

Filming in Gateshead Protocol

Thank you for your interest in filming in Gateshead. Gateshead Council is committed to balancing the economic benefits of filming with protecting the local environment, preventing disturbance to local businesses and residents and protecting both the borough's and the council's reputation.

This document contains:

- The council's filming request process
- A list of locations in the borough managed by the council
- Specific information relating to the Angel of the North
- Terms and conditions of filming

Request to Film Process

News media filming

If you are a news broadcaster and wish to use any location for a news story please contact the council's communications team on 0191 433 3544 or 0191 433 2076 or email communications@gateshead.gov.uk before filming.

General Views

Small crews (fewer than five people with a hand held camera or tripod) who wish to film general views in Gateshead (images of the Angel of the North, Gateshead Millennium Bridge, Gateshead Quayside etc. to set the location for a TV show) do not need permission from the council to film. This also applies to photographers taking still shots. Providing you are not obstructing the highway, bringing any equipment (beyond camera and tripod) and have read this protocol you may film and do not need permission.

Other shoots

Please contact the council's communications team on 0191 433 3544 or 0191 433 2076 to discuss your requirements. All requests will be considered, but where a request does not meet the council's protocol, or may damage the borough's or the council's reputation, it may be refused. Please give details of your filming request, dates, filming location and parking requirements if required. Please try and give as much notice as possible, as requests made at short notice may be refused. If your request is straightforward you will be granted permission to film by phone or email, if you prefer. If your shoot is more complex we will ask you to fill in our filming application form.

Larger or more complex shoots

For larger or more complex shoots or to bring equipment or vehicles on to the council's land we will ask you to fill in our filming application form which will be forwarded to our licensing team who will discuss your application further and may issue a licence if they feel it is required. Please note a minimum of two weeks' notice is required for larger or more complex shoots.

Although there are no laws to prevent anyone filming on public streets, it is an offence to cause an obstruction or to place materials on the highway without an appropriate licence. Licences are issued to protect the council in case of any damage to land, buildings, infrastructure or individuals. There will be a cost incurred for a licence to cover administration costs.

Filming in private locations

To film in private locations such as residential properties, you will need to apply directly to the property owner. Please remember that if you are filming in a flat or on a housing estate it may be owned by a housing association, private landlord or the council so you will need to contact all relevant parties.

Locations managed by Gateshead Council

The following landmarks and locations are in the borough of Gateshead and are owned by the council permission will need to be sought from the council to film in these locations (providing your request is not 'general views' or still photography). This list is not exhaustive; please seek advice if you are unsure.

- The Angel of the North
- Gateshead Millennium Bridge
- Any public park including Saltwell Park and Saltwell Towers within Saltwell Park
- Any council leisure facility including Gateshead International Stadium
- Countryside locations such as Thornley Woodlands Centre, Derwenthaugh Park and Watergate Park
- Any Gateshead school – permission will also need to be sought by the head teacher
- Birtley, Blaydon, Felling and Whickham town centres.
- Council owned flats and houses – although these buildings are owned by the council they are managed by The Gateshead Housing Company. Please contact Kerrie Slavin on , Gateshead Housing Company on 0191 433 5386 or email kerrieslavin@gatesheadhousing.co.uk to film inside or on top of flats

The following locations, whilst in the borough and owned by the council are leased to occupiers of them so permission will need to be sought from the tenant in these locations:

- Sage Gateshead or Gateshead Old Town Hall – please contact marketing@sagegateshead.com to film inside the building

- BALTIC Centre for Contemporary Art – please contact BALTIC on Ann Cooper, on 0191 440 4566, annc@balticmill.com to film inside the building
- For Trinity Square in central Gateshead – please contact Trinity Square Manager Tony Pickering on 0191 500 7052 or email tony.pickering@trinitysquaregateshead.com

All references to the council's buildings and landmarks must be referred to by their correct name.

- The Angel of the North
- Gateshead Millennium Bridge
- Sage Gateshead
- BALTIC Centre for Contemporary Art

If you are filming in Gateshead or are referring to any of these landmarks you must make it clear that you are in Gateshead and not Newcastle.

To find out who owns a particular piece of land please contact the Land Registry on 0300 006 0411. To find out if the council owns a particular property ring the council's asset management officer on 0191 433 3434.

For clarification, please contact the council's communications team on 0191 433 3544 or 0191 433 2076.

The Angel of the North

- The council is obliged to protect the artistic integrity of the Angel of the North. The sculpture is an internationally recognised work of art and the artist's directions in respect of its use and portrayal must be respected. Please note the following:
 - The sculpture can not be lit
 - No projections can be added to the sculpture (whether real or digitally enhanced after the event)
 - The image of the sculpture must not be altered
 - No items such as flags, clothing or logos are allowed on the sculpture (this includes digitally enhancing images)
- The Angel of the North is located on public land. It cannot be closed off. Please respect other users of the site when filming.
- If you wish to use the Angel of the North in advertising or a commercial, please contact the council's communications team for advice.

Terms and Conditions of filming

1. Definition of filming

- Throughout this document the term ‘filming’ means creating non-news films, films, television films, taking still photographs or photographs for use/distribution on the Internet. Please seek advice from the council’s communications team on 0191 433 3544 for any news filming.

2. Responsibility and Indemnity

- Any filming on the council’s land is the responsibility of the individual filmmaker/producer/film company.
- For larger or more complex shoots you will be asked to supply public liability insurance of at least £5million. If this is required, you will not be granted permission to film until you have provided the council with proof of adequate insurance.
- For the majority of filming productions, once permission has been granted by the council, the company or individual concerned is able to film without any supervision. It is assumed that you will act in a responsible and professional manner at all times. You must take your surroundings into consideration and not obstruct others from carrying out their business or cause a disturbance or safety hazard.
- If the council decides that supervision is required, the council reserves the right to charge for the officer hours required.
- The council has a right to either stop all filming, or impose additional stipulations in filmmakers should the need arise.
- Any organisation who wishes to use a drone to film must follow our drone filming guidelines.

3. Notice periods

- The amount of notice required depends on the complexity of your shoot and whether you require vehicle parking suspensions.

- As a guide, for small crews a minimum of five working day's notice is required. For larger crews and more complex proposals, a minimum of 28 days' notice is required.
- Filmmakers are encouraged to seek guidance regarding filming timescales as soon as possible.

4. Filming charges

- Section 93 of the Local Government Act 2003 permits all local authorities to charge for the provision of 'discretionary services'. Supporting filmmakers and film productions, including arranging filming on the public highway, is considered to be a discretionary service.
- Charges for filming depend on various factors ranging from the size of the filming project, whether a license is needed, involvement of council officers and other council departments. Charges are determined on a cost recovery basis.
- Although costs may vary, as a guide, the council may charge an administration fee of £250 for larger scale productions per block of filming. This administration fee covers a number of services provided by the council in issuing the approval. They include the following:
 - Providing advice and information
 - Site visits
 - Travel to/from sites
 - Liaising with other council departments
 - Liaising with the emergency services
 - Invoicing for any charges and ensuring payments are made to the relevant council services
- If there are any costs for additional services provided by the council these will be notified to the film crews and will be agreed prior to filming taking place ie. Road Closure Orders or staff time to open buildings out of hours etc. The council will arrange for invoices to be sent out in respect of these costs/charges.
- Where filming is being undertaken and there is a possibility of damage to land/infrastructure, the licensee should fully reinstate the land. If the land is not reinstated, works will be completed by the council and recover costs from the licensee.

5. Sustainability and care of the location

- Filming activities must be limited to areas and times for which permission has been granted.
- All signs or property removed, amended or disguised for filming purposes must be reinstated when filming is completed. All signs erected for the purpose of filming must be removed.

6. Health and safety

- It is the responsibility of the filming/production company to ensure that its employees and contractors comply with current Health and Safety legislation when filming on location in the borough of Gateshead.
- All locations and projects must be assessed for risk and hazard. If required you may need to provide a full risk assessment report to the council's culture team.