



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

**Filming and Photography on Estates Policy**

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Approved by:	<i>Housing Management &amp; 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 commercial 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

Filming and photography may still be subject to permission and nothing in this policy affects our inherent right to manage our estates as appropriate.

Non-residents wishing to carry out projects on the estate should seek permission from the relevant estate office regardless of whether the project is for financial gain.

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 on City of London Property - City Film Unit**

The City Film Unit deals with applications for filming within the City and on City property outside the Square Mile. Anyone wishing to film on City of London 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. 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
- Whether we can give residents reasonable notice of the project

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.

## **8. Notice to Residents**

The relevant estate office will give residents reasonable notice of any agreed projects. The notice period will vary depending on the circumstances of the project. The notice may be limited to those most likely to be affected, or it may be

communicated to the estate generally. The means of giving notice is at the Estate Manager's discretion. Typically, it will be given via general newsletters or bulletins on the estate (including on any web page), or individual letters or e-mails to affected residents.

For larger proposed projects, we may require the applicant to carry out a suitable consultation with residents and other affected parties prior to giving a final decision.

## **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 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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