**Filming within ScreenSuffolk - Additional Terms and Conditions (June 2020)**

ScreenSuffolk expects filmmakers to protect the public by making sure that any crew and cast are kept separate from the general public using physical barriers and signage in parks, open spaces, pavements and walkways where appropriate.

Film crews operating in public places should create an Exclusion Zone to separate their working areas from the public. The producer should nominate a person responsible for maintaining COVID protection measures in attendance on the shoot.

On pavements and walkways where it is not possible to create an Exclusion Zone, there must be sufficient space for the general public to pass the film crew safely. Crucially, any plans for diverting the public must not cause issues elsewhere; e.g. on the opposite footway where it may be harder to maintain social distancing than the original route.

Filmmakers must demonstrate (in the Method Statement) that they have planned for social distancing measures that comply with the current guidelines (2 m), and that they understand their responsibilities to their crew, cast and to the public under Health and Safety legislation.

**Applicants for film permits must supply the following documents to a completed online application form (available at https://app.apply4.com/filmapp/uk/suffolk)**

* **A signed copy of this document.**
* **A copy of the Method Statement specifically addressing the mitigation measures taken to reduce Covid-19 related risks.**
* **Public Liability Insurance**
* **Diagrams of all proposed locations showing how the Exclusion Zone / Social Distancing will operate.**

**Before the shoot**, film companies will present detailed plans which show exactly how they will maintain the Exclusion Zone / Social Distancing plans. **Sufficient lead in time** will be required to process applications. Please get in touch as early as possible.

**On the morning of the shoot**, the location department must send photographs of the signage and barriers in place to info@screensuffolk.com. All must conform to the approved Exclusion Zone / Social Distancing plans as outlined in the Method Statement.

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| Signed (Producer) | Print Name |
| Production Company | Date(s) of filming |
| Person responsible for maintaining COVID protection on the day of the shoot (COVID H&S Supervisor) | COVID H&S Supervisor’s phone number |