



FILM CHARTER FOR THE CITY OF GLASGOW

GLASGOW FILM OFFICE, EXCHANGE HOUSE 231 GEORGE ST, GLASGOW G1 1RX

In order to support the City of Glasgow's effort to facilitate the service to the film and television industries, Glasgow City Council and its Arms Length External Organisations (ALEOs) have adopted the following procedures. The procedures apply to all film and television productions working within the City boundaries.

1. Inter-departmental co-ordination

All initial contact by qualifying film productions should be made directly with the Glasgow Film Office. Any department or ALEO 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 and/or ALEOs are likely to be impacted by the production. Each department or ALEO will have a nominated liaison person to respond to consequent filming requests. All departments, ALEOs 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 and the relevant Council departments and/or ALEOs 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 or ALEO 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 closures are planned, and the Fire Brigade specifically where uses of fire hydrants, special effects, fires or pyrotechnics are planned.

4. Location Agreement, Fees and Indemnities

Council and ALEO policy is that the basis of charging of fees for film productions must reflect only actual costs that cannot be readily absorbed into a department or ALEOs operating budget. An estimate of any and all such charges must be presented to the production company prior to final agreement. Following filming a complete breakdown of charges must be presented to the production company for payment, a cost breakdown template can be provided by the Film Office. Departments and ALEOs must indemnify themselves against errors or omissions by the production company and, therefore, use the standard filming location agreement as drafted by the Council's Legal Services department. 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 or ALEO 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 or ALEO locations where there is a judicial process. Otherwise the review of scripts by Council or ALEO 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. No production which may bring the Council or ALEOs into disrepute shall be permitted to use Council or ALEO locations.

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 and ALEOs, other public services, the general public, the business community and owners of private locations. Each departmental or ALEO 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/ALEO and the production community leading to economic growth in the city.

**This Charter was formally adopted by
Glasgow City Council on 29 November 2012**