**Application Pack for Filming on Wigan Council Land**

Thank you for choosing Wigan for your project. We’re delighted to welcome you to our borough.

As I am sure you will appreciate, health & safety is our top priority. These guidelines have been drawn up to ensure that your project takes place in the safest way possible and causes as little disruption to our residents and visitors to the borough. They also ensure that your production can run smoothly.

Please take a few moments to read the pack and complete the application form at the end of the document.

Wigan Borough actively welcomes film and television productions into the area and is constantly improving the service on offer.

Wigan Council has a dedicated Filming Liaison Officer, situated within the Public Relations Team, who will work with your production from the initial location search right through the filming process. The officer will liaise with the relevant departments within the council; meaning that you don’t have to look for contacts in each department yourself, making your requests much more seamless.

Wigan’s Filming Liaison Officer works in partnership with Creative England.

**When making an enquiry to film in the borough, please make sure all applications are directed to the below details and not individual departments.**

**Contact: Georgina Atherton**

**Tel: 01942 828062**

**Mobile: 07967831493**

**Email: pr@wigan.gov.uk**

Wigan Council,

Public Relations Team,

Wigan Town Hall,

Library Street,

Wigan,

WN1 1YN.

**For enquiries relating specifically to Haigh Woodland Park, please contact:** Keith Bergman, keith.bergman@wigan.gov.uk, 01942 828267.

**Documentation needed**

The below documents will need to be provided before your application is processed.

* Public Liability Insurance - Your production company will be expected to indemnify Wigan 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. All production companies must carry a minimum of £5,000,000 Public Liability Insurance.
* Health and Safety Risk Assessment – A risk assessment should be carried out for each location to ensure all risk factors have been taken into consideration before filming.
* Completed filming application form.

**Clearance Periods**

Please try and give as much notice as possible for filming requests, especially in the case of implementing road closures or changes to Traffic Regulation Orders.

A minimum of one week’s notice is needed for small productions that do not require a site meeting.

For any production needing a site meeting due to logistics, a minimum of two to three weeks’ notice is needed to accommodate site meetings.

Requests for road closures take up to 4 weeks to be administered- please bear this in mind when planning your schedule.

**Filming Requirements**

You will need to seek further information from the Filming Liaison Officer if you require further any of the below requirements for your project:

* Track and equipment in public places and on highways
* Changes to road markings and signs
* Removal of street furniture and street lighting
* Construction of lighting, lighting towers, scaffolding and generators
* Use of cranes, camera cranes and ariel platforms
* Night filming (20.00 - 08.00)
* Stunts, special effects and pyrotechnics

**Noise and Nuisance**

Please keep noise to a minimum when setting up early in the morning. Generators should not be switched on until after 08.00 hours in a residential area unless they are considered silent running.

**Prop/ Mock Emergency Services**

Emergency services must be informed by the production crew if there are actors dressed in specific uniform or mock emergency vehicles being used. Uniforms and vehicles must be covered between takes, and sirens should not be used at any time on location. Flashing lights should be switched off when not in shot.

**Parking**

All parking requests on land owned by Wigan Council should go through the Filming Liaison Officer.

**High Visibility Clothing**

All personnel working on highways must wear high-visibility clothing to standard EN471. This is an essential safety requirement under the New Roads and Street Works Act.

**Cabling**

All cables must be made safe at the time of being laid. Cables must be placed in the gutter along the highway or in the junction between a wall and the footway. Cables on steps must be taped down to avoid the risk of tripping.

Please gain clearance from the Filming Liaison Officer before any cables are attached to street furniture.

**Care of The Location**

We are really proud of our local area, so we really appreciate sites being left as they were found.

**Consultation**

A successful filming request where a community will be impacted relies upon the residents and businesses being on board and being consulted with efficient time before the filming takes place.

**Charges**

There are charges in place for filming requests. Please seek advice form the Filming Liaison Officer.

The Filming Liaison Officer will work with production companies to secure a fair location fee based on the size of the venue, type of production and production budget.

We understand that each production is unique, therefore film packages can be built up for your specific production needs. Fees can vary depending on size of production and production needs.

If you are happy with everything you have read above, please complete the Filming Application Form and return alongside your Public Liability Insurance and Health and Safety Risk Assessment on the next page.

Return to:

**FAO:** Georgina Atherton

**Email:** pr@wigan.gov.uk

**Haigh Woodland Park:**

**FAO:** Keith Bergman

**Email:** keith.bergman@wigan.gov.uk

**Filming Request Form**

Please complete this form with as much detail as possible.

**Name of production**

**company:**

**Name of production:**

**Contact name and**

**number:**

**Address for**

**correspondence:**

**Location required**

**for filming:**

Please insert street

name etc if you have it

**Date(s) required:**

**Arrival time: Departure time:**

**Number of cast and**

**crew on site:**

**Equipment being used:**

**Any further**

**information:**