

Location Filming – The Application Process

Public Property
For filming on public property, you must be covered by a 'public liability insurance' policy

* If you need help finding your locations, please contact Film London 020 7613 7676 www.filmlondon.org.uk

** See FL lists for contact details

*** Please note that lead times vary from borough to borough. A list of lead times is available at www.filmlondon.org.uk/listsandforms

FL = Film London
BFS = Borough Film Service
TfL = Transport for London

Do you know which borough your film location is in?*

Yes

No

Call Film London for advice
020 7613 7676

Is your location privately-owned, Council-owned or public highway?

Private Property

Approach owner directly.
**See FL Organisations and Agencies list for help

Council-Owned Property

Contact relevant Borough Film Service (BFS).
***See FL BFS list for details

Public Highway

Contact relevant Highways Authority, either via Borough Film Service (BFS) or TfL.
***See FL lists for details

Will you require on-street parking?

No

Inform BFS of filming.

Yes

***Arrange via BFS.

Send formal application to BFS

Inc. dates, crew size, parking requirements, stunts (with risk assessment). Include public liability insurance cover sheet.

Recce

Attend 'recce' (site meeting) if necessary, with BFS (police officers and Local Authority officials may also need to be present).

Inform Police

Inform Borough Police Contact, and where necessary the Metropolitan Police Service Film Unit of all filming details.
**See FL Police List

Distribute Resident's Letter

To any residents/businesses affected by filming – with sufficient notice, detailing dates, times, measures taken to minimise any disturbances that may arise, production contact details and BFS details – also send a copy to BFS.

Shoot is approved

BFS may issue a filming licence for the location and/or a permit/written confirmation of no objection for street filming.

During filming

Contact BFS in advance if any formerly agreed details change, regarding location, times, crew size, vehicle presence, props and nature of filming. Refer to the Location Filming in London Code of Practice for guidelines of location filming conduct