

Somerset County Council

Guidance Pack for Event Organisers



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1. INTRODUCTION

Welcome to the Somerset County Council (SCC) guidance pack for event organisers. SCC welcomes and encourages high quality events throughout the year ranging from large festivals and sporting events to small community events.

This guide is to support you in the process of organising a public event and to inform you of the considerations you will need to make before submitting your Event Management Plan, Traffic Management Plan, Risk Assessments and a copy of your Insurance.

Please note that the Event Organiser is responsible for safety at public events. Public Liability insurance isn't a legal requirement, but it is recommended for all events that have public interaction because the public are exposed to some degree of risk.

A number of documents and links are available in this pack to help guide you through the process of organising your event.

Please remember to start planning and organising your event at an early stage.

| Size of Event (No. of people attending) | Submission of documentation |
|---|-----------------------------|
| Major Event | 12 months |
| Small Event | 3 months |

A Major Event - This is an event that is held outdoors and which:

- Lasts more than three hours
- The total number of attendees at any one time (including both participants and spectators) is 500 or more
- Includes one or more activities which are sufficiently risky as to require additional assistance above what is normally expected (e.g. music festivals, mass participation cycling sportif)
- Is likely to have significant impacts on public safety, traffic and parking as well as environmental considerations such as noise and pollution.

A Small Event - This is an event where the total number of attendees at any one time (including participants, staff and spectators) is less than 499.

The above timescales apply especially if specialist advice is required, and/or special permissions are needed, such as a Temporary Traffic Regulation Order (TTRO) or the event needs to come to a Safety Advisory Group (SAG) meeting. You will also need to allow time for any licenses required. Please remember that the summer can be a busy time with hundreds of events taking place within your area.

2. YOUR RESPONSIBILITIES

As an event organiser, you have a considerable responsibility and must appoint someone competent to help you meet your health and safety duties, including writing the event management plan and risk assessments. Organisers may be liable for the consequences when things go wrong, particularly if there are defects in the planning or control of the event. This is more likely to happen if other interested parties are not consulted or if their advice is ignored.

Please see 'Counter Terrorism good housekeeping guide' in Appendix 1

It is also the responsibility of the Event Organiser to consult with the owners and occupiers of businesses and properties fronting or directly affected by any road closure or temporary traffic restrictions.

3. SAFETY ADVISORY GROUPS (SAG'S)

This is a multi-agency meeting commonly known as SAG. SAG's are recommended for events attracting in excess of 1,000 people (especially if they are to occur on an annual basis). SAG's are organised by the District Council and involve all relevant authorities who have an interest in safety at events. These include representatives from:

- Highway or roads authority and may include other departments relevant to the event
- Avon and Somerset Police (Community Policing and Operations Planning)
- Health Agencies (Public Health England)
- South West Ambulance Service Trust
- Devon and Somerset Fire and Rescue Service
- Experts as necessary at the discretion of the group

The main objectives are to achieve high standards of safety and welfare at events by liaising and exchanging advice in a proactive manner.

This is not a statutory role but can assist in the sharing of information and provision advice, promoting good practice and considering the impact on local communities.

The event organiser is legally responsible for ensuring the safety of their event.

4. LICENSING

Many events will involve activities which come within the definition of “licensable activity”. District Councils are the licensing authorities for their administrative areas under the Licensing Act 2003.

The main licences you may need to consider are:

- Premises licences • Club premise certificates • Personal licences • Temporary event notices • Retail sale of alcohol • Provision of entertainment (e.g. music and dancing, live music, play, film, indoor sporting event) • Late night refreshment • Street collection of money for charity • Raffles and lotteries • Trading from stalls etc.

For more information, please contact the relevant District Council from the websites listed below:-

Somerset West and Taunton: <https://www.somersetwestandtaunton.gov.uk/>

Sedgemoor: www.sedgemoor.gov.uk

South Somerset: www.southsomerset.gov.uk

Mendip: www.mendip.gov.uk

5. EVENT GUIDANCE DOCUMENTS

Helpful guidance and resources:

| Title | Subject | Cost | Available from |
|--|--|-----------------------------|---|
| Guide to Health, Safety and Welfare at Music and Other Events AKA the 'Purple Guide' | <p>This guide is endorsed by the SAG and is widely accepted as being the best place to find comprehensive guidance on various aspects of event safety.</p> <p>The guide evolves as certain areas are developed over time and is only available online.</p> | £25 annual subscription fee | http://www.thepurpleguide.co.uk/ |

| | | | |
|--|--|------|---|
| HSE Guidance on running events safely | General guidance around safety at events, aimed at event organisers but with some helpful information for contractors, workers and volunteers. | Free | http://www.hse.gov.uk/event-safety/ |
| Guide to safety at Sports Grounds AKA the 'Green Guide' | This document provides guidance on the numbers of spectators that can be safely accommodated in sports grounds. | £95 | http://www.safetyatsportsgrounds.org.uk/publications/green-guide |
| Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering | These guidance notes aim to provide a basis for a commonly agreed and consistent national standard in outdoor catering management. They seek to define acceptable food safety standards and health and safety requirements for catering at outdoor events. | Free | https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf |
| The Provision of Temporary Drinking Water Supplies at Events | A guide to using temporary drinking water supplies at events, whether using public water supplies, private water supplies or tankers. | Free | https://www.tauntondeane.gov.uk/media/1026/temporary-drinking-water-supplies-at-events.pdf |
| CIEH Code of Practice on Environmental Noise Control at Concerts | Guidance on reducing the risk of nuisance. | Free | https://www.gov.je/SiteCollectionDocuments/Leisure%20and%20entertainment/ID%20Code%20of%20Practice%20on%20Environmental%20Noise%2020110517%20RWJ.pdf |

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| HSE Guidance on running events safely | General guidance around safety at events, aimed at event organisers but with some helpful information for contractors, workers and volunteers. | Free | http://www.hse.gov.uk/event-safety/ |
| Organising Firework Displays | Guidance on firework displays. | Free | http://www.hse.gov.uk/explosives/fireworks/using.htm |
| Counter Terrorism good housekeeping guide | Guidance on dealing with suspicious packages, safety checks, telephone threats etc. | Free | Appendix 1 of this document |

6. APPLY FOR A TEMPORARY ROAD CLOSURE

The information below will advise you who to notify if you require a road closure to facilitate your event and the timescales required.

Events ON the public highway

If your event is going to be on the public highway (and a full risk assessment demonstrates unequivocally that there is no need for a road closure), you will need to notify Somerset County Council at least 3 months prior to your event. All Traffic Management proposals will need to be approved by SCC.

If your event is going to be on the public highway and a full risk assessment demonstrates that the road must be closed, you will need to apply for a road closure and submit a Traffic Management plan. All Traffic Management proposals will need to be approved by SCC.

Events ADJACENT TO the public highway

If your event is likely to have a significant impact on traffic, but no road closures are required, you should involve us as soon as possible in order to ensure that an acceptable Traffic Management Plan has been prepared. You will need to notify Somerset County Council at least 3 months prior to your event.

If your risk assessment identifies a need to close a road or implement additional temporary traffic restrictions or parking restrictions, you will need to apply for a road closure at least 3 months prior to your event.

Some examples of events adjacent to the highway for which SCC requires notification include: [car boot sales, music concerts, festivals, rallies, football and rugby matches] even if a road closure or traffic management is not required.

How to apply for a road closure for a small charity event, celebration, street party or procession:

If you are organising a special event, such as a charity event, celebration or procession you will need to let the District Council know. These road closures can be made by District Councils using powers available to them (Town Police Clauses Act). To apply for a road closure, follow the links to District Council web sites on page 5.

How to apply for a road closure for any other type of event:

A Temporary Traffic Regulation Order (TTRO) made by Somerset County Council will be required using powers under The Road Traffic Regulation Act 1984.

Applications will need to be paid for in advance, and the cost will normally be £1250.00, but this cost will increase if there are a large number of restrictions required. Should the application be received less than three months before the event then that cost will rise to £2250.00 (fast-tracked). These fees are to cover the cost of administration and advertising of notices.

If you consider that any of the following temporary traffic restrictions will enable you to run a safer event, then you will need to apply for a TTRO:

- Road closure
- One-way traffic
- Temporary Prohibition of Waiting and Stopping of Vehicles
- Temporary speed limit
- Temporary Suspension of Right/Left Turn

please complete the application form in the link below:

<https://www.somerset.gov.uk/roads-and-transport/apply-to-close-a-road-or-right-of-way-for-works/>

You will need to provide the following information: -

- What sections of road(s) needs to be closed?

- What times and dates are the closures for?
- Are any other traffic or parking restrictions necessary?
- Where will traffic be diverted?

Please note that approval of the application will be dependent on the suitability of your proposed diversion route. You will need to give us at least three months' notice of your event or your application may not be processed.

7. APPLY FOR A TEMPORARY CLOSURE OF A PUBLIC RIGHT OF WAY

It is sometimes necessary to close a public right of way temporarily for an event.

We will process your application and may contact you if we need more information.

The normal time from requesting an application to receiving a granted order is approximately 3 months. But this may take longer at busy times.

Applications will need to be paid for in advance at the same time as the application is submitted so that we can ensure advertising deadlines are met. Cheques to be made payable to Somerset County Council.

To request a temporary closure of a public Right of Way, please click on the link below:

<https://www.somerset.gov.uk/roads-and-transport/apply-to-close-a-road-or-right-of-way-for-works/>

For any further enquiries regarding Public Rights of Way please email : RightsofWay@somerset.gov.uk

8. APPLICATIONS TO USE COUNCIL OWNED LAND

To apply to use council-owned land please use the application form available on the relevant websites listed below:-

Somerset West and Taunton: <https://www.somersetwestandtaunton.gov.uk/>

Sedgemoor: www.sedgemoor.gov.uk

South Somerset: www.southsomerset.gov.uk

Mendip: www.mendip.gov.uk

9. CREATING A RISK ASSESSMENT

More helpful information about risk assessments in general, including a risk assessment template can be found on the Health & Safety Executive (HSE) website: <http://www.hse.gov.uk/risk/controlling-risks.htm>

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteers or contractors involved in arranging the event and to the public and participants attending.

A full risk assessment should be carried out for all events. The process of carrying out a detailed risk assessment should go a long way to ensuring this. The risk assessment for an event should cover the following:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions/appropriate action to be taken to remove, control or minimise the hazard to an acceptable level

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these as well.

When considering whether your event is on or adjacent to the highway, it is important to remember that the meaning of "Highway" is not limited to roads, streets and carriageway, but also includes verges, pavements, public footpaths or bridleways.

10. CREATING AN EVENT MANAGEMENT PLAN (EMP)

We recommend that you refer to the Purple Guide which will assist you in preparing your Event Management Plan.

Every event should be backed up by an Event Management Plan which covers all the safety and organisational aspects of the event. If the main event organiser is unable to run your event, someone else could pick up the EMP and run the event. It should be produced in conjunction with your Risk Assessment - the risks you identify should inform your decisions about the way the event will be managed.

This document should contain a description of your event, details of permissions required, a copy of your Public Liability Insurance and risk assessments relating to the event. The size of the document will depend on the nature of your event and the numbers of people attending. This document will need to clearly identify who the Event Organiser is, as well as other key personnel (Safety Officer, Chief Marshal, Waste Management, Traffic Management etc). We recommend this information is put into a simple flow chart.

If you think your event requires professional security or stewarding to help with crowd control, please contact your District Council for guidance.

Please see a template for the EMP in Appendix 2

11. CREATING A TRAFFIC MANAGEMENT PLAN (TMP)

We recommend that you refer to the Purple Guide which will assist you in preparing your Traffic Management Plan.

Every event organiser should consider the traffic management and road safety implications of their event at an early stage by preparing a Traffic Management Plan. If an event organiser fails to consider and address these implications or their event poses potentially serious disruption and road safety concerns this may result in your event not being supported. It must be remembered that putting an appropriate Traffic Management Plan in place may not be cheap, but it is not acceptable to cut corners with this important process on the grounds of cost, even if the event is a charitable event, as safety cannot be compromised.

You will need to consider the impact of your event on residents, local businesses and the road network. Events should be planned to ensure that access to residents, businesses and buildings is not compromised, or where it is, mitigating measures should be negotiated. The event organiser should advise and discuss with local representatives to ensure that the local community is aware of the event and that their concerns are addressed.

Events should always be timed to avoid clashing with peak traffic times. Wherever possible, events on the highway, such as marathons and triathlons should be arranged to be undertaken on private land, or away from busy roads and with as few right turns as possible. Running races should also be planned to make use of footways.

Small events are unlikely to generate the traffic volumes of the large events but depending upon the nature of the event, timing and location may have a significant

impact on traffic. As such it is recommended that even when planning a small event, a basic Traffic Management Plan should be produced.

Emergency service (blue light) routes into and around the site will need to be identified. Contingencies will need to be considered in case of an unexpected incident or emergency. A TMP should not incorporate the pre-planned use of police resources to facilitate Traffic Management. If your event wishes to consider a police presence, they will refer you to a Traffic Management Company who will be able to refer resources under CSAS and PATO powers (see below).

Qualification & Accreditation

Any person placing cones or erecting signs on the public highway, must be appropriately trained and accredited in accordance with The Traffic Signs Regulations and General Directions 2016 (TSRGD) and Chapter 8 (Pt 2 Section 6) of the Department for Transport Traffic Signs Manual.

There are many reputable companies providing Traffic Management services. These can be found on the internet or alternatively please contact us by email (trafficmanagment@someret.gov.uk) for recommendations.

PLEASE BE AWARE THAT ANY OFF-SITE TRAFFIC CONTROL MUST BE CARRIED OUT BY EITHER CSAS OR PATO APPROVED PERSONNEL:

If your event requires any off-site Traffic Management (i.e. managing vehicle movements) you will need to use accredited personnel as listed below.

CSAS - Community Safety Accreditation Scheme

The Community Safety Accreditation Scheme (CSAS) gives a member of the public a range of powers usually only available to police, such as the authority to control traffic based on the powers constables have under sections 35 and 37 of the Road Traffic Act 1988.

Many approved Traffic Management Companies have CSAS approved personnel but more information on this scheme can be found on the following link:

<https://www.gov.uk/government/publications/community-safety-accreditation-scheme-powers>

PATO – Police Accredited Traffic Officers

PATO is no different from CSAS but some Traffic Management companies refer to the powers of PATO rather than CSAS on their signage.

Please consider traffic control, for example temporary traffic lights, the impact of your event on the highway network, public transport, parking of vehicles on your event site (stewards to assist), wet weather contingency and temporary road signage in your TMP.

The TMP should be produced in conjunction with your risk assessment – the risks you identify should inform your decisions about the way the event will be managed.

Wherever possible, we have an expectation of event organisers to encourage the use of public transport i.e. trains, buses, park and ride, cycling and walking as modes of transport to their event to reduce congestion.

The TMP must consider the impact of the event on the surrounding roads, public rights of way and bridleways.

Please be aware that an event organiser is not permitted to close any of the transport infrastructure mentioned above without the afore-mentioned lawful authority.

Depending on the size and nature of the event not all items will need to be included.

Use of Temporary signs on the highway.

Temporary Traffic signs may be required to direct traffic to your event or advise of a diversion route if your event requires road closures.

It is an offence to place any signs, pictures, letters or other marks on the surface, structures, or trees on the highway without permission from SCC highways authority, and you could be fined.

Any signs placed on the highway must comply with the [Traffic Signs Regulations and General Directions 2002](#);

Specific guidance on temporary signage for events can be found in the 'Traffic Advisory Leaflet 04/11 October 2011, Temporary Traffic Signs for Special Events' as detailed on the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/4393/4-11.pdf

SCC will need to know about any road signs you wish to erect on the highway for your event so you will need to submit details about these at an early stage.

You will be required to submit a temporary signage schedule for our approval.

Consideration needs to be given to:

- Where the **direction** signs are to be placed on the highway (a clear plan will be required)
- Where the **diversion** signs are to be placed on the highway (a clear plan will be required)
- The colour, size and content of the signs
- Mounting of signs
- When the signs are to be erected and taken down
- Who will be undertaking their erection and maintenance

The signing should only be used to guide traffic intent on finding the destination and therefore would normally only be erected in the vicinity of the location in question. Signs will not be approved if they are intended as advertisements in order to attract motorists and encourage extra trade. If signs are permitted, they will conform to the following criteria:

- Signing will only be considered for short-term events.
- Where possible signing of the type "For {Event name} Follow A38" should be adopted; this will keep the number of signs to a minimum by utilising local directional signage.
- Commercial names of event sponsors are not permitted.
- Advanced warning signs placed at least a week prior to your event is a good way of warning other road users to expect delays or increased vehicle movements. Earlier erection of the signs may be agreed if it can be shown that it would be beneficial to other road users.
- Signs to close roads/divert traffic/inform that the event is 'Live' should be erected where possible on the day of your event and removed not more than 24 hours after the event.
- A sign should not obscure a driver's view of any permanent traffic sign or impede driver visibility splays at junctions or any other highway access.
- No part of the sign should be less than 450 mm from the edge of carriageway, normally no less than 2.3m above a footway (2.1m minimum) and no less than 2.5m above a cycleway.
- A-Frame signs may be placed on the highway verge. No part of the sign should be less than 450 mm from the edge of carriageway.
- The signs should be securely and neatly fixed and where possible this should be on existing street furniture. This should be without damage to the street furniture, the repair of any damage being met by you or the company erecting the signs. No sign with an area exceeding 0.3 m² should be fixed to a lamp column; the consent of the Street lighting team is required when a request is made to attach signs to Lamp Columns, you should allow at least 28 days when making this request.
- No sign should be attached to private apparatus without the permission of the owner being obtained.

- No other signing or fly posting should be provided for the event (failure to comply with this may result in the removal of all the signs for the event and / or prosecution).

Signing Principle, ask yourself this question: “Will someone coming along the road or footway from any direction understand exactly what is happening and what is expected of them?”

If you require help with preparing a signing schedule before you submit your application, please contact the County Council by email:

trafficmanagement@somerset.gov.uk

12. CONSULTATION WITH BUSINESSES AND RESIDENTS

Consultation should be carried out by letter at the earliest opportunity but no later than 3 weeks before the event. The Event Organiser must resolve any objections raised. This process needs to be documented and a copy of the consultation letter sent to SCC. Organisers will also need to contact other affected organisations such as taxi, bus companies and mobile care providers prior to submitting their application.

13. TRAFFIC CONTROL ON THE HIGHWAY TO FACILITATE YOUR EVENT

Temporary Traffic Lights or temporary Stop and Go Boards

If you want to place temporary traffic lights or ‘stop and go’ boards on the public highway, you must have a licence. Temporary traffic lights may be used for safeguarding the public and to ensure additional safety at your event. These forms of traffic control can only be operated by authorised persons.

Each application costs £28.50.

You can apply for a licence here:

<https://www.somerset.gov.uk/roads-and-transport/apply-to-place-temporary-traffic-lights-on-the-road/>

14. USE OF MARSHALS AT EVENTS

Such personnel must have Hi Vis reflective jackets and clothing and ideally during briefing, be reminded of not interfering with direction or control of traffic. Any marshals placed on route to direct runners must stand in a safe off-road position and not present as a distraction to road users.

It is recommended that you have a verbal marshal briefing before the start of your event. This will allow you to check and balance marshal numbers, identify any late amendments and instructions, account for marshal needs and ensure an on the day safety brief is given.

15. FILMING ON THE HIGHWAY

We receive many requests seeking permission to film on Somerset's highways and we recognise the positive contribution that film production can make by generating economic benefits and tourist interest.

To ensure that we maintain safety and minimise any disruption to the public and businesses, Somerset County Council have developed a Code of Practice. This applies to anyone wishing to use highways (including footways), within Somerset to create a non-news film, television or stills photography production.

You must inform us prior to any filming on the highway and provide:

- A risk assessment
- Proof of adequate public liability insurance

Please see Application form in Appendix 3

No filming activity should take place until permissions have been granted by all the relevant parties:

- Somerset County Council (if highway and footway is required for filming)
- The relevant District Authority
- Local police
- Emergency Services
- Location landowners and adjacent property owners

Filming on public roads always carries some risk. We would prefer filming not to occur on the main roads, during peak periods. But we will consider filming on all roads when it is safe and the public will not be disadvantaged.

Road closures

Requests for filming that require a road closure can apply online:

https://secure1.somerset.gov.uk/forms/PortalShowForm.asp?fm_formalias=temporarytro

We require 12 weeks' notice, but we will consider applications made with shorter timescales, however it is unlikely that we could obtain a TTRO in less than 8 weeks.

The fee is £1250 but this rises to £2250 if less than 3 months' notice is given.

Temporary Traffic Holds – stop and go

Refer to information on page 14. (Traffic Control on the Highway to facilitate your Event)

Please see Somerset County Council 'Film Makers Code of Practice' in Appendix 4

16. GUIDELINES FOR DRONE FILMING

Below are some guidelines that Somerset County Council have produced for those wishing to film in our County using a drone.

Drones are more formally known as Unmanned Aerial Vehicles (UAV) and can fly up to 400ft (restricted air space starts at 500ft) and within 1 kilometre of airport boundaries.

Please consider the following to use a drone but note these are only guidelines. If you require specific advice you should contact an independent specialist.

Owners of drones weighing 250 grams or more are required to register with the Civil Aviation Authority (CAA) and for drone pilots to take an online safety test.

Key Guidelines

- Avoid using your drone in bad weather such as strong winds or heavy rain
- You are legally responsible for safely flying your drone
- A pilot requires permission of the landowner to take off and land the drone on their property
- A pilot must be licensed with the Civil Aviation Authority and follow their regulations and advice to the letter or you could be at risk of being prosecuted

- You must require CAA permission to fly on a commercial basis
- There should be a health and safety risk assessment completed beforehand to identify risks and then steps to mitigate those risks
- You should ensure that you have appropriate public liability insurance cover and supply a copy to the Somerset County Council
- You should notify the Police and relevant local authorities that you are using a drone
- Before flying your drone, make sure all the parts of the drone are working according to the supplier's manual
- Keep the drone in sight when flying
- Do not fly your drone closer than 50 metres to a person, buildings, vehicles, trains or boats
- Never fly directly over a crowd of people. e.g. Town centres/festivals.
- Never fly in an airport's flight restriction zone.
- Using a drone to record images of other people without their consent could be construed as a breach of the Data Protection Guiding Principles under the General Data Protection Regulations (GDPR). A link to this document can be found on the following link:
https://dronerules.eu/assets/covers/DroneRules_factsheet_Ovf.pdf

For more information on flying drones and how to register with the Civil Aviation Authority (CAA) and for drone pilots to take an online safety test visit:
www.caa.co.uk/drones

Drone laws and regulations

For the UK Dronecode, links to drone safety apps and other drone safety information visit <https://dronesafe.uk/drone-code/>

The Information Commissioner's Office has issued guidelines regarding privacy and the use of drones for filming purposes <https://ico.org.uk/your-data-matters/drones/>

This Code of Practice is a voluntary agreement and is designed to work alongside the filming guidelines. Its aim is to outline the general requirements and the protocols expected to ensure that standards and consideration by all parties, to all effected, is a priority.

Somerset County Council (SCC) welcome film makers to Somerset and regard the county as film friendly. SCC is happy to answer enquiries about filming in the county and assist with all reasonable requests associated with filming in Somerset.

Somerset has many beautiful and unique locations from rural areas such as Exmoor National Park, The Quantocks, Blackdown Hills, Polden Hills and Mendip Hills to seaside locations. We also have a vast range of beautiful historic buildings, cottages and villages. We will be happy to accommodate your needs where possible and we will always try and help with your filming requirements.

Although we recognise that most production companies act in a professional and responsible manner, we do ask that all film makers take their surroundings into consideration. Productions must be sympathetic to the environment that is to be used.

SCC has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance or noise.

Safety of the general public is paramount at all times and every precaution must be taken to ensure their safety at all times. A contact number for the production must be made available to the council and the police.

SCC will seek clear guidelines of what the script or scene involves and appropriate caution must be taken for filming in sensitive areas or at unsocial times.

Areas that require any sort of set building, dressing, disguising or are subject to any sort of special effects, will require a guarantee to be completed and returned to a required standard.

Notes

The descriptions highway, carriageway and footway used in this document are in conjunction with The Highways Act (1980).

The description 'Production' refers to every type of filming (feature films, television productions, commercials, pop-promos, corporate and stills.)

This document is intended as a guide to the requirements of filming on the streets and other public places in Somerset. It is not exhaustive and film makers, location managers and production companies are advised to check with individual District Councils as to local charges, policies and practices. Please see contact details below for each of Somerset's District Councils:

Somerset West and Taunton: <https://www.somersetwestandtaunton.gov.uk/>

Sedgemoor: www.sedgemoor.gov.uk

South Somerset: www.southsomerset.gov.uk

Mendip: www.mendip.gov.uk

Somerset County Council and the District Councils in Somerset will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.

Appendix 1

COUNTER TERRORISM GOOD HOUSEKEEPING GUIDE

GOOD HOUSEKEEPING ADVICE

Terrorists very often undertake some form of reconnaissance before carrying out an attack. They may do this in vehicles or on foot, recording and documenting locations.

In periods of heightened alert, it is vital to remain vigilant, trust your instincts and report possible reconnaissance to the police.

Examples of suspicious behaviour include;

- Occupants of stationary vehicles watching a building or structure for no apparent reason
- Vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances
- People using recording equipment, including camera phones or seen making notes or sketches for no apparent reason – especially of staff or security features
- Attention to specific access/egress areas, stairwells, hallways and fire escapes for no apparent reason
- People loitering at or near premises for long periods, watching patrons for no apparent reason. People asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason
- Deliveries to venue - questions to ask could include, is the delivery from a known supplier and is it expected? Is there anything unusual about the packaging or item?
- Members of the public in offices and 'off limits' areas, plant rooms and similar locations
- Someone taking an interest in staff/vehicle movements
- Inappropriate approaches to any staff member
- Someone being followed
- Packages/bags being left unattended
- Anything you feel isn't right

Encourage Staff to undertake the following;

- Extra vigilance to be displayed by all staff / volunteers

- Report any suspicious behaviour / incidents in the lead up to the event and on the day
- Challenge anyone not recognised in areas out of bounds to the public
- Keep a place for everything and everything in its place
- Areas should be kept clean and tidy especially those close to entrances
- Choose furniture and fittings that do not have spaces in which devices can be concealed
- Report any alarm activations at relevant buildings

On the day of the event you should plan to;

- Search / check own areas before the start of the event
- Plan for discreet searches / checks during the event hours
- Cancel deliveries to your premises

Searches may be used as part of routine good housekeeping. Staff should be looking for anything;

- that should not be there
- that cannot be accounted for
- that is out of place

Delivered items

Letters, parcels, packages and other items delivered by post or courier have been used on occasions to disguise harmful devices and substances. Delivered items may be explosive, incendiary, sharps or blades, or conceivably contain chemical, biological or radiological material. Other hazardous or offensive material such as faeces, have also been used in delivered items.

Anyone receiving a suspicious delivery is unlikely to know what type it is, so procedures and precautions should cater for every eventuality. A delivered item will probably have received fairly rough handling in the post, so is unlikely to detonate because it is moved. Any attempt to open such an item may well set it off. Threat items come in a wide range of shapes and sizes. A well-made device will look innocuous but may still have tell-tale signs.

- Unexpected item, especially if hand delivered
- A padded envelope or other bulky package
- An additional inner envelope or other contents that may be difficult to remove.

- Labelling or excessive sealing that encourages opening at a particular end or in a specific way
- Oddly shaped or lop-sided
- Envelope flap completely stuck down
- Marked 'To be opened by', 'Personal' or 'Confidential'
- Item addressed to the organisation or a job title rather than a named person
- Item addressed to a high-profile individual
- Unexpected or unusual origin (postmark and/or return address)
- Poorly or inaccurately addressed
- Address printed unusually or unevenly e.g. using a lettering stencil
- Unfamiliar style of writing
- No return address or a return address that cannot be verified
- Unusual postmarks or no postmarks
- More stamps than needed for the size and weight of the package
- Unusual smell
- Greasy or oily stains emerging from within
- Small hole(s) in the envelope or wrapping
- Powders or liquids emanating from the package
- Sudden onset of illness or irritation of skin, eyes or nose

If in doubt call 999 and ask for the police. Clear the area immediately. Do not attempt to open the letter or package. Avoid unnecessary handling. Keep it separate so it is easily identifiable.

Telephone threats and anonymous calls

Anonymous calls and telephone threats are usually intended to lower your morale or cause fear, alarm and distress. These calls can be extremely distressing but, if it is bearable, keeping the caller talking can reveal important information. If the call is not too upsetting, consider the following actions:

- Note details about the caller: e.g. gender, accent, a speech impediment
- Listen for any clues as to the intention of the caller or the specific threat
- Listen for background noise, which may provide valuable information about the location or circumstances of the caller (traffic, trains, children etc.)
- Write down the details immediately; include date, time and exact words spoken, if possible
- Keep a note pad and pen to hand
- On termination of the call operate any trace facility, such as the BT 1471 service
- Inform the police immediately if threats have been made
- Consider making your home phone number ex-directory

Appendix 2

(Event Management Plan template is provided for guidance only)

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| <p>The following prompts/headings are designed to guide an event organiser in the planning of their event and writing of a comprehensive event management plan (EMP). It is by no means a complete list; it is designed to highlight key areas of event planning and it is recommended that this be read alongside the Guide to Health, Safety and Welfare at Music and Other Events AKA the 'Purple Guide' (details of which can be found earlier on page 6), which provides more detailed guidance.</p> | |
| The Event | An EMP should begin with a brief description/summary of the event, including the name the event is being given and whether it is intended to be ticketed or free or free to ticketed individuals. |
| Date and times | Clearly set out when the event will take place i.e. when it is open to the public but also when the location is to be used for preparation and break down/tidying up after. |
| Event Organiser(s) | <p>The name and daytime/evening contact details of the organiser, including any mobile phone numbers and/or email addresses, should be clearly identified.</p> <p>If there is to be a delegation of roles/responsibilities to various individuals, this should be made clear and their contact details must be included too.</p> |
| Type of activity/entertainment | <p>Explain all the activities planned for the event e.g. music, fireworks, specific type of sporting event.</p> <p>You must explain these in some detail as the type of entertainment can increase the risk of harm to event goers, for example; where there is to be music, explain which bands/artists have been/are intended to be booked and the style of music, as this will determine the type of audience the event will attract.</p> |
| Target Audience | <p>Be specific about who the event is aimed at and who it is likely to attract. This is interlinked with the type of activity/entertainment that is being provided.</p> <p>What is their age and gender? Will you be hoping to attract families, teenagers, under 25's, retired people? Will there be a mainly female audience, or will it be mixed?</p> <p>Knowing your audience will help you to then plan other areas of the event, such as welfare and procedure for lost children.</p> |

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| | <p>It is also sensible to explain what behaviour are you expecting from your audience and how will you control it. Have any lessons been learnt from a previous event if so, what changes are being made to ensure the behaviour of the audience can be managed? Audience behaviour may lead into other areas of your event planning, particularly if alcohol is to be sold or there is a likelihood of drugs being present.</p> |
| Event location | <p>Explain the location of the event and provide detailed maps of a suitable scale and size.</p> <p>You should consider, but not exclusively, the ground type, how level the surface is, any natural or unnatural physical features, whether the land is prone to flooding or being waterlogged in heavy rain.</p> <p>Also consider the proximity of the location to any roads, railways, coastline, rivers, trees, overhead cables etc. and the additional risks posed.</p> |
| Maximum capacity permitted on site | <p>Consider and explain what the size of each area within your event site is and how many people to expect to be able to accommodate, including any calculations you have made.</p> <p>Has adequate space been allocated for standing/seated spectators? Is there adequate camping and car parking? What open space is to be taken up by structures like stages, or by traders?</p> |
| Admission of young children | <p>Consider and explain how you will approach the potential for unaccompanied young people to attend your event.</p> <p>Do you have clear age limits? Are there areas which are age restricted and if so, how is this managed?</p> <p>If there are to be children at your event, it is essential to have a procedure in place for responding to children who have lost their parents and vice versa. This could include the designation of a 'lost child point'.</p> |
| Pass outs & Re-entry | <p>Explain if you will allow event goers to leave the event site and re-enter at a later time/date and if so, how this will be managed.</p> |
| Temporary structures | <p>Describe any temporary structures which you intend to use, such as seating, tents/marquees or staging. Explain where they are to be located, who is responsible for their construction and signing off as being safe.</p> |

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| | <p>Ensure you allow adequate time for any temporary structures to be safely delivered and constructed prior to the event, then deconstructed and taken away after the event.</p> <p>Only employ competent, fully insured contractors and include their insurance within you EMP.</p> |
| Traffic management | <p>A traffic management plan (TMP) is an essential part of an EMP. An organiser should address the following:</p> <ul style="list-style-type: none"> • how people will travel safely to and from the event • the likely impact on public transport • the likely impact on the road network • car parking arrangements (and contingencies, should car parks become unusable due to weather etc) • any road closure orders applied for • if additional road signage is required • access for emergency service vehicles and so forth • pedestrian movement to/from the event and within the event site <p>Events that require a lot of Traffic Management will need a TMP attached as a separate document</p> |
| Noise | <p>You should consider how noise from the event will impact on those that live nearby and take appropriate steps to protect employees, workers and volunteers from harm caused by loud noise.</p> <p>To minimise the risk of noise, such as loud music, causing a nuisance to those that live nearby, consider how close the source of the sound is to residential properties, the location and whether it is normally peaceful, the type of noise (especially type of music), the duration of the noise and the effect which wind might have on carrying sound.</p> <p>Steps should be taken to protect employees, workers and volunteers from harm caused by loud noise, which isn't limited to loud music. They may also be at risk from noise from crowds, machinery and vehicles too.</p> |
| Medical Provision and First Aid | <p>Medical provision or first aid must be adequate and appropriate for the circumstances including the nature and size of the event. This means that you must provide sufficient first aid equipment (first aid kit), facilities and personnel at all times.</p> |

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| | <p>In order to decide what provision you need to make for your event you should undertake a first-aid needs assessment. This assessment should consider the circumstances of your event, the types of people attending and the workforce and the hazards and risks that may be present. The findings will help you decide what first-aid arrangements you need to put in place.</p> <p>HSE has published guidance on all the factors above that will help you carry out your first-aid needs assessment and this is available at http://www.hse.gov.uk/firstaid/needs-assessment.htm</p> |
| Emergency/ Contingency Plans | <p>You must have plans in place to respond effectively to emergency incidents that might occur at an event.</p> <p>Your emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. Consider the key risks to the event and those people present.</p> <p>Most event emergency plans should address the same basic requirements, to:</p> <ul style="list-style-type: none"> • get people away from immediate danger • summon and assist emergency services • handle casualties • deal with the displaced / non-injured (e.g. at a festival with camping) • liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency) • protect property • Procedures for staff and volunteers to follow in an emergency should include: <ul style="list-style-type: none"> • raising the alarm • informing the public • onsite emergency response, ie use of fire extinguishers • summoning the emergency services • crowd management, including evacuation, where necessary • evacuation of people with disabilities • traffic management, including emergency vehicles • incident control |

- liaison with emergency services
- providing first aid and medical assistance

Appoint people to implement your procedures if there is an incident or emergency and make sure that all relevant staff members, no matter what their normal working role, understand what they should do in an emergency, e.g. the location of exits, emergency equipment, how to raise the alarm and from whom they should receive instructions.

Emergencies can develop very rapidly. Make sure that you are equipped to move the audience to a total or relative place of safety without delay.

The following will be helpful:

- Plan escape routes and make sure they remain available and unobstructed
- Consider signs for people unfamiliar with escape routes
- Light all escape routes sufficiently for people to use them safely in an emergency
- Make sure emergency lighting complies with the requirements of BS 5266-1
- Use an independent power source, e.g. a generator, in case the mains electricity supply fails
- If using floodlighting, lighting towers etc as temporary lighting make sure it does not shine in people's faces along the escape route, making it more difficult for them. As an alternative, 'festoon lighting' along an escape route prevents glare
- Plan how, where necessary, you will evacuate people to a place of relative safety from where they can proceed to a place of total safety
- Plan to provide additional assistance to people with a disability, those with limited mobility and children
- Where children are separated from their parents, as in crèches, play areas etc, make arrangements for their safe evacuation clear so that parents don't try to reach them against the normal direction of escape
- All doors and gates leading to final exits, as well as site exits themselves, should be available for immediate use at all times. Check they are:

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| | <ul style="list-style-type: none"> • unlocked – if security is an issue, they should be staffed not locked • free from obstructions • open outwards in the direction of escape • After the incident: <ul style="list-style-type: none"> • Once the risk has been reduced to a tolerable level, you can consider restarting the performance / event. • Only restart the performance after consultation with other key agencies on site, e.g. emergency services. <p>Also consider your procedures to stop the event in the case of an emergency and how you would transfer authority to the police in the event of an emergency. Always think about what you have learnt from previous events, what may have gone wrong, near misses or worked well.</p> |
| Location and availability of services | <p>Consideration should be given to the type and location of services to your site including water, sewage, gas, electric, telephone, including mobile phone signals or use of radio's.</p> <p>Also consider the location and number of WC facilities including number of units, urinals, disabled and baby changing required.</p> |
| Emergency services access/egress routes | <p>Consideration should be given to access for emergency services to all parts of the site e.g. will emergency vehicles use the same route as normal or is there a separate route?</p> |
| Fire/Explosion | <p>Further guidance on fire risk assessments are available from the Chief Fire Officers Association at:</p> <p>http://www.cfoa.org.uk/11544</p> <p>The EMP should clearly state how will you deal with emergencies? Who will have overall responsibility in the event of an emergency? Who will be responsible for contacting the emergency services?</p> |
| The emergency evacuation point location | <p>Your plan should detail where this is located and what facilities will be required at this point. Consider the numbers of types of people attending the event, will they need first aid, food, drink and toilets?</p> |
| Welfare | <p>Consider the welfare of children and vulnerable adults and assessment of staff resources required. DBS checks required for supervision of lost children. Procedure to alert staff/police of lost child or vulnerable person.</p> |
| Alcohol policy | <p>Your plan should provide adequate detail on your age policy for alcohol, such as Challenge 25, use of wristbands and details of</p> |

| | |
|--|--|
| | <p>personal licence holders plus your child welfare/safeguarding policy.</p> <p>Consider how you promote the licensing objectives including the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.</p> |
| Drugs policy and procedure | <p>Provide details on your drugs policy and the procedure for handling/reporting confiscations. Your policy should be clear to those attending the event to avoid confusion. Ensure you have adequate resources including staff and space for searches upon entry to the site.</p> <p>Detail how you will liaise with the police where issues arise.</p> |
| Police/stewarding positions | Please consider types of stewards and marshals and where they will be positioned. Will SIA trained staff be required and ratios. Detail training provided for stewards, marshals and volunteers. |
| Hospitality area | Your plan should provide details on location, size, facilities provided and hours of operation. |
| PA systems | Your EMP should provide details on whether they being used? Are they just for serious announcements or general use and who is operating the system? Are coded announcements being used, what are they and what do they mean? |
| CCTV | Please consider if this is being used, why, by who and who has access to images. |
| Communication procedures for radios | Your EMP should detail who will have access to them and when will they be used? Do you have a back-up system in case of equipment failure, how will you prevent misuse? |
| Are records being kept of incidents throughout the event | Your EMP should detail how and who maintains an incident log including what type of incidents are recorded, how is it being recorded, will any of the information be of a sensitive nature, how will you relay information to the relevant authorities if required? |

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| Examples of records required | <p>This document is intended as an overview of the event and is not instead of a documented health and safety policy file which may include the following depending on the size and nature of your event:</p> <ul style="list-style-type: none"> • Event safety policy statement • Event risk assessments • Plans of the site including emergency exits and traffic routes • Crowd management plan • Traffic management plan • Noise management plan including details of sound engineers/noise consultants • Emergency plan • First aid arrangements • Insurance details including certificates • Safety certificates e.g. electricity, gas, structures such as bouncy castles, seating stands and stages • Extreme weather contingency plan e.g. heavy rain, strong winds, heat wave, ice and snow • Training certificates • Lost child policy and procedures • Contact telephone numbers and contacts in event of an emergency • Food safety documentation including risk assessments or safer food, better business and training certificates |
| Steward training, competency | How will you check that staff are able to perform the job required |
| Off-site hazards, e.g. industrial plant, main roads adjacent to site etc. | How will you deal with this? Don't forget areas like ponds, rivers, woods etc. |
| Barriers and Fencing | E.g. what type of barriers are being used, how easy are they to move, what are the plans for emergency exits and the barriers etc. (See Chapter 4 of The Purple Guide) |
| SCC contact Details | <p>Traffic Management Team Somerset County Council PP B2W3 – B2 West County Hall Taunton, Somerset, TA1 4DY Tel No: 0300 123 2224 Email: trafficmanagement@somerset.gov.uk</p> |

Appendix 3



APPLICATION TO FILM

Contact Details:-

| | | | |
|---------------|--|-----------------|--|
| Contact Name: | | Contact Number: | |
| Position: | | Email: | |
| Address: | | | |

Production Company:-

| | | | |
|-----------------------------|--|-----------------|--|
| Name: | | Contact Number: | |
| Position: | | Email: | |
| Address: (for invoicing) | | | |

Production Details:-

| | |
|----------------------------|--|
| Project and Working Title: | |
| Project Type: | |
| Production Synopsis: | |

Filming Locations:

| <u>Location</u> | <u>Start Date and Time</u> | <u>End Date and Time</u> |
|-----------------|----------------------------|--------------------------|
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Filming set up:

| | | | |
|--|--|--------------------|--|
| Number of Crew | | Number of Extras | |
| Number of Cast | | Number of Vehicles | |
| <p>If you are requesting parking, please provide location and detail <i>e.g. number/type of vehicles:</i></p> <p>Do you require marshalling or First aid?</p> | | | |

Equipment:

| | | | |
|--|--|---------------------|--|
| Handheld camera | | Handheld microphone | |
| Handheld lights | | Camera on Tripod | |
| I can confirm that only these items are being used, with no other bulky equipment or trailing wires: | | | |

If using any of the below, please indicate and provide detail:

| | | | |
|-----------------------------|--|----------------|--|
| Boom mic | | Camera track | |
| Camera jib/slider | | Steadicam | |
| Camera crane | | Cherry picker | |
| Drone/UAV | | Lighting tower | |
| Other equipment not listed: | | | |
| Detail (s): | | | |

Hazards & Permissions:

Please indicate if any of the following feature in any part of your filming, please provide the location in which it would take place:

| | | | |
|---------------------------------|--|-------------------------------------|--|
| Firearms or weapons of any kind | | Impersonation of emergency Officers | |
| Animals | | Child Actors | |

| | | | |
|---|--|-----------------------------------|--|
| Weather machines | | Obstruction of pedestrian highway | |
| Filming with vehicles | | Stunts | |
| Night filming | | Wet down | |
| Music or amplification | | Crowd scenes | |
| Interaction with public | | Pyrotechnics | |
| Objects to be attached to lamp columns or other street furniture. | | Scaffolding | |

Any other potential issue/cause of concern:

Local Authority Intervention/Input Requested:

| If you are requesting police presence, site meeting or other local authority intervention, please detail below | Date | Location |
|--|------|----------|
| | | |
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Road closures and Highway disruptions:

Please provide details in the table below of the location and date of road closures and highway disruptions. Please be aware that road closures will require an on line application form to be submitted. Using the following link will take you to the form <https://www.somerset.gov.uk/roads-and-transport/apply-to-close-a-road-or-right-of-way-for-works/> Our Terms and Conditions together with Guidance Notes can be found under the "Downloads" section.

| Road Closure Yes/No | Date and Time | Location |
|---------------------|---------------|----------|
| | | |
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| | | |

Please provide detail if you require highway signs or markings to be painted. Please note that if remedial works are required when the highway is returned to normal, all costs incurred will be recharged to the film producer.

| Signs to be erected or Markings to be painted | Date | Location |
|---|------|----------|
| | | |
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Supporting documents (listed below) should be attached with your application. Please provide below the date that these documents were signed.

| | Date documents signed |
|----------------------------|-----------------------|
| Risk assessment | |
| Method statements | |
| Vehicle details | |
| Traffic management plans | |
| Temporary Event Notice | |
| Public Liability Insurance | |

The production company will be expected to indemnify Somerset County Council, its officers and employees against any claims or proceedings arising directly from any injury to persons or damage to property, as a result of the activities of the production company or its agents.

Have you consulted any other organisations regarding this event? Please provide detail below:

| Organisation Contacted: | Date | Details |
|-------------------------|------|---------|
| | | |
| | | |

Please read the **Filming code of practice** and the **Green filming guidelines** before signing this application. This document is in Appendix 4

I can confirm that I have read the Filming code of practice and agree to abide by its terms and conditions. I also confirm to the best of my knowledge that the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with Somerset County Council before filming takes place.

| | |
|---|-------------|
| Signed: | Print Name: |
| Position: | Date: |
| For and on Behalf of: (Company Name) | |

APPENDIX 4

Somerset County Council **Film Makers Code of Practice**

This Code of Practice is a voluntary agreement and is designed to work alongside the filming guidelines. Its aim is to outline the general requirements and the protocols expected to ensure that standards and consideration by all parties, to all effected, is a priority

Somerset County Council (SCC) welcome film makers to Somerset and regard the county as film friendly. SCC is happy to answer enquiries about filming in the county and assist with all reasonable requests associated with filming in Somerset.

Somerset has many beautiful and unique locations from rural areas such as Exmoor National Park, The Quantocks, Blackdown Hills, Polden Hills and Mendip Hills to seaside locations. We also have a vast range of beautiful historic buildings, cottages and villages. We will be happy to accommodate your needs where possible and we will always try and help with your filming requirements

Although we recognise that most production companies act in a professional and responsible manner. We do ask that all film makers take their surroundings into consideration. Productions must be sympathetic to the environment that is to be used.

SCC has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance or noise.

Safety of the general public is paramount at all times and every precaution must be taken to ensure their safety at all times. A contact number for the production must be made available to the council and the police.

SCC will seek clear guidelines of what the script or scene involves and appropriate caution must be taken for filming in sensitive areas or at unsocial times.

Areas that require any sort of set building, dressing, disguising or are subject to any sort of special effects, will require a guarantee to be completed and returned to a required standard.

Notes

The descriptions highway, carriageway and footway used in this document are in conjunction with The Highways Act (1980). The description 'Production' refers to every type of filming. (feature films, television productions, commercials, pop-promos, corporate and stills.)

This document is intended as a guide to the requirements of filming on the streets and other public places in Somerset. It is not exhaustive and film makers, location managers and production companies are advised to check with individual District Councils as to local charges, policies and practices. Please see contact details below for each of Somerset's District Councils:

Somerset West and Taunton: <https://www.somersetwestandtaunton.gov.uk/>

Sedgemoor: www.sedgemoor.gov.uk

South Somerset: www.southsomerset.gov.uk

Mendip: www.mendip.gov.uk

Somerset County Council and the district councils in Somerset will accept no liability for loss, financial or otherwise, alleged to have incurred as a result of these guidelines.