



Guidelines for filming on Richmond Green, Little Green and surrounding areas

Filming Times

Timings to be limited to between 07.30 – 22.30 (productions to be clear of the location by 23.00). Filming outside of these hours will only be considered after full resident and business engagement. No dismantling of equipment after 23.00 unless agreed in writing in advance of the filming date.

Parking

Preferred parking at these locations are Pay and Display bays (see map). Parking requests that include Shared use bays will be forwarded for approval before being processed - please factor this into your lead in time. The production company should make every effort to find off street parking for as many technical vehicles as possible. Old Deer Car park and Friars Lane car park may be used for additional technical vehicles. Richmond Council has a no-idling policy. Drivers found idling may be issued with a Penalty Charge Notice.

Catering

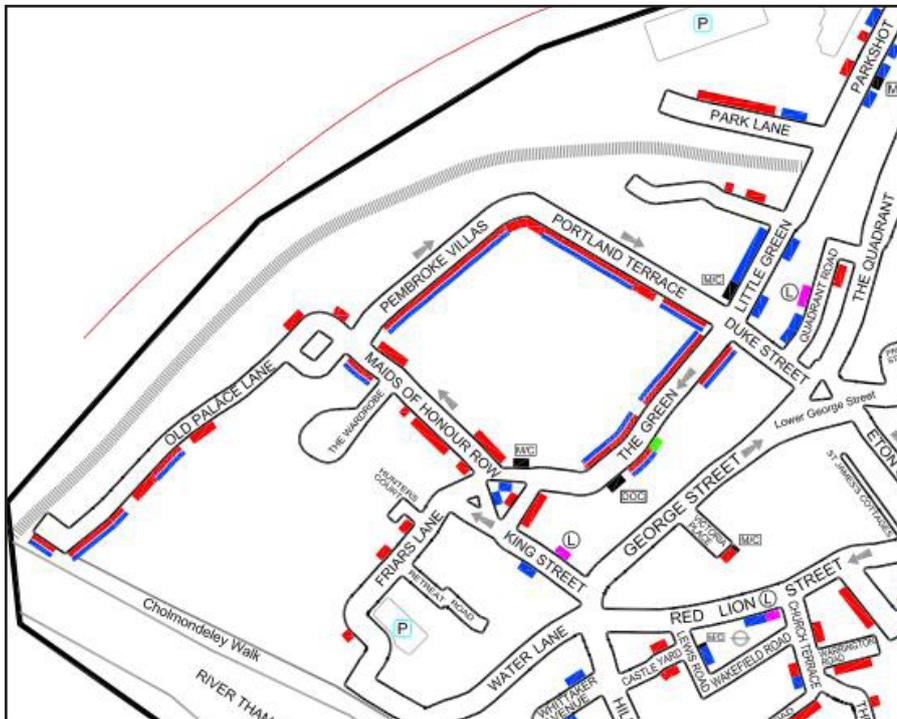
On-street catering is not permitted in the borough of Richmond. Large catering vehicles must be located off-site. Tea/coffee tables may be located on Richmond Green or Little Green but only with approval in advance.

Easy Ups

Easy ups for refreshments/equipment storage may be located on Richmond Green or Little Green but only with approval in advance.

Noise

Every effort should be taken to minimise noise and overall disruption to residents and business. For example, generator usage should be kept to a minimum and wherever possible alternative power sources should be found.



KEY	
Spaces for use by Resident Permit Holders	Red square
Spaces for use by visitors (Pay & Display / Meter only)	Blue square
Spaces for use by Business Permit Holders	Green square
Shared use spaces for use by Resident or Business Permit Holders	Red and Green square
Shared use spaces for use by Resident or Visitor Parking (Pay & Display)	Blue and Red square
Loading Bay	Circle with 'L' and pink square
Motorcycle Bay	Circle with 'M/C' and black square
Doctors Bay	Circle with 'DOC' and black square
Richmond Town A1 Area	White square with black dots
Richmond Hill A2 Area	White square with black dots
Richmond Hill A1/A2 Area Buffer Zone	White square with black dots

Litter

All litter to be removed at the end of filming and ensure it is not left unattended. The location and environs to be returned to the same condition in which they were found. Waste created should be recycled wherever possible.

Lighting

Application for lighting equipment must be submitted to the Film Office for approval by the Council's Highways' team and appropriate licences will be issued if approved. Lighting usage must be sensitive to the needs of residents.

Cranes/scaffold towers/scissor lifts/genie booms

Applications for mobile plant require two weeks' notice and must be submitted to the Film Office for approval by the Council's Highways' team. Appropriate licences will be issued if approved.

Communication with Residents and Businesses

Most filming will require a letter drop to all residents and businesses at least one week before filming. The letter must contain a name and contact number for the location manager, exact details of all parking suspensions, mobile plant locations and traffic management plans (include maps where possible) together with Film Richmond details. All resident letters must be approved by a Film officer before distribution. Smaller shoots may not require a letter – this will be at the discretion of the Film office. Communication with residents and businesses must continue for the duration of the shoot.

Contact

FilmRichmond
 Tel: 020 8487 5157 (9am to 5.30pm)
 Email: filmrichmond@richmond.gov.uk

In an emergency, out of office contact numbers can be found here:

www.richmond.gov.uk/how_to_apply_to_film

Crew, cast and facilities' drivers to be respectful and courteous to residents, businesses and visitors.