



City of London Corporation
Department of Community & Children's Services
Housing Service

Filming and Photography on Estates Policy

Approved by:	<i>Housing Management & Almshouses Sub-Committee</i>
Approval Date:	
Review Date:	

1. Introduction

The City's housing estates, whether in the Square Mile itself or in neighbouring boroughs, attract filming and photography projects due to their location or architectural interest.

This policy outlines how we will deal with requests from commercial organisations and private individuals who wish to use our housing estates for filming and photography purposes.

2. Aims

This policy aims to strike a balance between:

- allowing considerate filming and photography on our estates, which is a source of income and helps to promote the City as a place to visit, and
- protecting the ability of residents to live quietly in their homes without unreasonable disruption or disturbance

3. Scope

This policy applies to all our Housing Revenue Account (HRA) housing estates and any properties managed as part of the HRA.

4. Activities covered

This policy applies to the following activities:

- Filming by commercial organisations
- Stills photography by commercial organisations
- Filming and photography by private individuals for commercial purposes

It does not apply to private individuals who wish to take photographs for their own use, though filming and photography by non-residents may still be subject to permission and nothing in this policy affects our inherent right to manage our estates as appropriate.

Any reference to "film" or "filming" in this policy means commercial filming and includes stills photography.

5. Prior Permission Required

All our housing estates are private property and prior permission is required by anyone wishing to carry out commercial filming or photography on them. A fee may be chargeable for use of our premises for filming and this is agreed on an individual basis.

6. Filming in the City of London - City Film Unit

The City Film Unit deals with applications for filming within the City. Anyone wishing to film on private property within the City of London, which includes Golden Lane and Middlesex Street Estates, will require a 'Contract to Film on Private Property' issued by the City Film Unit. Before such a contract is issued, the Film Unit will liaise with the relevant Estate Manager, who will decide whether permission should be granted for filming to take place on the estate. Terms and conditions will then be agreed by the Film Unit on behalf of the City.

7. Filming on Out-of-City Estates

The relevant Estate Manager will deal with any requests for filming on any estate outside the City of London. They will liaise with the relevant local authority as appropriate.

8. Considerations

The guiding principle in deciding whether to grant permission is that our estates are residential areas and disturbance to residents should be kept to a minimum.

When considering requests for permission to film on our estates, we will pay regard to the following factors and any other relevant issues:

- The potential for noise disturbance to residents and others
- Possible disruption from artificial lighting
- Disruption to access routes for residents and commercial tenants
- Proximity of the activity to residents' homes or commercial premises
- Start and finish times/duration of the project
- Any abatement measures that could be employed
- The amount of notice given
- The size and purpose of the project
- Any health and safety or risk issues identified

Deciding whether to grant permission will involve a balancing of numerous factors and each request will have its own specific considerations.

If any concerns arise about potential disruption or disturbance to residents, it will be for the applicant to satisfy us about the steps they will take to eliminate this disruption or inconvenience or reduce it to an acceptable level.

If we consider that the potential disruption is too great or cannot be abated sufficiently by the imposition of conditions or restrictions, or we have any other concerns whatsoever about the use of our property for filming purposes, we will refuse permission in line with the guiding principle above.

9. Breach of Conditions

The agreement between the City and the organisation or person carrying out the project will contain terms and conditions regulating the use of our property.

Once a filming or photography project is underway, any complaints or suspected breaches should be directed to the relevant estate office to be dealt with.

10. Income

Any income from film or photography projects will be allocated to the Housing Revenue Account as general income.

11. Costs

Permission for filming is granted subject to conditions, which will include taking away all materials and making good any damage caused to our property. Should the City incur any costs, these will be recovered from the company or individual in question and will not be passed on to residents.

12. Complaints

Anyone wishing to complain about any aspect of the implementation or interpretation of this policy may use the housing complaints procedure.

13. Monitoring and Performance

We will monitor our use of this policy and the way in which it is implemented, ensuring that any relevant information is reported at appropriate intervals.

14. Training

We will provide all staff responsible for implementing this policy with comprehensive training as required.

15. Equality and Diversity

This Policy has been subject to a full Equalities Analysis and will be implemented in accordance with our responsibilities and duties under relevant legislation, including the Equalities Act 2010.

16. Accessibility

We will ensure that residents' needs are considered when implementing this Policy to ensure that they are treated fairly. We will make appropriate arrangements to ensure that customers with distinct communication needs are not unreasonably and disproportionately affected. This could involve providing communications in alternative languages or formats or providing interpretation or transcription as appropriate.

17. Data Protection and Information Exchange

We will comply with our obligations under relevant data protection legislation and regulations. We will process and store personal information securely.

18. Policy Review

We will review this policy at least every three years, or following relevant changes to legislation, regulation or policy.

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