

# Application to film or photograph on Transport for London's red routes

Application time limits	
All filming/photography	2 weeks
Red route bay suspensions	2 weeks
Traffic holds	3 weeks
Road closures	12 weeks

Applications received outside of these minimum timeframes will NOT be processed.

Application fees		
<b>Small</b>	Cast and crew of up to 5 people	<b>£75</b>
<b>Medium</b>	Cast and crew of 6-25 people	<b>£225</b>
<b>Large</b>	Cast and crew of 26+	<b>£450</b>
<b>Multi-location</b>	3+ locations	<b>£1,350 (£450 for every additional location)</b>
<b>Application changes</b>	Any changes to applications will incur a supplementary fee, i.e. dates, equipment, location(s)	<b>£150</b>
<b>Meeting(s)</b>	With TfL representatives, including location site meetings	<b>£150 per meeting</b>

We need a receipt of payment before we can process your application.

Additional fees will apply if traffic measures such as road closures and parking suspensions are needed. These will be invoiced separately by the Traffic Orders team.

If you cancel your event and TfL has already incurred costs to licence it, all charges are still applicable.

## **Payment**

Application fees are payable by BACS only to:

Name of bank: HSBC Plc

Address: Victoria Street, London, SW1 0NJ

Name of bank account: TfL Surface Transport General Account

Sort code: 40-02-50

Account number: 61394614

Please use the name of your production as a reference and also quote **SC.3529.001**

## **Additional Information**

All applications should be sent to [redroutefilming@tfl.gov.uk](mailto:redroutefilming@tfl.gov.uk) along with the following:

- Receipt of payment of application fee
- Copy of Public Liability Insurance (£10 million standard)
- Supporting information such as traffic management plans, equipment details or driving routes

We need to receive these before we can process your application.

## **Contact us**

Telephone: 020 3054 6680

Email: [redroutefilming@tfl.gov.uk](mailto:redroutefilming@tfl.gov.uk)

By completing this form, I confirm that I accept the terms and conditions associated with filming on TfL's red routes, as detailed on pages 5-8 of this form.

### Your contact details

Film/location manager:			
Contact number:			
Email:			
Project title:		Production company:	
Address:		Address for invoice: <i>(if different)</i>	

### Your filming/photography

Project title:			
Project type: <i>(select as appropriate)</i>	Feature film		
	If other:		
Red route location(s):			
Date and times:			
Cast and crew size:			

A brief description of what you intend to do on the road space: <i>(including scene content and details of any plans that will impact TfL red routes)</i>			
Number of vehicles:		Parking required: <i>(if yes, please complete traffic order/suspension request form)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please select whether your shoot may involve any of the following: <i>(*complete traffic order/suspension request form. If you have selected any of the above, please attach additional details i.e. maps, drawings, photos or specifications)</i>	*Temporary traffic control  *Road closures  *Lane closures  *Parking bay suspensions  Street dressing  Mobile apparatus / aerial platforms / temporary structures  Generators  Audio playback  Driving sequences	<input type="radio"/> SFX  <input type="radio"/> Firearms or gunfire  <input type="radio"/> Smoke/fire effects  <input type="radio"/> Stunts  <input type="radio"/> Wet down  <input type="radio"/> Reconstruction of crime or emergency  <input type="radio"/> Cast dressed as Police or emergency services  <input type="radio"/> Crowd control or security	<input type="radio"/>  <input type="radio"/>
If other:			

## \* Traffic order/suspension request form

If any traffic measures or parking suspensions are required then the following will need to be completed - <https://tfl.gov.uk/cdn/static/cms/documents/traffic-order-parking-loading-suspension-request.doc>.

Please ensure to provide as much detail in your application. Any changes once submitted will incur a supplementary fee. Once complete, please send your application, a copy of your Public Liability Insurance, receipt of application fee and any supporting documents to [redroutefilming@tfl.gov.uk](mailto:redroutefilming@tfl.gov.uk).

## Terms and conditions

### Definitions:

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

“Filming Operation” is defined as details of the film project which is the subject of this application.

“TfL” – Transport for London

“TLRN” – Transport for London Road Network

“Frontager” is defined as an individual/company who owns land or property adjoining a street or water.

1. You must discuss the Filming Operation detail with the Metropolitan Police Film Unit and comply with the 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 vehicles of unusual widths or with expanding sides that could cause an obstruction, except with the express permission of TfL and as part of your agreed traffic management plan.
4. You must send a Notice of Filming to all frontagers in the immediate vicinity of the proposed filming no less than 14 days prior to the start of filming. Such notice must give details of the location, duration and timing of 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 on the Notice of Filming for frontagers who may wish to discuss the proposal with TfL.
5. Temporary notices are required onsite up to 14 days before the event takes place, although films are not named publicly.
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 rain/snow machines, wet down the footways or carriageways except with the express permission of both the Metropolitan Police Film Unit 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 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 (8ft 6in) above the footway, or 5.3 metres (17ft) above the carriageway, unless TfL expressly agree 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 supporting structure for any filming installation or service under any circumstance.
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 Film Unit 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 Works Platforms must be applied for separately here: <http://www.tfl.gov.uk/cdn/static/cms/documents/crane-and-oversail-application.pdf>. You must advise the TfL representative if you are applying for this licence.
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 express permission of TfL.
14. You must not use temporary "unit" direction signs on any part of the 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 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 TLRN.
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 to indemnify to the sum or ten million pounds (£10,000,000) 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 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'.

20. Any application submitted outside of the highlighted time frames may be subject to refusal by TfL.

21. Any TfL costs incurred by processing this application regardless of the event taking place will be paid for by the applicant.

### **Associated costs for filming on the TLRN**

TfL's Red Routes team is unable to accept credit/debit card payments over the phone for film admin fees. BACS payments will be accepted subject to TfL's agreement.

A receipt/proof of payment should be sent before your application can be processed.

1. **Meetings** - £150 per meeting (Inc. VAT – non-refundable)

For TfL representation at meetings there is a £150 charge per meeting. This is payable prior to any finalised agreements to film are issued from TfL.

2. **'Officer Day'** - £350 per day (Inc. VAT – non-refundable)

The 'Officer Day' film charge was introduced, in conjunction with the boroughs, to help TfL recover costs associated with the additional time and work involved in coordinating arrangements for intricate and complex shoots.

3. **Changes to application** - £150 per change (Inc. VAT – non-refundable)

We request that applications are submitted with all known details of your filming/photography in order for us to process your request as promptly as possible. Any changes (such as locations, dates, times or equipment) may be subject to a supplementary fee per change. This

covers the additional work and coordination necessary to licence your activities following such changes.

It **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 (inclusive of VAT) which is non-refundable and payable on submission of your application form.

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, depending on the complexity and scale of your application.

Where applicable, TfL will 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.

TfL introduced this charge to fulfil the ambitions and meet the demands outlined in the London Filming Partnership. It 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 Standard Admin Charge is only payable once feasibility checks have been cleared and is non-refundable.

Straight-forward shoots that are not likely to cause any 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 charge, but please call and discuss your request if you need any guidance.

## Privacy Notice

Transport for London (TfL) its subsidiaries and service providers will use your personal information for the purposes of administering your filming application, including where relevant, issuing an invoice and processing any payment. We will retain your information after the issue of the licence for the purposes of managing any correspondence, ensuring compliance with the licence terms and establishing and defending legal rights. On some occasions, we may need to share your information with associated organisations or their agents for these purposes. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.