

# Frequently Asked Questions

0207 620 0391  
info@croydonfilmoffice.co.uk

## 1 How much notice do I need to give if I want to film in Croydon?

Please see our Fees and Lead in Times document which can be downloaded from [www.filmapp.org/croydon](http://www.filmapp.org/croydon)

## 2 How do I apply to film in Croydon?

Please complete the on line application form which can be found at [www.filmapp.org/croydon](http://www.filmapp.org/croydon) and click apply to film.

## 3 Do I need to provide any insurance for my filming?

Yes, you are required to supply Public Liability Insurance of a minimum of £5million. The insurance must be in the name of the production company named on the application and valid in the UK.

## 4 How much does it cost to film in Croydon?

Please see our Fees and Lead in Times document which can be downloaded from [www.filmapp.org/croydon](http://www.filmapp.org/croydon)

## 5 Will the council charge a location fee for my film shoot?

Location fees are what the council charge for the use of an area for commercial filming purposes. Location fees are chargeable when your filming takes place in ANY of the following locations. Parks, green spaces, square, pedestrian areas, markets, interiors of buildings, leisure centres, swimming pools, estates, river side walkways and car parks. When filming on a public highway, you will not be charged a location fee, however you can expect administration costs

along with other associated costs dependent on what you are doing and the equipment you are using. Please see our Fees and Lead in Times document which can be downloaded from [www.filmapp.org/croydon](http://www.filmapp.org/croydon)

## 6 I am filming in a private property but require parking suspensions, what do I need to do?

You need to complete a parking suspension application which can be found at [www.filmapp.org/croydon](http://www.filmapp.org/croydon). You also need to complete the filming application as this is where the parking is processed, please go to [www.filmapp.org/croydon](http://www.filmapp.org/croydon) and click apply to film.

## 7 Who in your office do I need to speak to about my filming?

If you are working on a large scale commercial, a TV drama or a Feature film, it is likely you will need to speak to Borough Film Officer who is Kelly Jones. If you are a student, charity production, small scale filming enquiry or small scale commercial (and the shoot does not involve drones or other complex elements) you need to speak to a member of the admin team. Alternatively, please email [info@croydonfilmoffice.co.uk](mailto:info@croydonfilmoffice.co.uk) and we will pass your enquiry onto the relevant member of staff who will then contact you.

## 8 Do I need a licence to film if I have 5 or fewer people on the public highway only, with a hand held or tripod mounted camera?

Though there is no legal requirement to obtain permission to film on pavements, it is illegal to obstruct the pavement with your crew or equipment. To avoid any problems, we suggest you get a written film agreement stating the terms and conditions under which you may film and use the resulting footage for commercial purposes.

## 9 When do I need to talk to the police?

You will need to obtain police consent when you are filming with anything that looks like a weapon (knives, baseball bats etc), any replica or airsoft firearms, when you have actors in uniform, if you are filming with replica emergency vehicles, if your scenes could be seen as a criminal or violent act, if you have real or perceived nudity or when there could be an issue with public safety due to your filming. The contact details for the MET Police Film Unit are: [filmunit@met.police.uk](mailto:filmunit@met.police.uk) 0203 054 5555 or 07768 055 260

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## 10 Who do I contact for a child's licence to work in a production?

Any filming which involves the employment of children (whether paid or not) requires approval from the relevant council's education department. The licence must be issued by the council where the child lives, and not the borough where the filming is taking place. If the child is from Croydon all the information you will require can be found at this link: <https://www.croydon.gov.uk/business/licences/child-licences/licences>

## 11 My filming involves a drone, what do I need to know and do?

Any filming involving a drone will require a separate licence. Please review the application form, guidance notes and information sheet which can be found at [www.filmapp.org/croydon](http://www.filmapp.org/croydon)

## 12 What do I do if I am unsure as to whether a location is in Croydon or not?

Google Maps provide a very helpful link which shows the different borough boundaries, [https://www.google.com/maps/d/viewer?mid=zbN28oaCJqBs.kMxyuMx\\_6\\_Ds](https://www.google.com/maps/d/viewer?mid=zbN28oaCJqBs.kMxyuMx_6_Ds) please check this link before applying to film. Many boroughs have private property which the council cannot licence you to film on, Croydon Film Office will be able to advise if this is the case with you location following your application.

## 13 I have a location brief and I would like suggestions of what will work from your borough?

Croydon Film Office are happy to suggest locations within the borough which we believe will work for your brief. Please email [info@croydonfilloffice.co.uk](mailto:info@croydonfilloffice.co.uk) with as much of the following as possible:

- a rough idea of your dates and timings
- an over view of your brief
- any reference images you have
- the borough or geographical area you are looking in
- a rough idea of your budget

Please make the subject of your email a brief description of what you are looking for e.g. 'Tree-lined avenue' or 'Victorian theatre' (NOT 'Location idea' or 'Following up on our phonecall')

Please do also have a look at our locations library at [www.filmfixer.co.uk](http://www.filmfixer.co.uk) and click locations search. If you find specific locations you like, do let us know in your email.

## 14 I want to hire a sports pitch or court for filming, how does this work?

You still apply to Croydon Film Office who will then liaise with the relevant sports pitch/court for your booking. Some pitches/courts come with hire costs which need to be paid on top of location fees and administration costs. Croydon Film Office will be able to advise of the costs following your application.

## 15 Do I need to notify you if I am filming on private property or inside a private residence?

Although Croydon Film Office do not necessarily need to licence your filming, we do ask that you make us aware of your filming as we have a duty of care to ensure that productions have completed a sufficient residential consultation. If you require any parking or use of the public highway, you will need to apply as usual. Please see question 2.

## 16 I am a for a news piece, what do I need to do?

A film agreement is not usually required for bona fide "news crews" filming on the public highway who are engaged in gathering content for broadcast news. The news crew must be in a possession of a press pass issued by the NUJ and ID provided by their employer. News crews wanting to film within council or privately owned property must obtain the permission of the property owner. This is particularly relevant on North End Pedestrian Area or in Addington Park. Neither of these locations are public highway and a film agreement will be required.

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