



# Transport for Buckinghamshire

## BUCKINGHAMSHIRE COUNTY COUNCIL (FILMING ON THE HIGHWAY) ACT 2014 TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM FOR FILMING

Please read the guidance notes overleaf before completing the form.

Please complete all sections – your application form may be returned if you do not comply with all requirements listed overleaf.

1. NAME AND NUMBER OF HIGHWAY AFFECTED .....

.....

TOWN/PARISH .....

If only a section of the road is to be affected, give relevant junctions/distances in metres.....

.....

.....

2. TYPE OF TEMPORARY TRAFFIC RESTRICTION REQUIRED, please tick

Road closure  footpath/bridleway closure  temp parking restrictions  suspend parking restrictions  speed restrictions

3. DATES FOR WHICH ORDER IS SOUGHT from..... to .....

4. TIMES Road to be closed between ..... and ..... (Please allow enough time for setting and clearing up)

5. Will the Emergency Services have access through the closure YES  NO

6. Will Buses have access through the closure YES  NO

7. ALTERNATIVE ROUTE FOR AFFECTED USERS

(Please state road names, if two-way or otherwise and highlight route on accompanying map)

.....

.....

.....

8. REASON FOR Closure (Please Give Full Description of the proposed filming)

.....

.....

9. WHO WILL SUPPLY SIGNING SCHEDULE AND ARRANGE SIGNING OR ROUTE ETC? (If signage is NOT being arranged through Transport for Buckinghamshire, please enclose a copy of the signing schedule with your application and proof of NRSWA accreditation for those carrying out the Traffic Management)

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10. TRAFFIC MANAGEMENT PLAN ATTACHED YES  NO

11. HAS A SAFETY ADVISORY GROUP EVENT NOTIFICATION FORM BEEN SUBMITTED? YES  NO

Please note if 10. and 11. are not fulfilled your application might be refused.

**12. APPLICANTS FULL NAME AND COMPANY ADDRESS** .....  
.....  
.....  
.....

Cheque number (enclosed where applicable).....

Signed .....

(in agreement with the Buckinghamshire County Council Term and Conditions and in conjunction with the Buckinghamshire County Council Code of Practice for Filming on the Highway )

Name .....

Position .....

Telephone No: ..... Date .....

Email Address.....

## BUCKINGHAMSHIRE COUNTY COUNCIL

### TRANSPORT FOR BUCKINGHAMSHIRE

#### APPLICATION FOR TEMPORARY TRAFFIC REGULATION FILMING ORDER

This form is for use by applicants seeking a Temporary Traffic Regulation Order (TTRO) under the Road Traffic Regulation Act 1984 Buckinghamshire County Council (filming on the Highway) Act, affecting any public highway (whether road, footpath, cycleway, bridleway, etc).

#### Notice

**For all temporary Filming Order / Notice we require a minimum of eight weeks notice to enable an Order and Notice to be issued. NB: Exact timeframes will be determined by the proposal. Please see the Code of Practice for filming - <http://www.transportforbucks.net/Roads-highways-and-pavements/Filming-on-the-highway.aspx>**

If this period of notice is not received, the authority might require the filming in question to be deferred. It is important that the closure period is adequate to cater for any possible contingency. An extension cannot be guaranteed. The maximum period that the highway or right of way is expected to be closed must be indicated, and will be advertised within any publicity given by the authority.

**Type of Order:** An Order or Notice temporarily prohibiting through vehicular traffic from using a highway has the effect of closing the highway in question, but protects pedestrian use and rights of access to properties along the affected highway. Applicants will be required to ensure that such access is possible at all times, or, if this is not possible, to ensure that alternative arrangements are made which are satisfactory to all affected parties. Similar arrangements exist in relation to the closure of footpaths, etc where Orders or Notice prevent pedestrians, cyclists or horse-riders from using a particular route. In the case of requests for an Order affecting a non-vehicular route, it will be assumed that the complete closure of the right of way is sought. In the effect that 'on street' parking restrictions is required; NSL Parking Services should be approached in the first instance([transportforbuckinghamshire@nsl.co.uk](mailto:transportforbuckinghamshire@nsl.co.uk))

**Signing:** Applicants will be required to ensure that all necessary signing requirements are met during the period of operation of any measure, and must submit their proposals to this end, in the form of a signing schedule, for the approval of the authority no less than two weeks before the requested effective date of the Order or Notice. They will also be required to arrange for information boards showing who is responsible for the filming, the proposed start date and anticipated duration, to be erected at either end of the affected length of road or right of way, at least two weeks prior to the shoot.

Please note that Transport for Buckinghamshire, can prepare a signing scheme and supply and maintain the appropriate signs and boards at a separately negotiated charge. Please indicate your requirements on this application form or contact [roadclosures@buckscc.gov.uk](mailto:roadclosures@buckscc.gov.uk) or the TMA Support Officer as detailed below, alternatively, a reputable company such as the AA or RAC may be contracted to supply appropriate signage.

**Filming signs:** All filming signs used to advertise the event must have prior approval. Please note that stakes of any kind are not permitted as there is no way of knowing if there are underground services in the verges. Please use "A" frame signs, or be attached to free standing cones.

**Traffic Management:** Temporary signs placed on the highway have to meet legal requirements and there are specific layouts that have to be met regardless of the reason for the closure / diversion. New Roads and Street Works Act (NRSWA) accreditation is the only recognised qualification that allows the placing of signs on the highway to comply with Chapter 8 of the Traffic Signs Manual

**Safety advisory Group:** You should also contact the district council as your filming activity may need to be referred to the Safety Advisory Group (SAG). SAG provides guidance and are formed, not to take over the planning, but to coordinate and focus the advice and intervention of the members of the group leading up to the filming. Members of the Safety Advisory Group include Thames Valley Police, Ambulance Services, Bucks Fire and Rescue Service, The District Council and Buckinghamshire County Council. For more information about SAG please contact the District Council

**Aylesbury Vale DC:** 01296 585605 or [licensing@ayleburyvaledc.gov.uk](mailto:licensing@ayleburyvaledc.gov.uk)

**Chiltern DC:** 01494 732063 or [licensing@chiltern.gov.uk](mailto:licensing@chiltern.gov.uk)

**Wycombe DC:** 01494 421 222 or [licensing@wycombe.gov.uk](mailto:licensing@wycombe.gov.uk)

**South Bucks DC:** 01895 837373 or [licensing@southbucks.gov.uk](mailto:licensing@southbucks.gov.uk)

**Application:** Applicants should complete all details within the form overleaf. The form should then be submitted, together with:-

- a) full details of the filming activity including potential requirements for the dressing of the highway, the removal of street furniture or the placing temporary non regulatory signage on the highway.
- b) a plan indicating clearly the affected section of road or right of way and the alternative route(s);
- c) a cheque made payable to Buckinghamshire County Council for £1690.00  
Please note that other costs may be incurred – please refer to the Buckinghamshire County Council Code of Practice for filming on the highway
- d) a signing schedule and proof of NRSWA accreditation. if this is not being arranged through Transport for Buckinghamshire
- e) Proof of Public Liability Insurance for a minimum of £10M
- f) A Risk Assessment
- g) A Method Statement of Event Management Plan
- h) Agree to our terms and conditions set out below and will film in line with the Buckinghamshire County Council code of Practice for filming

Except in very extenuating circumstances, no Order will be processed unless the above requirements are fulfilled.

Please return your completed application form to:

**TMA Support Officer, Buckinghamshire County Council, Transport for Buckinghamshire County Hall, Aylesbury HP20 1UY - Tel: (01296) 383397 or Email: [roadclosures@bucksc.gov.uk](mailto:roadclosures@bucksc.gov.uk)**

**FILMING TERMS & CONDITIONS**

Health and Safety

1. The Film Producer will need to produce an adequate 'method statement' for the Council to understand the film shoot process and the Film Producer needs to draw up a 'risk assessment' to the satisfaction of Buckinghamshire County Council (BCC) and forwarded to the TMA Support Officer after the technical recce.

#### **Special effects etc.**

2. Except where otherwise agreed in writing, the following are **not** permitted on site: explosions, fire, stunts, charged firearms, smoke, playback, wet down, wind machines, indecency or unnamed special effects.

#### **Terms**

3. The Council gives no warranty that the Site is legally or physically fit for any specific purpose.

4. The Production Company shall have the right to represent the Site as another real or fictional place, or by prior agreement to represent the site under its proper title.

5. All rights to the films and photographs taken at the site shall vest in the Production Company. The Production Company shall have the right to exploit and exhibit the film with, or without the scenes photographed at the site, in any medium now known or hereafter devised, without restriction.

#### **Production Company's undertakings**

6. To indemnify the Council against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from this notice, or any breach of any of the obligations on the part of the Production Company.

7. To effect and to maintain during the agreed filming period insurance in a sum not less than £10,000,000 (Ten Million Pounds) in respect of any one incident, with an insurer, or underwriter of repute against all liability of the Council and the Production Company to third parties (including for the avoidance of doubt employees of the Council and the Production Company) arising out of, or in connection with, the use of the Site and to produce, or demand, evidence of this insurance.

8. During the filming period to provide a sufficient number of attendants and/or stewards for the efficient supervision of the Site for its safety and for the preservation of order in it and in the vicinity of it. Any undertaking by the Production Company not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person.

9. To permit the Council and its employees and agents to inspect and monitor the arrangements made by the Production Company for the proper supervision of the Site.

10. To observe such rules and regulations governing the use of the Site as may have been made or as may from time to time be made by the Council.

11. Not to use the site or any part of it otherwise than for the permitted use.

12. Not to do, or permit or suffer to be done, anything to injure the reputation of the site, or to offend against any statute, or any regulations made under any statute, or by the Council, or any other public authority, or to imperil any agreement granted for the Site, or any insurance effected on it.

13. Not to permit or suffer any persons to enter or use the Site other than persons who are employees or agents of the Production Company engaged in the production, or who are members of the cast of the film or production.

14. Not to make alterations or additions to the existing fabric design or lay-out of the Site or any of its facilities or services except as expressly permitted by this notice and subject to compliance with the related conditions of the Council (which approval the Council shall be entitled to grant or withhold in its absolute unfettered discretion and if granted upon which conditions as to reinstatement and security as the Council shall in its like discretion stipulate)

15. Any undertaking by the Production Company not to do an act or thing shall be deemed to include all employees, servants, agents and any persons associated with the Production Company

16. To make good to the reasonable satisfaction of the Council any damage caused to or suffered by the Site as a result of, or arising from its use by the Production Company pursuant to this Agreement, within 14 (fourteen) days.

17. At the end of the filming period the Production Company undertakes to immediately remove all their equipment, goods rubbish and litter from the Site and to leave it in a clean and tidy state. Should the Production Company fail to do so the Council will remove the rubbish etc. at the production companies expense, such cost shall be payable to the Council on demand.

18. At all times, whilst in occupation of the site, the Production Company will comply with all relevant Health and Safety Codes of Practice and Legislation that may apply to the site or the work being carried out thereon. Furthermore, if required, the Production Company will show the Council any relevant 'method statements' and 'risk assessments' before filming begins.

19. The Production Company agrees to abide by the Code of Practice developed by Screen South and SAEEDA, a copy of which is available on request.

20. No litter, alcohol or illegal substances are permitted on site.

21. Sufficient security must be employed to ensure the film companies' vehicles are not interfered with and that the general public do not form a crowd watching the filming.

22. Unit signs can be used providing they are taken down immediately after the crew have arrived at unit Base/location.

23. Traffic Coning/Parking reservation can be used providing the residents have been informed in writing (except in Civil Enforcement Areas)

24. Parking dispensation in civil enforcement areas are available on application to the relevant District Council..

25. If at any time the Production Company fails to comply with the terms and conditions of this notice and having been notified of such failure, continues to act in breach of the terms and conditions above, The Council reserves the right, to revoke this notice forthwith.

26. The Production Company must ensure that the local residents, businesses and Parish Council are informed in writing of when and where the filming is taking place and also of the type of activities being undertaken.

27. The Production Company must give BCC 5 – 7 working days' notice before any filming can take place, failure to comply may result in your application to film being rejected.