior and building owners are not entitled to charge a fee.

If there are intellectual rights to consider, such as company logos, then the production company will require permission from the building owner.

Bullying and Harassment

The BFI and BAFTA have developed a set of principles for the prevention of bullying and harassment in the screen industries as well as guidance on how to adhere to those principles.

The Production shall agree to these principles and adopt a zero tolerance approach to bullying and harassment.

The Film and TV Support Line provides confidential and independent advice, 24/7, for all industry workers, whatever the issue:

Call 0800 054 00 00 , email support@filmtvcharity.org.uk or visit www.filmtvcharity.org.uk

Further guidance:

- [BFI Principles, Prevention of Bullying and Harassment](#)
- [BFI Guidance, Prevention of Bullying and Harassment](#)

Cc

Cabling

The Production shall agree in advance with the FLO regarding appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic property, and any other relevant items. This includes all matting, ramping and flying cables to avoid hazards.

Island Roads, acting on behalf of the Highway Authority (Isle of Wight Council), must be consulted if you intend to lay cable on or over a highway that is to remain open to normal traffic.

- All cables must be made safe when they are laid, not at some later time.
- It is preferable to lay cables in the gutter along the highway or in the junction between a wall and footway.
- Cables on steps must be taped down to avoid the risk of tripping.
- Wherever possible cables should be flown at a minimum 17' (5.2m) above a public carriageway and 8'6" (2.6m) above footways and verges. The council / film office will, wherever possible, seek to make generator parking available which avoids the need to cable across the highway.
- If there is a need to lay cabling across a footway, there may be times when it will be sufficient to lay cables at right angles under a taped rubber mat. Rubber matting should be regarded as essential safety equipment and carried as a matter of course. This matting should be:
 - (a) a minimum of one metre wide.
 - (b) visible to the public by proper lighting, cones or high-visibility hazard tape.
- On quieter roads it may be permissible to lay cables using proper cable ramps. If so, then appropriate signage must be used after consultation with Island Roads on behalf of the Highway Authority (Isle of Wight Council).

Further guidance:

- [HSE Preventing Slips and Trips at work](#)
- [HSE: Slips and Trips: Hazard spotting checklist](#)
- [HSE: Electrical Safety at Work](#)

Statutory obligations:

- [Health and Safety at Work Act Management Regulations 1999](#)

- [Electricity at Work regulations 1989](#)

Camera Track (Dollies)

All matters relating to camera tracking shall be discussed and agreed with the FLO and should be included as part of the Film Permit application. Any obstructions or alternative footways planned must be approved. Tracking boards may be required in certain circumstances. The Production shall agree to ensure that any action involving tracking is risk assessed.

Catering and removal of litter

Catering arrangements and the positioning of any catering vehicles shall be agreed with the FLO in advance of filming.

Catering is to be sourced from local businesses wherever possible. The Production shall make use of environmentally friendly and sustainable catering and supplies. filmwright would be happy to help you source local suppliers across the Island.

The production shall ensure no dirty water or food waste is deposited in rainwater gullies and that caterers use a dirty water bowser where possible. All refuse and street cleaning will be the responsibility of the production and arrangements for its removal must be made by the production company. If this is left to the Council or Island Roads, the production company will be charged.

Further guidance:

- [HSE: Waste Management and Recycling](#)
- [HSE: Catering and Hospitality](#)

Statutory obligations

- [Management of Health and Safety at Work Regulations 1999](#)

Charges

Fees and charges may apply. This includes but is not limited to an application fee, administration fees for permit changes, staff time and call outs, as well as location fees.

Parking suspensions and payments are made directly via the Council's Parking Services team.

Use of Council owned and managed land and property such as beaches, parks, and open spaces will incur a charge as commercial use.

Use of Council buildings is by negotiation and will incur a charge for use, and any additional reasonable charges such as staff time.

The following services may also incur charges at cost:

- a) provision of vehicles to wet down the street.
- b) refuse collection.
- c) removal of street furniture.
- d) removal of unit signs not been removed by the production company.
- e) suspension of parking meters and any other parking provisions.
- f) any additional refuse collection or street cleaning required.

- g) filmwright and or Council employee time in actioning the above, or any other arrangements relating to a specific production request.

Any damage caused by a production company to the carriageway, footway or street furniture, or council owned or managed land will be charged.

Further guidance:

- [Isle of Wight Council Amenity Land Hire](#)
- [Isle of Wight Council Parking Suspensions](#)

Children

Child performers under school leaving age usually require a Child Performance License. It is the responsibility of the Production to ensure it applies for a Performance License for the child well in advance for the filming start date.

Child Performance Licenses are issues by the Education Welfare Service for the Local Authority in which the child resides, unless the child is at Boarding School. Where the child is not from the United Kingdom, the child remains subject to the UK requirements when they arrive here.

However, care should also be taken to identify and address any additional requirements that arise from the Child's usual country of residence or when shooting outside of the UK. The hours that a child is permitted to work will depend upon their age. The Production must check the permitted working hours with the relevant Authority. The NNCEE can provide further information.

Further guidance:

- [National Network for Children in Employment and Entertainment \(NNCEE\)](#)

Statutory obligations:

- [Children and Young Performers Act 2008](#)
- [Children Performance and Activities Licensing Legislation 2015](#)
- [Protection of Children Act 1978](#) and [1999](#)
- [Children \[Performance and Activities\] Regulations 2014](#)
- [Children \[Protection at Work\] Regulations 1998](#)
- [Children \[Protection at Work\] Regulations 2000](#)
- [Children Act 2004](#)

Coastlines

The Production should contact the FLO who will liaise with the Council and or relevant landowner to ensure the area agreed is appropriate and safe for filming.

Planned activity and risk assessments, including any environmental and physical impact are agreed with the FLO and Council's Coastal protection team. Further consultation must be evidenced with the Maritime Management Organisation (MMO) and Natural England where sensitive environments exist.

The Maritime and Coastguard Agency as well as local voluntary Coastguard units and relevant emergency services must also be notified in advance of filming.

Any practical impact of filming on coastlines, coastal walks or cliffs should be minimised.

Celebrities and Look-alikes

filmwight should be informed of any celebrity presence, or any celebrity look-alikes which are to be used.

A police presence may be required if there are likely to public safety issues arising from filming. Hampshire and Isle of Wight should be notified where applicable using their Notice to Film form.

Further guidance:

- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Council Property

Use of Council owned or managed buildings and property is by negotiation and approval from the Council. The FLO will act as a liaison between the Production and the Council, on receipt of a complete Film Permit application form and schedule of planned activity.

Fees and charges for use of Council buildings and property will apply, as well as any reasonable costs including staff time and or dressing/removal of furniture.

Contact the FLO for initial enquiries.

Coning

Cones have no legal force to secure parking and their use must be agreed with the Isle of Wight Council's Parking Services or Island Roads where parking is not controlled. No waiting cones on non regulated highways fall under Island Roads and would require a Temporary Traffic Order for which 3 months' notice is required.

Consultation

Successful filming relies upon the ward member, local residents and businesses receiving adequate notice where appropriate.

filmwight will send a courtesy film notice to the relevant ward member (IW Councillor).

filmwight may require the production to liaise with other authorities, namely Hampshire and Isle of Wight Constabulary if the nature of the production requires additional approvals. The Production is responsible for informing Hampshire and Isle of Wight Constabulary using their Notice to Film form.

Where relevant and under instruction from filmwight, letters should be sent to local residents and businesses outlining fully, the intended filming. Letters should include;

- a) Date, time and exact location of filming.
- b) Date of letter.
- c) Location Manager and FLO, and the local authority contact numbers:
- d) Number of crew or production personnel expected on location.
- e) Clear details of any stunts or dressing planned.
- f) Clear details of lighting plans.
- g) Clear details of parking proposal.
- h) Emergency arrangements and contact details.
- i) Overview of any perceived impact on residents

Further guidance:

- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Cranes, camera cranes and aerial platforms

The Production shall discuss and agree with the FLO, in agreement with Island Roads, and Council where relevant, the specific camera crane or job arm to be used and positioning of equipment as part of the Film Permit application.

When planning to use cherry-pickers or cranes on the public highway, Island Roads on behalf of the Highway Authority (Isle of Wight Council) must be consulted an application made. An inspection may also be required.

The location manager or crane hire company must also discuss the specific weight and the exact positioning of such equipment with relevant authority and the conditions of any permission granted should be adhered to at all times.

Any obstruction on the highway must be approved by Island Roads and appropriately signed and guarded.

Rigging or de-rigging must be carried out at times that will not cause an unreasonable noise or nuisance.

Particular attention should be given to assessing the proximity of any existing overhead cables before erecting platforms or cranes.

Camera cranes, jib arms and cherry pickers must be tested, have proof of documentation and shall be operated by certified qualified technicians.

Further guidance:

- [HSE Lifting Operations and Lifting Equipment Regulations](#)
- [HSE Mobile elevating work platforms \(MEWPs\)](#)
- [HSE Lifting Procedures](#)
- [HSE Lifting Equipment and Machinery](#)

Statutory obligations:

- [Lifting Operations and Lifting Equipment Regulations 1998](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Supply of Machinery \[Safety\] Regulations 2008](#)

Ee

Employment

The Production must implement all current UK legislation that informs and guides the employment of all workers. The Production must also observe their legal responsibilities and obligations with regard to the National Minimum Wage and the Working Time Regulations.

Producers must obtain sufficient proof of Right to Work for all individuals directly engaged by the Production prior to commencement of their engagement and keep copies of the documents in order to comply with UK Immigration legislation. Proof includes, but is not limited to, a valid passport, national identity card, residence permit and, where required, a certificate of sponsorship (which as of December 2008 replaces the work permit).

If the Production is utilizing any foreign nationals (excluding those from a country in the European Economic Area (EEA) but not Romania and Bulgaria, and Swiss nationals) in front or behind the camera it must demonstrate that these people are entitled to enter, remain and work in the UK. Under the UK Borders Agency's Points-Based System of Managed Migration, the Production or its parent company will be required to meet the criteria to register as a Sponsor and issue Certificates that will allow such individuals to work in the UK. In addition, visas to enter the UK may be required. The Production should be aware that there are two Industry Codes of Practice for Performers and Workers that be observed when it is considering issuing Certificates.

Further guidance:

- [GOV.UK: Working, Jobs and Pensions](#)
- [GOV.UK: Code of Practice for Performers \(Film and TV\)](#)
- [GOV.UK: Code of Practice for Workers \(Film and TV\)](#)
- [BECTU for rights at work, rates of pay, and support](#)
- [Production Guild](#)
- [British Film Commission Visas and Sponsorship](#)

Statutory obligations:

- [Immigration Act 2016](#)
- [Immigration, Asylum and National Act 2006](#)
- [National Minimum Wage Act 1998](#)

Equality

Productions should promote and integrate equality of opportunity into all aspects of its business, including in appointment of staff and crew. They should ensure that they reflect the diversity of the communities under-represented and not discriminate on the basis of race, colour, religion, creed, sex, sexual orientation, gender identity, age or disability.

Further guidance:

- [Equality and Human Right Commission Guidance](#)

Statutory obligations:

- [Equality Act 2010](#)

Ff

Film Permits

filmwright is endorsed by the Isle of Wight Council and manages all aspects of the Film Permit application process (as of 1 May 2024). You can apply for Film Permits via the filmwright website.

We recognise the cultural and economic benefits filming brings to the Island and filmwright will support you to obtain relevant approvals and a Film Permit, wherever possible.

Filming from Vehicles

This section refers to but is not limited to filming using low loaders, tracking vehicles and a-frames. The Production shall agree to liaise with the FLO, Island Roads, and the Council

where relevant, when filming from a moving vehicle on a public road. All Road Traffic Legislation must be complied with subject to the grant of any concessions by the Highways and/or Traffic Authority and Police.

It is the responsibility of the Production to inform Hampshire and Isle of Wight Constabulary of filming where low-loader or tracking shots are taking place on a public road. The Production should notify the Police using the Notice to Film form.

Further guidance:

- [HSE: Safe filming and recording involving vehicles](#)
- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)
-

Statutory obligations:

- [Road Traffic Act 1988](#)
- [Road Vehicles \[Construction and Use\] Regulations 1986](#)

Firearms, Weapons and Representation of Criminal Activity

It is always the responsibility of the Production to ensure the safe custody of firearms and/or offensive weapon at all times.

The use of firearms and weapons of any kind must be discussed in advance with the FLO, Hampshire and Isle of Wight Constabulary, and appropriate emergency services.

It is the responsibility of the Production to inform Hampshire and Isle of Wight Constabulary of any filming where weapons, whether real or props, are used and visible or audible in a public place. The Production should inform the Police using the Notice to Film form.

The planned use of any firearms or weapons must be clearly outlined in the Film Permit application form.

See also: Stunts, Special Effects and Pyrotechnics

Further guidance:

- [HSE: Management of Firearms and Weapons in Film and TV Production](#)
- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Statutory obligations:

- [Firearms Act 1968](#)
- [Criminal Justice Act 2003](#)
- [Public Order Act 1986](#)
- [Violent Crime Reduction Act 2006](#)

Hh

Health & safety and risk assessment

The Production is bound by law to take reasonable care and measures to ensure that a healthy and safe working environment is created and maintained for all. All relevant Health and Safety Legislation must be abided by. Failure to follow appropriate Health and Safety procedures may invalidate any insurance.

All relevant documentation, assessments, and copies of insurance must be provided to filmwright as part of the Film Permit application process.

Further guidance:

- [HSE: Film, TV and Broadcasting](#)
- [HSE: Workplace Health, Safety and Welfare](#)

Statutory obligations

- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Management of Health and Safety at Work \(Amendment\) Regulations 2006](#)
- [Fire Precautions \[Workplace\] Regulations 1999](#)
- [The Corporate Manslaughter and Corporate Homicide Act 2007](#)

High-visibility clothing

The Production must ensure that the appropriate level of safety clothing is worn for the safety of the crew when filming on the public highway and in the public domain.

Crew members and production personnel working on the highway must wear high-visibility clothing to current standard.

Failure to wear appropriate high-visibility clothing invalidates any insurance provision for the entire shoot.

Further guidance:

- [HSE: Personal Protective Equipment \(PPE\) at Work](#)

Statutory obligations:

- [Personal Protective Equipment Regulations 2002](#)

Highways and traffic management

The Production shall liaise with the FLO when wanting to use public highways and footpaths for filming or placing down equipment. There are conditions and lead times to be considered for closures, however, a minimum 3 months' notice is required to close the highway.

Therefore, the Production will need to apply for a Film Permit and appropriate permissions well in advance of any desired filming dates. The FLO will act as official liaison between the Production, Island Roads and the Council where necessary.

If you require a road closure you must provide details on your Film Permit application form. The FLO will liaise with Island Roads on behalf of the Production. Please be aware that road closures require a lead time of 3 months for consultation and to process the legal closure order.

Island Roads should also be consulted before any signs are erected or any markings are

painted on the road. Markings and signs on the highway must be removed as soon as possible and before the highway is returned to normal traffic use.

No attempt should be made by anyone to direct or control normal traffic using the public highway. The only legal way to direct traffic is by using signage. Some areas of exclusion apply. Please contact the Police and the Island Roads for more information.

The Production shall ensure:

- No obstruction should prevent pedestrians going about their business safely.
- No objects should be attached to lamp columns without the permission of Island Roads.
- Any obstructions on the highway must be approved by Island Roads and appropriately signed and guarded. Productions are responsible for sourcing and paying for recognized traffic management companies to provide cover. filmwight can assist with sourcing a traffic management company. Additional charges will apply.

Further guidance:

- [HSE: Work Related Road Safety](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)
- [Road Traffic Regulation Act 1984](#)
- [Highways Act 1980](#)
- [Highways \(Amendment\) Act 1986](#)
- [Road Traffic Act 1988](#)
- [Traffic Management Act 2004](#)
- [Roads Vehicles Lighting Regulations 1989 \(Amendment\) 2005](#)
- [Roads Vehicles \[Construction & Use\] Regulations 1986](#)

Historic buildings and conservation areas

Special attention and care must be taken when a production is planning to use any historic buildings, heritage sites or conservation areas.

The use of lights and any tracking in historic properties must be assessed by the custodian and, where relevant, chemical or a heat analysis must be provided.

The use of effects such as smoke, naked flames or candles may be prohibited or will require special permission.

Filming in Areas of Outstanding Natural Beauty (AONB) and Sites of Special Scientific Interest SSSI will have restricted use and will require assessment.

Details of the production's requirements must be discussed and put in writing as part of the Film Permit application process and may need additional evidence before the Production can begin.

Some historic properties are required by law to remain open to the public at all times and filming must work around this. Some of these properties are delicate and the possessions unique. Extra insurance or a specific license may be required.

Particular care must be taken when dressing or lighting historic buildings.

li

Indemnity and insurance

The production company will be expected to indemnify the local authority, its officers and employees against any claims or proceedings arising directly from any injury to persons or damage to property, as a result of the activities of the production company or its agents.

Any filming undertaken is the responsibility of the producer. Public liability insurance for £10 million must be evidenced in writing prior to filming and submitted as part of the Film Permit application process. Risk assessment(s) may require an increase in this limit and exclusions to certain activities may apply.

Further guidance:

- [HSE: Employers' Liability Act](#)

Statutory obligations

- [Employers' Liability Act 1969](#)
- [Employers' Liability Regulations 1998](#)
- [Employers' Liability \[Compulsory Insurance\] \(Amendment\) Regulations 2004](#)

LI

Lighting, lighting towers, scaffolding and generators

The Production shall agree the positioning and safety of lighting in advance with the FLO and/or Island Road. Please check with filmwright who will liaise with all relevant authorities.

The construction and positioning of lighting towers and scaffolding must be discussed with the relevant authority well in advance of the shoot.

Any scaffolding or tower constructed must be certified by the local authority. Permission and a license will be required from Island Roads, on behalf of the Highway Authority (Isle of Wight Council) where the scaffolding or tower is erected on the highway.

When placing lighting stands on the highway, Island Roads on behalf of the Highway Authority (Isle of Wight Council) should be consulted.

The following considerations should be taken to prevent any risk to the public or production company employees:

- a) All lights above ground level and lighting stands are properly secured.
- b) Lighting stands placed on a footway must be attended at all times.
- c) Lights do not dazzle motorists.
- d) Lights are not shone directly towards residential properties at any time without specific permission.
- e) Any generator used should comply with the specific requirements of the Environmental Protection Act (1990) and be positioned as far away as possible from all residential properties.

Further guidance:

- [BSI: Temporary electrical systems for entertainment and related purposes](#)
- [HSE: Electrical Safety](#)
- [HSE: Electrical Safety for Places of Entertainment](#)

Statutory obligations:

- [Electricity at Work Regulations 1989](#)

Location Fees

Fees for the use of locations are dependent on ownership and will vary across the different private and Council owned or managed sites. A reasonable fee should be paid for all local authority or privately owned properties used by the production, in accordance with the scale and scope of the planned activity. Fees can vary significantly from location to location and project to project. Use of certain Isle of Wight Council buildings is granted on a case-by-case basis, subject to checks, and negotiation on fees. Enquiries for use of Council owned and managed buildings should be made via the FLO who will liaise between the Production and the Council.

Use of Isle of Wight Council owned or managed sites should be acknowledged by including the Isle of Wight Council on the film credits.

filmwight will discuss anticipated location fees and charges as part of the Film Permit application process.

Mm

Military and MOD site filming

Some restrictions apply on filming in those parts of the Isle of Wight with military connections. In these cases film-makers should liaise with both the civilian police and the military police. Please contact the MOD film office for more information on filming at military sites, including training establishments.

Further guidance:

- [Ministry of Defence Filming Locations](#)
- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Museums

Filming at Isle of Wight museums can only take place with the consent of the Curator or Manager who will have the final say over:

1. What can be done.
2. When it can be done.
3. Under what circumstances and/or conditions it can be done.

filmwight will liaise and negotiate on behalf of the Production to gain relevant permissions. When discussing the costs for hire purposes, the Curator or Manager may also need to be in attendance. Any/all fees charged by the Curator or Manager for his attendance will be

reflected within that cost.

Isle of Wight Council staff will retain control over and use of access to all its resources, premises, staff, collections etc. while any filming takes place.

Any use of the Council's museum buildings and/or collections will be acknowledged by including Isle of Wight Council on the film credits.

Nn

Night filming

Night shoots are naturally sensitive and the Production shall consider and consult with the FLO, local residents and businesses in the planning process.

A legitimate complaint about noise or nuisance from a resident to the local authority, can result in the termination of the shoot and the confiscation of equipment. Therefore, it is advisable to shoot all scenes requiring noise above conversational level, before 22.00hrs. Walkie-talkies should be turned down to a minimum and earpieces used.

There may be cases when equipment or heavy vehicles that cannot be removed silently at the end of filming, must be left 'in situ' and attended by overnight security. This must be cleared by the relevant authority prior to filming. Parking charges may apply.

Further guidance:

- [DEFRA: Noise nuisances](#)
- [DEFRA: Artificial Light Nuisances](#)
- [HSE: Noise at Work](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)
- [Environmental Act 1990](#)

Noise and nuisance

Use of audio playback and megaphones shall only be permitted following agreement between the Production and FLO. The positioning of generators shall be agreed in advance between the FLO and the Production and will be dependent of local sensitivities.

Local authorities have the right to take action under the Environmental Protection Act (1990) as a result of any unreasonable noise.

Statutory obligations

- [Control of Noise at Work Regulations 2005](#)
- [Environmental Act 1990](#)

Nudity

The Production shall inform filmwight of any planned nudity and any subsequent changes during the filming period. Details should initially be provided to filmwight as part of the Film Permit application form.

It is the responsibility of the Production to inform Hampshire and Isle of Wight Constabulary of filming where nudity or perceived nudity can be seen from a public place.

Further guidance:

- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Pp

Parks and Amenity Land Hire

The Island has a wealth of parks and open spaces. The Council encourages use of its parks, beaches, and open spaces which provide an array of suitable locations for filming. Planned activity and risk assessments, including any environmental and physical impact are to be agreed with the FLO and the Council's Parks team in advance of the planned film dates.

Use of Council owned and managed land will incur a charge for use any reasonable charges to ensure the space is left as it was found.

Further guidance:

- [Isle of Wight Council Amenity Land Hire](#)

Parking

The Production shall submit detailed parking plans and discuss any parking requirements with the FLO.

Parking requests (suspensions) for Council managed car parks and bays should be made and via the Council's Parking Services. Payment for Council parking or suspensions is made directly to the Council's Parking Services.

Further guidance:

- [Apply for Council Parking Suspension](#) or call 01983 823714
- [HSE: Parking](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)
- [Road Traffic Regulations Act 1984](#)

Police and Emergency Services

The staging of crimes and accidents, use of firearms (including prop and replica firearms) and special effects shall be agreed, in advance, with Hampshire and Isle of Wight Constabulary and the FLO.

The Production shall inform and Hampshire and Isle of Wight Constabulary of any filming where:

- there are likely to be public safety issues
- crime enactments can be seen from a public place
- the film shoot involves liveried emergency vehicles or actors in police or modern military uniform
- nudity or perceived nudity can be seen from a public place
- weapons, whether real or props, are used and visible or audible in a public place

- low-loader or tracking shots are taking place on a public road

Any additional relevant authorities should also be notified by the Production.

Any filming which may require a police presence should be fully outlined in the Film Permit application form submitted to filmwight.

Fake emergency vehicles must be covered whenever possible and in particular between takes. Any markings on vehicles must be taped over when not being used for filming or being driven on a carriageway.

Sirens should not be used at any time on location and flashing lights must be switched off when not in shot and covered when not in use.

There may be a legislative impact of scenes involving the following:

- Fake police officers or vehicles
- Re-creating crimes
- Presence of weapons both prop and imitation and, in the case of firearms, deactivated or replica firearms
- Explosions or perceived explosives
- Special effects
- Scenes involving nudity
- Filming on the move e.g. low loaders, A-frames and tracking

All enquiries regarding the above should be discussed with the FLO at the earliest opportunity and where appropriate with the input of Hampshire and Isle of Wight Constabulary or appropriate emergency service.

It is the responsibility of the Production to inform Hampshire and Isle of Wight Constabulary using their Notice to Film form.

See also: Filming from Vehicles and Firearms, Weapons and Representation of Criminal Activity

Further guidance:

- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Problem Solving

In the event of a dispute of issues arising whilst filming on the Isle of Wight, please contact the FLO at the earliest opportunity. filmwight is endorsed as the Island's official Film Office and will liaise between the Council, Island Roads, locations, and appropriate bodies to resolve any issues.

Planning

Planning permission may be required for some temporary structures such as:

- The building of a set which will be up for more than 21 days from construction to strike.
- The prolonged use of a building as a set / temporary studio.

Further guidance:

- [Planning Services- Isle of Wight Council](#)

Props

filmwight has a wealth of Island contacts and industry experience. The FLO will try to help the Production source props from local businesses and suppliers wherever possible. Contact filmwight for further details.

Publicity

The Production (Distributor or Broadcaster) shall provide the location/ filmwight/ Isle of Wight Council with publicity material on release of the project wherever possible.

The production shall acknowledge the support of filmwight and Isle of Wight Council where any of its services, land or property is used by including them on the film credits.

Public Liability Insurance

The Production shall provide a copy of Public Liability Insurance to filmwight as part of the Film Permit application, which may be shared with the Council and Island Roads. The Production shall agree to indemnify the location owner or representative against any claims arising as a direct result of the activities of the Production to a minimum value of £10 million.

Public Transport

The Production must seek permission from the relevant contact before filming on public transport.

Rr

Road Markings

The temporary painting-out or disguising of road markings, lines or other road signs is subject of the agreement in advance with the FLO, Island Roads, and if necessary, Isle of Wight Council. The Production shall also notify Hampshire and Isle of Wight Constabulary in advance of any such undertaking. The Production agrees to fully reinstate any alterations to road markings to the satisfaction of the Highways Authority, and when obliged to use official contractors shall pay cost price.

Risk assessment

Risk Assessments are required by both the self-employed and any organisation with employees, so that they can meet their statutory duties to employees and those affected by their actions, as well as satisfying their insurance obligations. Specific Risk Assessments, beyond those generic assessments generally applying to film production on location, are also required depending on the type and nature of filming, and also as to the place(s) where filming is to take place.

While the provision of copies of the Productions' relevant Risk Assessments is required as part of the Film Permit application form, the responsibility of the completion and content of this document lies solely with the Production.

It must be underlines that merely because Risk Assessments have been provided as requested by filmwight, that does not mean that the FLO, filmwight or Isle of Wight Council has 'approved' or 'signed off' the document.

Additional assessments may be required depending on the type of filming. Please check with filmwight

Further guidance:

- [HSE: Risk Management](#)
- [HSE: Controlling Risks in the Workplace](#)
- [HSE: Health and Safety in the Entertainment and Leisure Industry](#)

Statutory obligations:

- [Health and Safety at Work Act 1974](#)
- [Management of Health and Safety Regulations 1999](#)

Rivers and Waterways

The Production must liaise with the landowner and any relevant authority as early as possible. Specific health and safety measures will apply.

Ss

Security

The production must use SIA licensed security for all licensable activity at all times and follow guidelines that conform to the Private Security Industry Act. SIA Security badges will have individual numbers on which can be checked on the SIA website. Licensed activity includes but is not limited to manned guarding (guarding premises against unauthorized access, destruction or damage, and theft), close protection (guarding an individual) and guarding cash or valuables in transit. A Door Supervisor license is required if manned guarding activities are undertaken in relation to licensed premises that are open to the public (i.e. a public house, restaurant or bar).

The Production must respect security issues local to the area or location in which the filming is taking place and shall take advice of the FLO and Hampshire and Isle of Wight Constabulary (where appropriate), and the security provider when deciding upon the number of security personnel required and their positioning. The Production may be asked to work alongside on-site security officers. Such on-site security are not employees of the Production, so in this instance it is advisable to check insurance policies.

Further guidance:

- [SIA website](#)

Statutory obligations:

- [The Private Security Industry Act 2001](#)

Signage & Graffiti

Unless approved by the relevant Highways Authority, unit direct signage on the highway is illegal. The Production shall consult with the FLO who will liaise with the relevant authorities before any non-public signage is used.

All signs and must be taken down after filming. The Production may be charged if signage is used and not taken down.

Any Graffiti must be planned in advance. The owner of the property must be consulted and their permission must be obtained in writing.

Further guidance:

- [GOV.UK: Traffic signs, signals and road markings](#)

Statutory obligations:

- [Highways Act 1980 Section 132\(1\)](#)
- [Criminal Justice Act 1982](#) (ss 35, 37, 38, 46)

Street Signs, Lighting, and Furniture

The removal of street furniture, including signs, and the adjustment of street lighting shall be subject to agreement in advance between the FLO and Highways Authority. All agreed work shall normally be carried out by Island Roads on behalf of the Highways Authority (Isle of Wight Council) and charged to the Production at cost. The Production shall agree to cover any costs and those of reinstatement.

See also: Signage

Statutory obligations:

- [Traffic Signs Regulations and General Directions 2002](#)
- [Highways Act 1980](#)

Special Effects and Pyrotechnics

This section refers to, but is not limited to, all sequences including physical, atmospheric and pyrotechnic effects. In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment and method statement. The Production shall notify the FLO or relevant third part whenever physical, or pyrotechnic effects are to be used, and shall consult Hampshire and Isle of Wight Constabulary and relevant emergency services in advance.

The Production shall notify Hampshire and Isle of Wight Constabulary using their Notice to Film form.

The Production shall inform local residents and businesses of such filming, in consultation with the FLO. All special effect shall be under the direct supervision of JIGS graded SFX Supervisor, or person of similar experience. Atmospheric effects (e.g. wet downs snow, mist and rain) may only be carried out with the approval of the FLO after a proper evaluation of the forecast weather conditions and with the proper signage and a clear up and safe disposal schedule. Productions shall consider existing industry codes and guidance documents from recognised bodies such as HSE, BECTU Special FX branch, etc.

Further guidance:

- [HSE: Preventing slips and trips at work](#)
- [Slips and trips Hazard spotting checklist](#)
- [HSE: Smoke and vapour effects used in entertainment](#)
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002](#)
- [Special or visual effects involving explosives or pyrotechnics used in film and television productions](#)
- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)

- [Explosives Act 1875](#)
- [Road Traffic Acts 1988](#) and [1991](#)
- [Provision and Use of Work Equipment 1998](#)
- [Fire Precautions \(Workplace\) \(Amendment\) Regulations 1999](#)
- [Dangerous Substances and Explosive Atmospheres Regulations 2002](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Control of Substances Hazardous to Health \(Amendment\) Regulations 2003](#)
- [Control of Substances Hazardous to Health \(Amendment\) Regulations 2004](#)
- [Control of Explosives Regulations 1991](#)
- [The Corporate Manslaughter and Corporate Homicide Act 2007](#)

Stunts

In accordance with statutory Health and Safety obligations, the Production must provide a risk assessment. The Production shall notify the FLO and or relevant third part whenever stunts are to be used, and shall consult Hampshire and Isle of Wight Constabulary and relevant emergency service(s) in advance.

It is the responsibility of the Production to notify Hampshire and Isle of Wight Constabulary using their Notice to Film form.

A full method statement and risk assessment is likely to be required by the FLO as part of the Film Permit application process. filmwight may request additional information or clarification on any planned stunts. Island Roads may also require to undertake a pre and post survey of any locations where stunts are to be performed on the highway.

The Production shall inform local residents and businesses of such filming in consultation with the FLO. All students shall be under direct supervision of a recognized Joint Industry Stunt Committee (JISC) Co-ordinator or person of similar experience.

Further guidance:

- [Stunts, fights, and other potentially hazardous production activities](#)
- [Preventing slips at trips at work](#)
- [Hampshire and Isle of Wight Constabulary: Notice to Film form](#)

Statutory obligations:

- [Management of Health and Safety Regulations 1999](#)
- [Explosives Act 1875](#)
- [Road Traffic Acts 1988](#) and [1991](#)

Sustainability

The Production is encouraged to adopt green filming practices to reduce their environmental impact whilst filming. The Isle of Wight Councils Climate and Environment Strategy seeks for a whole Island goal of net zero gas emissions by 2040. It is expected that film units on the Island consider their carbon and environmental impacts and appropriate mitigations to any harm.

The Council's Climate and Environment team can offer further advice: call 01983 821000 or email sustainability@iow.gov.uk

Further guidance:

- [Isle of Wight Council's Climate and Environment Strategy 2021- 2040](#)
- [Green Screen Industry advice](#)

Ww

Waste and Recycling Management

All activities undertaken during filming should leave no waste, recycling, or litter at any location. A Waste Management plan for all filming activities should be compiled to ensure that the Production is adhering to its legal Duty of Care for Waste Management.

The Productions shall ensure all litter is removed immediately at the end of filming at the location and environment are returned to the same condition in which they were found.

Further Guidance:

- [Business Waste Duty of Care](#)
- [DEFRA: Code of Practise on Litter and Refuse](#)

Statutory obligations:

- [Environmental Protection Act 1990](#)

Notes:

*The description *Production* refers to every type of filming. In particular, feature films, television productions, commercials, music promos, corporate and stills.

This document is intended as a guide outlining the requirements of filming on the streets and other public places across the Isle of Wight. It is not exhaustive and film makers, location managers and production companies are advised to check with filmwight as to what local charges, policies and practices are in place. Isle of Wight Council will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.

Isle of Wight Code of Practice and Filming Guidelines April 2024. Adapted from Filming Guidelines and Code of Practice produced by Film Hampshire, Film London, and Creative England.

Appendix One

Film Office Contact Details

filmwight – The Island’s official Film Office
13 High Street, Ventnor, Isle of Wight, PO38 1RZ

Website: www.filmwight.com

Film Liaison Officer (FLO)

Name: Dave Russell

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