



FIFESCREEN
+
TAYSCREEN

PRODUCTION CODE

FIFE & TAYSIDE

ANGUS, DUNDEE, FIFE, PERTSHIRE

WWW.TAYSCREEN.COM

WWW.FIFESCREEN.CO.UK

FIFESCREEN+TAYSCREEN

Production Code

01.01.2016

Thank you for coming to
Fife and Tayside, Scotland.
We are here to help you.

Please:

Be Safe, Be Insured and
Care for People and Locations
As set out in this Production Code

Screen Office for the Councils of
Angus, Dundee City,
Fife and Perth & Kinross

Member

European Film commission Network
Scottish Locations Network

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CODE OF PRACTICE: MEDIA PRODUCTION IN FIFE AND TAYSIDE @01.01.2016

Who Does What in this Production Code

The **Production Company** is the person or company carrying out media production of any type in the region covered by TayScreen.

FifeScreen+TayScreen Scotland is a partnership between the **Councils of Angus, Dundee City, Fife and Perth & Kinross** and is the official screen office for the region. The office is a member of the Scottish Locations Network and the European Film Commission Network.

Contact Information

FifeScreen+TayScreen Scotland

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Part A LIABILITY AND INSURANCE

1. Liability

The Production Company is solely and fully liable for every aspect of its production work and any liability arising from it and agrees to carry out production in accordance with this Production Code. The Production Company is advised to employ a professional production or location manager.

2. Insurance Cover

The Production Company shall provide written evidence of adequate public liability insurance and any other relevant insurances on demand to anyone affected by the activities of the Production Company.

Part B NOTICE OF PRODUCTION AND PERMISSIONS

1. Notice of Production

The Production Company should, wherever possible, arrange to consult with and give at least one week's notice in writing to all parties likely to be affected by production activity. Projects requiring road closures need to give at least 8 weeks' notice.

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2. Applying for Permissions through FifeScreen+TayScreen Scotland

2.1 Permissions Required

The Production Company must obtain permission in advance of production work from each relevant location owner and public and private authorities including Police Scotland Fife and Tayside, the emergency services for Fife and Tayside and departments of the Councils in Fife and Tayside such as Environmental Health and Roads. After the grant of permissions, the Authorities may agree additional conditions with the Production Company if circumstances affecting any location make this necessary.

2.2 Apply through FifeScreen +TayScreen Scotland

Production Companies can obtain information on permissions required and apply through TayScreen by providing the information required below at 2.3 and, if relevant, complying with the requirements below at:

3. for Police Scotland Fife and Tayside;
4. for the Emergency Services;
5. for Environmental Health and Safety; and
6. for Roads, Parks and other public spaces.

2.3 Information Required

Production Companies shall use best efforts to provide the information in the Appendix.

Production Companies must provide information on plans as follows:

■ Roads, Parks or other public areas

Use of public roads or footpaths, parks, other areas accessible to the public or areas under the control of any of the Authorities.

■ Special Effects, Stunts and Public Safety

Use of any special effects, plant, equipment, structures, procedures or substances and any of these activities that could endanger or cause nuisance or disruption to members of the public including inflammatory material, smoke, cranes, noise, music or lights.

■ Controversial or Sensitive Subjects

Subjects that may cause public concern, be controversial or involve children or animals.

■ Catering

Any mobile catering unit that will operate at a site used for project purposes.

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3. Police Scotland – Fife and Tayside Divisions

3.1 Information Required

The Production Company may be required to discuss production work with Police Scotland – Fife & Tayside Divisions and, in particular, must obtain advice from Police Scotland – Fife & Tayside Divisions on:

- Staging of crimes, accidents or use of firearms
- Dressing of participants in police or other uniforms

3.2 Uniform Requirements

As it is an offence to impersonate a police officer, cast members should be asked to cover such uniforms when not immediately required for production.

4. Emergency Services

4.1 Information Required

The Production Company must notify the Emergency Services of production work, maintain access at all times for emergency vehicles and comply with all fire precautions in operation at any premises unless otherwise agreed by the Fire Brigade.

4.2 Further Information Required for Rescue and Fire Services

Where relevant the Production Company must advise of:

- Any likely disruption to traffic due to road closures during filming
- Use of fire hydrants, special effects, fires or explosions, and
- Impersonation of fire officers or use of vehicles with the appearance in any way of a fire tenders.

4.3 Further Information Required for Ambulance Services

Where relevant the Production Company must advise of the impersonation of ambulance staff or use of vehicles with the appearance in any way of ambulances.

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5. Health and Safety

5.1 Compliance

The Production Company must ensure:

- That they and any contractors or sub contractors comply with all current health and safety legislation during production work at every location, and appoint competent advisors to assist them as necessary to fulfil this requirement;
- Public safety at all times;
- That suitable emergency arrangements are in place for first aid, fire, rescue and any other foreseeable emergencies.

5.2 Risk Assessment

The Production Company must:

- Carry out a risk assessment of all production activities at each location to ensure that any potential hazards to staff, contractors and the public have been identified and are adequately controlled;
- Make these assessments available for inspection by occupiers and landlords, the councils, and others who could be affected by the activities of the Production Company;
- Co-operate with other employers so far as necessary for them to comply with health and safety information and provide information on any risks to their employees or the public arising out of or in connection with the activities of the Production Company.

6. Roads, Parks and Public Spaces

Subject to relevant legislation, the Production Company must obtain permission from relevant Authorities such as those responsible in any area for roads, parks or other public spaces and, in particular, must comply with relevant regulations for proposed activities including:

- Removal, alteration and disguising of street furniture and road markings
- Parking of production vehicles in areas where restrictions apply including on roads marked with yellow lines, in metered bays or resident-permit bays
- Closure, restriction of access or causing any obstruction on any road, footpath or other public space.

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7. Aerial/UAV/Drone filming

If the Production Company plans to carry out or commission any form of aerial filming including by UAVs or drones, information must be provided to FifeScreen+TayScreen. There is a separate guide on this also that will be provided to the Production Company.

C. TREATMENT OF LOCATIONS

1. Private Locations

The Production Company shall:

- 1.1 Keep location owners fully informed of production plans at all stages.
- 1.2 Agree with the location owner a written contract stating the terms of access to and use of the location including a reasonable rental amount in accordance with the budget of the film.
- 1.3 Discuss and agree with the location owner the details of any art department requirements including dressing and construction work affecting the location.
- 1.4 Provide protective materials or dust sheets to cover furniture and flooring
- 1.5 Advise crew and cast not to enter any areas as designated by the location owner.
- 1.6 Ensure that objects belonging to the location are not moved or removed without the express permission of the location owner.

2. Location Neighbourhood and General Public

The Production Company must advise cast and crew to:

- 2.1 Behave with courtesy towards the resident community and the general public in the area where they are working.
- 2.2 Use best efforts to notify properties adjacent to the location in advance by letter of production work.
- 2.3 Keep noise including that from generators or other power supplies to a minimum level, particularly during unsocial hours (normally from 2200 to 0800 on any day)
- 2.4 Observe standards of dress and language that will not cause offence to religious or other standards customary for the area where production work takes place.
- 2.5 Keep access to homes and businesses clear at all times.
- 2.6 Observe smoking and no-smoking areas and use ashtrays provided by the Production Company.
- 2.7 Take all food and drink in appropriate areas designated by the Production Company.
- 2.8 Avoid taking access onto properties in the neighbourhood other than the location.

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3. Care of the Environment

The Production Company must

- 3.1 Provide rubbish bins, to be cleared at regular intervals
- 3.2 Reinstate all signs and other street or location furniture on completion of production work
- 3.3 Remove all signs and other street or location furniture installed by or for the Production Company
- 3.4 Ensure that their activities do not cause harm or pollution to the environment where production work takes place

4. Security

As appropriate to the location or its situation, the Production Company must ensure suitable protection by security staff.

5. Re-instatement of Locations and Environment

The Production Company must make good any damage caused directly or indirectly by its activities immediately after production work to the satisfaction of the location owner or Authority, as appropriate, and must notify all parties concerned.

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APPENDIX – Project Information

We will complete this information as far as possible from information you give us over the phone or by email and send it to you for checking and additional details. We use this information to send production notices/requests to Police Scotland Fife and Tayside, Council offices such as roads and other relevant location or service contacts. If you prefer you can complete the information yourself and email it to us at info@tayscreen.com

Use the form below and send as an attachment or copy the form to an email. We can also send you the form by email.

1.PRODUCTION IN ANGUS, DUNDEE, FIFE, PERTH & KINROSS

2.LOCATIONS & SERVICES REQUEST – ANGUS, DUNDEE, FIFE, PERTH & KINROSS

3.PRODUCTION CONTACTS

4.PRODUCTION SERVICES COMPANY (if any)

5.PRODUCTION & LOCATION CONTACT INFORMATION

1.PRODUCTION IN ANGUS, DUNDEE, FIFE, PERTH & KINROSS	
First TX/Distribution date (date or period e.g. Autumn 2016):	
Project Type (eg Film-Feature, TV-Factual, TV-Sport, TV-Drama, TV-Commercial):	
Title:	
Outline:	
Project Web (if any):	
2.LOCATIONS & SERVICES REQUEST – ANGUS, DUNDEE, FIFE, PERTH & KINROSS	
Production dates in above including preparation and completion/strike	
From:	
To:	
Locations and Dates	
(e.g. place name, street address, area, town) in the following areas with dates if known.	
(We do not expect you to know your locations – we are here to help you find and identify.	
If you have a schedule prepared, please send us that instead of completing the following.)	

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Angus:	
Dundee:	
Fife:	
Perth and Kinross:	
Perth and Kinross:	
Services Required (e.g. Studio Space, Crew, Accommodation etc.):	(It is always worth checking with us on local crew, accommodation and services.)
3.PRODUCTION CONTACTS	
Production Company:	
Web:	
Based Town:	
Based Country:	
Contact First Name:	
Contact Last Name:	
Function:	
Tel:	
Mob:	
Email:	
For (Broadcaster/Distributor/Agency/College etc):	
4.PRODUCTION SERVICES COMPANY INCL DRONES/UAV (if any)	
Company Name:	
Service:	
Based:	
Web:	
Contact First Name:	
Contact Last Name:	
Function:	
Tel:	
Mob:	
Email:	
For Drone/UAV operators	
Confirm CAA licence/permit	
Confirm insurance	
Confirm risk assessment	
5.PRODUCTION & LOCATION CONTACT INFORMATION	

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Total number of team (incl actors/crew):	
Location Contact First Name:	
Location Contact Last Name:	
Location contact mobile:	
Location contact email:	
Production Notes (e.g. special requirements such as parking):	
Vehicles (Make, model, registration colour):	
Special production issues (e.g. special effects, actors/crew under 16, uniforms, violence, weapons):	

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