

TELEVISION CENTRE

**External Filming
Guidelines**

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TELEVISION CENTRE

Television Centre

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Television Centre is a world-class location for filming and special events, and we aim to balance managing the enormous demand as a location alongside our commitment to residents, businesses, and visitors to ensure these activities continue to be regarded by all as safe, lawful, successful, and fair.

We do this by ensuring that we support filming and events that contribute to our vibrant culture, environment, and economy by working with event organisers, film production companies and our various partners and services.

Your Health & Safety Responsibilities

Everyone organising or running a shoot of any kind has a “duty of care” under Health & Safety Legislation. This duty runs through Common and Criminal Law and you must demonstrate awareness of these duties throughout the planning and licensing processes. This will normally be done through the Risk Assessment process. All applications require a risk assessment, method statement and up to date public liability insurance.

Permitted Filming Locations

We have a number of outdoor spaces suitable for filming which can be found in the accompanying location plan. Outdoor filming is only permitted in these locations and some areas can only be used for certain types of filming requests.

Lower Forecourt

The lower forecourt is our largest open space and suitable for the widest array of filming requests. Small vehicle access from left hand side.

63A three phase, 32A single phase, 16A single phase (x2 popups)

63A single phase, 32A single phase, 16A single phase (x3 popups)

Middle Forecourt

A grass space with trees to either end suitable for a number of filming requests but no vehicle access.

63A single phase, 32A single phase, 16A single phase (x2 popups)

Upper Forecourt

A landscaped garden space with seating and trees, suitable for smaller scale camera setups.

Power accessible from middle forecourt popup 3

Talent Terrace

A terraced space, split by steps – Only suitable at certain times due to audience queuing.

63A single phase, 32A single phase, 16A single phase

2TVC Terrace

A small area, suitable for single piece to camera only. Noise to be kept to a minimum as the location is in front of a commercial office space.

No power

Colonnade

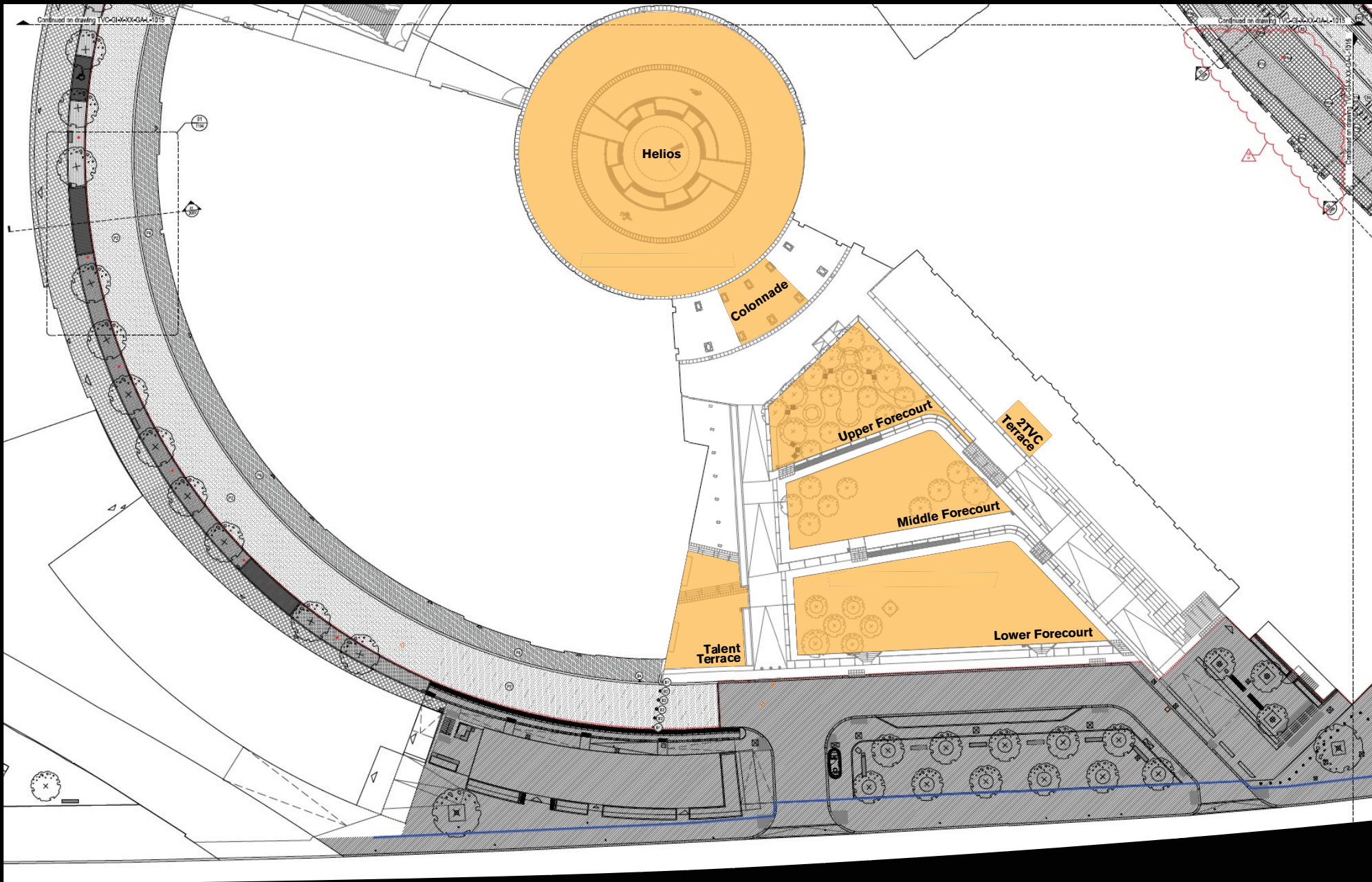
A covered outdoor space suitable for a number of filming requests however noise to be kept to a minimum as this is directly under the hotel and residential area.

63A single phase, 32A single phase, 16A single phase

Helios

A large circular courtyard space with a fountain in the centre suitable for small scale single piece to camera only due to residential and hotel guest accommodation around the perimeter.

No power



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Filming locations map

Helios:
Single piece to camera only

Colonnade:
Within central 3 columns only

2TVC Terrace:
Outside 2TVC entrance only

For further information regarding filming locations, please contact filming.permits@televisioncentre.com

Planning your shoot

Equipment

Any equipment over and above a tripod and hand-held lights needs to be assessed for its suitability at the location requested. Please detail each item's size and provide a drawn or large-scale map (not web map), to note its position on the site in relation to surrounding area. The diagram on the next page can be printed and marked up or CAD drawings are available if preferred.

Props/Dressing/Alteration to streetscape

If you plan to use any freestanding props, dressing, have need to attach something to an existing structure or want to erect a blackout tent or similar, you will need to supply specifications, artwork, a risk assessment and method statement. Depending on the impact you may also need to submit this application through Vicinitree with a minimum of 48 hours' notice.

Stewarding/Signage/Barriers

If you wish to manage pedestrian movement due to the complexity of your shoot (such as closing a forecourt for safety), you will likely need to use barriers and may need to use stewards and possibly signage. All stewarding staff must be supervised by SIA (Security Industry Authority) accredited personnel. Pedestrians retain right of way around the estate and filming cannot impact pedestrian access routes.

If you expect your activity to generate a high amount of public interest, or plan to have crowd scenes, it is likely we will insist that all stewards will need to be SIA accredited and a prior meeting with Television Security Manager will be required.

Any signage to be placed on the estate must be approved by us first. Under no circumstances should any wording explicitly state or imply that access is prohibited, unless expressly permitted to do so, or suggest that by walking into your filming area that permission to use an individual's likeness is granted/surrendered.

Background

Every effort should be made to ensure the general public are not captured in your feature. If a restaurant or retailer is clearly visible in the background, additional permission must be sought. You will be advised if Television Centre branding should not be visible in your feature.

Political/Advertising Content

The Television Centre brand must be seen to be impartial at all times. Any activity with a political stance will be judged on a case by case basis however a common sense approach is advised and anything which could be seen as offensive will be rejected. If your activity advertises a product or service, this must be detailed in advance. No Television Centre branding should be visible in advertising or political content.

Animals

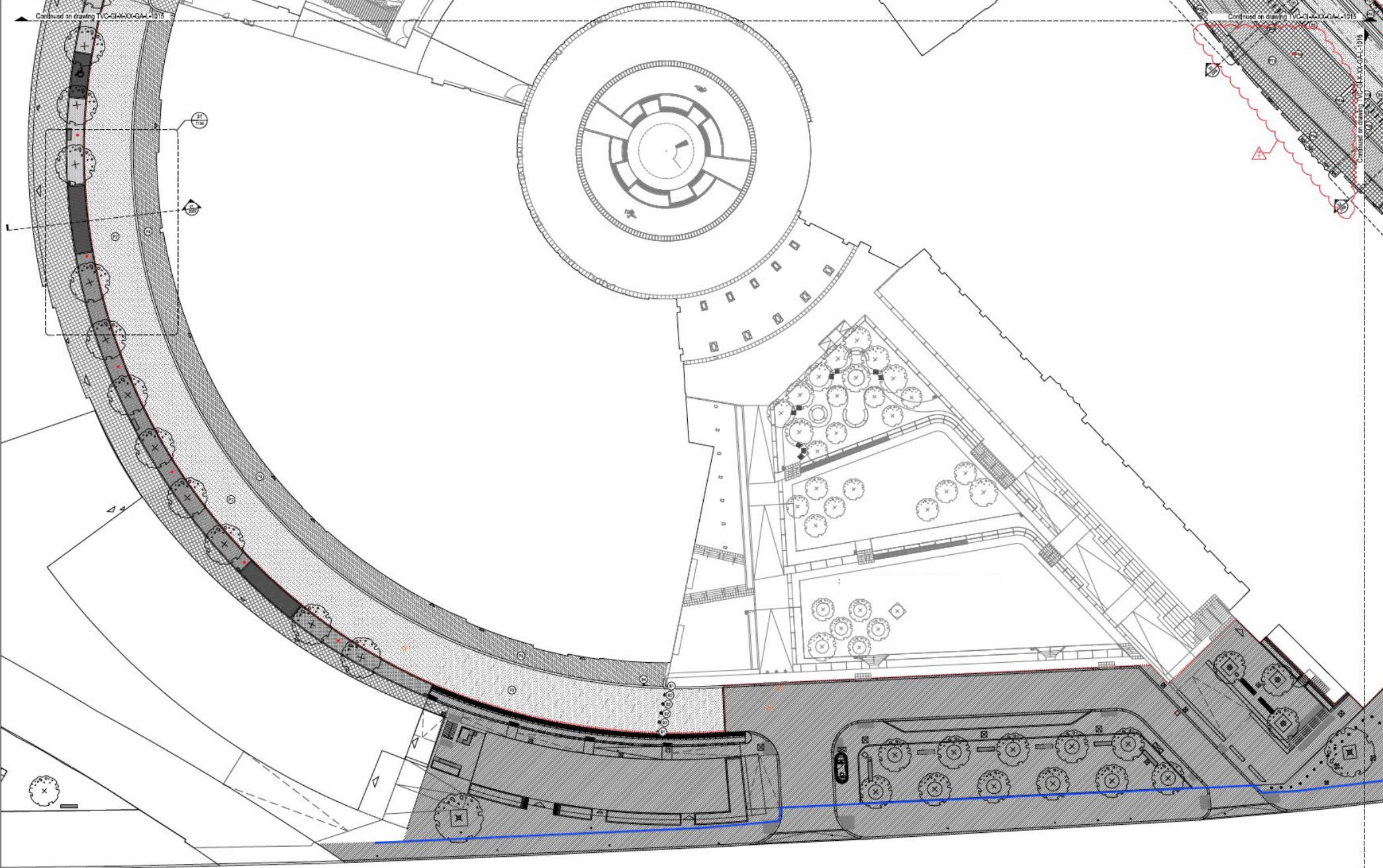
Domestic pets who live within a person's home such as a dog or cat are permitted for filming on site. Animals which would not be considered a pet are not permitted on site for external filming.

Access to power/water

Engineers are on site at Television Centre between the hours of 7am and 5pm. If power or water are required outside of these hours, an engineer call out at the current full daily (8 hour) rate will be applied.

Filming Diagram

Please use this drawing to markup all equipment, crew, talent and contributors.



Lead Times

All lead times relate to business hours only, Monday-Friday, 9am-5.30pm. Requests outside of these hours will not be processed until the next business day.

Small Scale

For small scale items including single piece to camera and low risk setups with minimal impact to the estate, the cut off is 3pm the day prior.

Medium Scale and Use of Drones

For medium scale items requiring comprehensive RAMS, these applications must be received at least 48 hours before. E.g item is Thursday morning with setup from 7am, RAMS submitted on Vicinitee by Monday at 3pm latest.

Large Scale

For large scale items which will have a significant impact on the estate, speculative applications must be received a minimum of two weeks prior. This allows time for the application to be reviewed and all parties involved or affected to be approached.

Urgent News

Exceptions will be made for topical last-minute news items which require filming to be undertaken immediately. For applications of this nature, please email: filming.permits@televisioncentre.com and call 020 3949 7200.

Permission Process

- Once your permit request is submitted, it will be reviewed along with your supporting documentation.
- Permits are reviewed between 3pm-5.30pm daily, Monday-Friday.
- If your permit is approved, you will be provided with a PDF version of the permit which must be retained by the Floor Manager and on hand should Television Centre security or management wish to review it.
- If your permit is not approved, an explanation will be provided and guidance to suggest how the filming could take place. Either a revised application must be made online or additional documents provided.

Note

- Should the permit not be adhered to, Television Centre Management retain the right to stop filming without notice.
- You are responsible for the area you are permitted to use during the agreed times and dates and all liability rests with the production company submitting the application. Should damage be caused by filming, the production company is liable to pay for all damage to be rectified. Should an injury result in a claim, this will be made against the production public liability insurance.
- Television Centre Management may wish to review features prior to transmission.
- Television Centre Management may wish to use footage taken for social media or digital promotion of the estate.

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