

## Severn Trent Filming Policy

Please ensure that you have read and understood this document before submitting your filming application.

Applications must be received **at least 14 days in advance** and all sections complete so they can be considered for permission. Severn Trent will respond as quickly as possible and recognise deadlines of film and photographic industries.

There may be instances where filming or photography cannot be permitted due to ecological or operational considerations.

### Definitions

The term 'filming' refers to all forms of moving image production. This includes feature films, television, commercials, music videos, drama documentaries, corporate productions, video and interactive media.

The term 'photography' refers to all forms of still, digital and photo imaging. This includes advertising, editorial, fashion and corporate photography.

The term 'production' refers to a producer, production company, production manager, location manager or any other authorised officer or supervising worker of audio-visual projecting being made.

### Application Process

1. Pre-application advice by phone or email
  - a. Email [filming@severntrent.co.uk](mailto:filming@severntrent.co.uk)
2. Filming application completed and returned to [filming@severntrent.co.uk](mailto:filming@severntrent.co.uk)
  - a. Please fill out the location application form
  - b. Each application will be assessed on a case-by-case basis
3. Negotiation of fees
4. Signing of legally binding location agreement
  - a. A formal location agreement will be issued and signed by Severn Trent and the production
  - b. Filming cannot proceed unless a legally binding agreement is in place
5. Arrangement of deposit
6. Logistics and filming
  - a. Risk assessments are reviewed and signed off
  - b. Finalising of logistics, staff, access etc. are completed
  - c. Filming/photography takes place
7. Debrief
  - a. Severn Trent encourage a meeting once production is completed to discuss what worked and what needs developing to improve the service we provide

### Pricing

Our pricing varies and can be affected by several factors including, but not limited to; the area where the filming will take place, the number of people on site (including all crew), the number of vehicles on site, the number of tenants/visitors that may be affected and types of filming taking place.

All applications will receive a quote after submitting an application to Severn Trent. Total number of people should include everyone involved in the production i.e. actors, camera operators, support crew.

Please note all filming requests must be submitted at **least 14 days prior** to the proposed filming date, failing this will result in additional charges or in the application being declined.

A price will be provided based on the information provided, please ensure all information is correct when completing the application.

In the event of a cancellation a cancellation fee will be payable.

- 28 days + before start of filming period, production invoiced standard admin fee (£200 + VAT) and any other agreed staff costings including drone application fee if applicable.
- 4-27 days before start of filming period, production invoiced 50% of agreement fee and any other agreed staff costings including drone application fee if applicable.
- 0-3 days before start of filming period, production invoiced 100% of agreement fee and any other agreed staff costings including drone application fee if applicable.

## Drone Usage

If drone use is required, you must provide the following information with your application. A £350 approval fee applies to all drone filming applications.

Some points to note-

- Drone use in a SSSI or other protected area will only be granted in exceptional circumstances.
- If a drone flight is noted to elicit a negative response from wildlife, then flying in that area must cease immediately.
- During bird nesting season (usually March to September) your drone application risk assessment
- Your risk assessment should include how disturbance to nesting birds will be mitigated.

To submit a drone application we would need the following;

- Contact details of the pilot including Flyer ID.
- Copy of company's GVC Certificate and Operator ID.
- A copy of the drone company's insurance certificate that complies with EC Regulation No. 785/2004.
- Method statement, flight plan and risk assessment for the intended flight(s).
- Information on the drone model that you intend to use.
- Details on how you intend to secure the drone data before leaving site.

*Please note; providing the above information does not guarantee that drone use will be authorised, this will be assessed on a case-by-case basis once all the information is received.*

## Health and Safety

The production should 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 adhered to. Failure to follow appropriate health and safety procedures may invalidate any insurance and in the event of an incident could result in enforcement and possible prosecution. Failure to comply to your submitted risk assessment will result in you being asked to stop filming and leave site.

*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](#)

Our sites have open access to the general public and as such, any filming practices should not affect their experience. Filming should also not affect the rangers' working days and/or any operational works going on at our sites.

The filming at our sites should be in line with Severn Trent as a company, therefore any filming that endorses ideals that are not in line with Severn Trent's objectives and values will not be approved.

- Anything that could harm our reputation or encourage negative behaviour is not allowed.
- Any film shot at one of our sites needs to be credited to Severn Trent either within the film or on the medium it's being shared e.g. section under the video on YouTube or in website copy.
- Filming of a blasphemous, salacious or derogatory nature will not be permitted.

It is very important that our reservoirs and works are not affected by filming in any way. Any filming equipment that could cause any spills into our water is strictly prohibited. All filming parties should operate with safety in mind. The filming parties may not access any areas that are locked or closed off. Access to the water is strictly prohibited.

Across all sites, we work hard to maintain this standard and as such, any production should leave the site in the state they found it in. The production approved on site should not leave any litter of any kind and should not damage the site. Any damages that do occur should be reported immediately to the site supervisor and must be paid for by the production. The production may ask the relevant local authority to remove litter; this service is to be provided according to local contract rates. Waste created on location should be recycled wherever possible.

*Further guidance*

[DEFRA: Code of Practice on Litter and Refuse](#)

*Statutory obligations*

[Environmental Protection Act 1990](#)

Use of audio playback and megaphones are only permitted if agreed by Severn Trent. The parking position of generators should be agreed in advance and will depend on local sensitivities.

We do not allow swimming in our reservoirs.

### **Risk Assessments**

You will need to recce the location and carry out a full risk assessment before filming. This should be shared with Severn Trent **at least 7 days** before your filming period for review and sign off. Severn Trent's risk assessment will be shared with the production following application approval to ensure transparency of expectations. The producer retains a non-delegate duty to ensure the production is conducted safely.

*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](#)

### **Traffic Management**

All temporary traffic management applications must be completed independently to the relevant council body. Please provide proof of the approved traffic management to Severn Trent once your filming application has been approved.

*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](#)

[London Local Authorities and Transport for London Act 2008](#)

## **Filming from Vehicles**

Filming from vehicles covers but is not limited to, filming using low loaders, tracking vehicles and a-frames. The Production shall agree to consult with the relevant Highways and Traffic Authority when filming from a moving vehicle on a public road. All Road Traffic Legislation must be complied with subject any concessions made by the Highways and/or Traffic Authority and the Police.

*Further guidance*

[HSE: Safe filming and recording involving vehicles](#)

[HSE: Guidance on Vehicles at Work](#)

*Statutory obligations*

[Road Traffic Act 1988](#)

[Road Vehicles \[Construction and Use\] Regulations 1986](#)

## **Local Residents and Businesses**

The production should be considerate to the impact that filming in the local area will have and shall consult with local residents and businesses that may be affected by their filming prior to, during and after the shoot.

The local authority should be approached before residents and businesses are contacted as they can provide the production with relevant local information to aid a fair consultation process.

### **Additional information**

- A letter on headed paper from the educational establishment must be provided to establish student status.
- Severn Trent support amateur and student photographers taking photographs for a private portfolio, educational coursework or other non-commercial use. Permission must be applied for to use photographs of Severn Trent for commercial purposes, this includes professional portfolios.