



FILM CHARTER FOR THE CITY OF GLASGOW

**GLASGOW FILM OFFICE, EXCHANGE HOUSE,
229 GEORGE ST. GLASGOW G1 1QU**

In order to support the City of Glasgow's effort to facilitate the service to the film and television industries, Glasgow City Council has adopted the following procedures. The procedures apply to film and television productions working within the City boundaries for one week or more or any project with large-scale impact on a location. For smaller scale productions, commercials and student projects the general principles of good practice, co-operation, and courtesy will apply.

1. Inter-departmental co-ordination

All initial contact by qualifying film productions should be made directly with the Glasgow Film Office. Any department contacted by a production should enquire if the production has registered with the Film Office and, if necessary, assist the production to do so. The Film Office will establish necessary links with production personnel, will analyse the film script and shooting schedule, and will determine in conjunction with production personnel which departments are likely to be impacted by the production. Each department will have a nominated liaison person to respond to consequent filming requests. All departments and officials are expected to be as co-operative as possible in dealing with these requests. Provision should be made for an alternate staff member to handle these duties when the designated liaison is on leave or otherwise unavailable.

2. Parking, traffic management, and exterior filming

This is the most common area of interaction between public services and filmmakers. Strathclyde Police, Land Services (Roads and Transportation) and Glasgow Parking each have a key role to play. The designated liaison officers will be provided with information from the production regarding all aspects of exterior filming within their jurisdictions and will be expected to co-operate on an inter-agency level to provide a co-ordinated service. In addition the Police liaison will be expected to provide guidance with respect to the staging of crimes, accidents or use of firearms.

3. Pre-production meeting

Where the level of film activity will have a significant impact on the general public or on departmental activity the Film Office will arrange for a pre-production meeting to take place involving key personnel from the production and the appropriate departmental liaison officers. The purpose of the meeting will be to agree a schedule that can be serviced by all parties and to prepare contingencies for potential schedule changes. Emergency services will be involved where street closure is planned, and the Fire Brigade specifically where uses of fire hydrants, special effects, fires or pyrotechnics are planned.

4. Fees and Indemnities

Council policy is that the basis of charging of fees to qualifying film productions should reflect, where possible, only actual costs that cannot be readily absorbed into a department's operating budget. An estimate of any and all such charges should be presented to the production company prior to final agreement. Following filming a complete breakdown of charges should be presented to the production company for payment. Departments should indemnify themselves against errors or omissions by the production (Glasgow Film Office has a standard location agreement that has been ratified by the Council's Legal Services section. This may be customised by the production company and issued to appropriate Council departments for agreement). The Film Office will provide ongoing advice on these matters.

5. Use of Council Locations and Script Review

Other than exceptional circumstances and unless a law is being violated, no Council official shall refuse to permit production companies the use of public facilities because the official does not approve of the script. Specifically included in the exceptions are Social Work residential day units and fieldwork offices containing confidential information, and Council locations where there is a judicial process. Otherwise the review of scripts by Council officials will be for the purposes of production co-ordination and assistance only. The Film Office will give any official seeking guidance on this matter assistance.

Each production which approaches the Film Office to shoot in the City will be obliged to abide by a Code of Practice. The Code of Practice commits the production to responsible and courteous behaviour and practice in its dealings with Council departments, other public services, the general public, the business community and owners of private locations. Each departmental liaison person should be familiar with the Code of Practice and inform the Film Office of any violations. Through a process of appraisal and review we aim to achieve the highest standard of filmmaking practice.

We look forward to a successful partnership between the Council and the production community leading to economic growth in the city.

**This Charter was formally adopted by
Glasgow City Council on 27 May 1997**