

## Scottish Screen Guidelines for filming in Scotland

We are pleased to hear that you are considering filming in the Scotland. This document gives suggestions of what to do next to make sure that your filming is as successful as possible.

1. For a small country, Scotland has a huge variety of film locations. Scottish Screen Locations, and the network of local offices, exist to promote filming in Scotland and will help with your filming requests.

Our service is **free of charge** and we will be able to help with:

- location requests – we can give you photos and contact details, but we cannot negotiate with the owners on your behalf
- Identifying who can give permission to film at a location
- Liaising with local Councils, private organisations and agencies to facilitate a production
- Providing information about crew and facilities available regionally
- Local information including hotels, emergency services

2. When you contact us we will need some basic information from you about your production in order to assess your needs and help you more quickly. We also need this for reporting purposes and to feed back to the UKFC.

The information we need includes:

- The name of the production company, the type of production and a contact person and telephone number.
- A synopsis or copy of the script.
- A schedule that details approximate dates, times, length of the shoot. (We recognise that these may change during the pre-production period).
- An idea of the scale of the production including numbers of cast and crew and the type of equipment you will be using.
- For overseas productions you should be prepared to show a copy of your Public Liability Insurance details to the value of no less than £2million. (More cover may be required for larger productions and action that includes stunts or special effects.)

At the end of your shoot either Scottish Screen or the local film office will contact you requesting information on how much your production spent in the region including locations fees, accommodation, crew, and facilities. This information is used to help us to continue to provide free support to filmmakers. This information is confidential: we never reveal individual spend figures unless given express permission to do so.

3. Deciding where to film and finding your locations

***The most cost effective way to find and manage locations is to employ an experienced location manager that has a good working knowledge of Scotland.*** They will be able to help you find locations, sort out permissions, negotiate with the police, emergency services and the local community, advise on contracts and health and safety and make sure that you get the shots that you want, in the can. You can find location managers on the Scottish production guide website [[www.filmbang.com](http://www.filmbang.com)] or by e-mailing us at [locations@scottishscreen.com](mailto:locations@scottishscreen.com).

If you have not completely decided where you want to film, please start by checking [www.scottishscreenlocations.com](http://www.scottishscreenlocations.com) or the various local film office websites for a huge range of film locations. Specific location requests can be circulated via any one film offices to the whole network of the Scottish locations offices. You will need to provide detailed descriptions about the locations you are looking for and how they will be used for filming (including

approximate length of time you will need them for). ***Please provide us with as much detail as possible.***

4. Getting Permission: All filmmakers need to **get written permission** from the owner to film on their property. In most instances you will be expected to sign a contract or license agreement and pay a reasonable site rental or location fee. Aim to plan a recce before the shoot to smooth out any potential issues. Your very first step should be to contact the appropriate film office covering the area in which you wish to film. **Complex shoots will require several weeks lead in time to get right.**

5. When you are filming: Filmmakers are expected to adhere to UK Health and Safety regulations and Codes of Practice as supplied by Scottish Screen. It is the Producer's responsibility to ensure compliance - failure could lead to your filming being stopped and/or criminal prosecution. **Your Scottish Location Manager will be able to advise you** further but the basic requirements are:

- Make sure risk assessments are carried out by a competent person for every location
- Make sure that all electrical equipment complies with UK standards and has been tested for safety. It should have a safety test sticker on it.
- Employ properly qualified crew.

**Scottish Screen and the local film offices** will be able to provide you with all the contacts and information you need to run a successful shoot. We look forward to hearing from you.

#### **Other Information**

##### **Visas:**

<http://www.britishhighcommission.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1089128067648>

##### **OR**

<http://www.ukvisas.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1006977149953>

Screen Agencies cannot provide any further advice on Visa applications.

##### **Work Permits:**

<http://www.britishhighcommission.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1131975831034>

**OR** [http://www.workingintheuk.gov.uk/working\\_in\\_the\\_uk/en/homepage/work\\_permits.html](http://www.workingintheuk.gov.uk/working_in_the_uk/en/homepage/work_permits.html)

##### **Financing:**

Scotland is part of the UK and therefore all UK film tax incentives and the UK co-productions treaties apply in Scotland.

The UK Film Council [www.ukfilmcouncil.org.uk](http://www.ukfilmcouncil.org.uk) is the first point of call for general information about filming, tax rules and available funding in the UK.

In Scotland, co-investment opportunities for Scottish feature and short film development and production is available through Scottish Screen. Full details and funding applications are available on the Scottish Screen website [www.scottishscreen.com](http://www.scottishscreen.com)

##### **Contact details for all Scottish film offices:**

<http://www.scottishscreenlocations.com/FilmOffice.asp>

Contact details for all the Screen Agencies are on the UK Film Council Website:

<http://www.ukfilmcouncil.org.uk/filmmaking/filmingUK/rsa/>