



FILMING LICENCE APPLICATION
CONDITIONS OF AGREEMENT

Definitions:

“You” means the production company or any authorised officer or employee of such a company together with its servants and agents.

“the Filming Operation” means the filming operation which is the subject of this application.

“TfL” means Transport for London.

“TLRN” means the Transport for London Road Network.

1. You must discuss the Filming Operation in detail with the Metropolitan Police Service and comply with any conditions they impose.
2. You must comply with the [Film London ‘Film-maker’s Code of Practice’](#).
3. Technical/commercial vehicles are assumed to be of ‘standard size’. You must not use trucks of unusual width or with expanding sides that could cause an obstruction, except with the express permission of TfL.
4. You must send a Notice of Filming to TfL and to all frontagers in the immediate vicinity of the proposed filming location no less than 14 days prior to the start of filming. Such notice must give details of the location, duration and timing of the filming, any exterior sequences, lighting arrangements, use of cranes or tracking, any proposed parking arrangements, the number of people on location, any dressing of the location, any stunts and any other special arrangements. You must include the name and telephone number of the TfL representative dealing with the application in the Notice of Filming in order that the frontagers may discuss the proposal with TfL.
5. Filming on the TLRN must not take place between the following hours without the express permission of TfL:
 - a. 23:00 hours and 06:00 hours Mondays to Saturdays
 - b. 22:00 hours and 06:00 hours Sundays and Bank Holidays

Permission to film outside of these hours will only be granted with the full agreement of local residents, the Metropolitan Police Service and TfL.

6. You must not interfere with the normal use of the public highway by pedestrians or vehicles, except with the express permission of TfL.
7. You must not use of rain/snow machines or wet down footways or carriageways, except with the express permission of both the Metropolitan Police Service and TfL.
8. You must not cause or permit any damage to be caused to the public highway or street furniture. In the event that the public highway or street furniture is damaged as a result of the Filming Operation you must indemnify TfL on demand for the costs of all necessary

repair and reinstatement works. TfL may demand a bond in such circumstances as it thinks appropriate.

9. You must not disguise or obscure carriageway markings and street furniture, except with the express consent of TfL. Carriageway markings must not be painted out or covered with adhesive tape under any circumstances.
10. You must not run cables over the public highway in such a manner to cause a hazard to the general public, residents or businesses. Cables must be suspended over the public highway at a minimum clearance of 2.6 metres (8 ft 6 in) above the footway, or 5.2 metres (17 ft) above the carriageway, unless TfL expressly agrees otherwise. The use of cable ramps as an alternative to flying cables will not be allowed except with the express permission of TfL. Street furniture must not be used as a supporting structure for any filming installation or service under any circumstances.
11. You must not use any lighting units, cameras or other equipment in such a manner to cause a hazard to the general public, residents or businesses. Camera tracking and cranes may only be used with the express permission of the Metropolitan Police Service and TfL.
12. You must not use Mobile Elevated Work Platforms unless an appropriate licence for such use is in place. A licence for the use of Mobile Elevated Work Platforms must be applied for separately.
13. "No Waiting" cones have no force in the law and must not be placed on any part of the carriageway (including parking bays) without the express permission of TfL.
14. You must not use temporary "unit" direction signs on any part of highway and such signs must not be attached to street furniture.
15. You must take full responsibility for all relevant obligations under the Health and Safety at Work Act 1974 in respect of the Filming Operation and must carry out and act upon a full, site-specific risk assessment for the Filming Operation. You must nominate a competent Safety Officer who must ensure that health and safety issues are addressed whilst the production is 'on-location' on the Transport for London Road Network.
16. You must indemnify TfL on demand against all claims or proceedings (and all costs associated with such claims and proceedings) arising in respect of any injury to persons or damage to property as a result of the Filming Operation.
17. Unless TfL expressly agree otherwise, you must have public liability insurance with a minimum limit of indemnity to the sum of five million pounds (£5,000,000) in respect of any one claim or series of claims arising from the Filming Operation. In the case of large productions with complex filming sequences TfL may require a higher level of cover proportionate to the scale of the operation.
18. All public liability indemnity insurance policies must be produced to TfL before the Filming Operation commences together with evidence that the insurance cover is current. Please note that all paperwork must be supplied in English.
19. Location and/or filming credits must be acknowledged for all filming activity on the TLRN. Credits should refer to 'Transport for London'

FEES FOR FILMING ON THE TLRN

Standard Admin Charge for licence	£75 (inc VAT)
* 'Officer Day'	£350 / day (inc VAT)

* To fulfill the ambitions and meet the demands outlined in the London Filming Partnership, TfL have aligned themselves with other boroughs and introduced an 'Officer Day' charge to recover the costs associated with the additional time and work involved in coordinating arrangements for intricate and complex shoots. The introduction of this charge will allow TfL to cater for the increasing demands above and beyond its statutory duties and to minimise disruption and risk to local communities, other council services and the public.

No profit will be made and income from the charge will not exceed the cost of providing the service. The charge is calculated on the amount of 'Officer Time' and overheads that will be incurred and will allow TfL to continue to provide a valuable, dedicated service to the film industry.

The 'Officer Day' film charge may be payable by you based on the information you provide in pre-application conversations and confirmed in your formal application. If you meet the criteria for charging, the minimum charge will be one 'Officer Day' of £350.00 (inclusive of VAT) which is non-refundable and payable on submission of your application to film. Depending on the complexity and scale of your application, and after reviewing your request with you, TfL will make an assessment of how much 'Officer Day' time in total will be required to facilitate your request, and where applicable, require payment for the total number of Officer Days required with your application. Alternatively, TfL may invoice you for the total number of Officer Days following receipt of your application.

The Standard Admin Charge is payable upon all applications and is non-refundable.

Straight-forward shoots that are not likely to cause disruption on the TLRN or to neighbours will not incur Officer Day charges. General advice is still free and it's anticipated that many applications will not see any change, but please call and discuss your request with us if you need any guidance. Further information can be provided on request.