



Perranzabuloe Parish Council

Filming and Photography Policy & Procedures

Adopted 25 September 2023

Contents

Section 1: Introduction

Section 2: Policy

Section 3: Charging Schedule

Section 4: Application Process

Section 5: Decision Making

Section 6: Appendix

Section 7: Application form

Section 1: Introduction

Perranporth Beach, The Village and the wider Perranzabuloe Parish are recognised as being family orientated, offering a unique combination of expansive areas of soft golden sands, ancient sand dunes and public open green spaces, as well as easy access to many amenities. The beach currently enjoys the status of having the coveted “Seaside Award”.

Traditional beach activities such as paddling and swimming, rock pooling and beach games are further enhanced by Perranporth’s international reputation as a fine Atlantic coast surfing destination. The presence of both the Surf Life Saving Club and the RNLI exemplifies the beach as being safe and well stewarded at peak times, whilst also highlighting the necessity for caution and respect for the water.

Perranporth is also well known as a beach favoured by dog walkers and the Parish Council monitors this feature closely to ensure this works for the overall benefit of all beach users.

Historically the cultural heritage of Perranporth is linked to the extensive mining activity that was largely responsible for the establishment of this coastal village and this is reflected in the exposed cliffscape along the extent of the beach, most notably around Droskyn Point. Within the dunes is the ancient oratory of St Piran, the Saint who is credited with bringing Christianity to Cornwall and whose flag is recognised as a symbol of Cornwall itself.

Section 2: Policy

The purpose of this policy is to set out the framework for filming on Parish Council owned land/property and the charges that apply. Perranzabuloe Parish Council can only give consent for filming on land that it owns, and it will be the film-makers responsibility to liaise with private landowners regarding filming on their land, or with the Cornwall Council Highways department where permission is required to film on public roads, including where partial or temporary closure of a public highway is necessary to facilitate filming.

The Parish Council has a clear responsibility in law to ensure that any filming events held within the Parish are well organised and run safely. The expectation of local residents, holiday makers and others when visiting the Parish, including Perranporth Beach, the play parks and Inner Green, is that they will be able to enjoy their time unimpeded by any activities that create a conflict with the family friendly environment and general feel of the Parish. Therefore, the Parish Council withholds the right to refuse permission for a filming or photography event.

- 2.1 The description of ‘filming’ as set out in this policy includes feature films, television productions, commercial, music promotion videos, corporate filming, student/short films and commercial stills photography.

- 2.2 Sites of Special Scientific Interest (SSSI) – there are several SSSI within the Perranzabuloe Parish. Where requests are made to film in these areas, prior notification and permission must be requested from Natural England.
- Perranzabuloe Parish Council owns land in the following areas (as shown on map in section 6):
- Reen Sands
 - Penhale Dunes (small areas around Ancient Monuments)
 - Cligga Head
- 2.3 Filming is not permitted in any circumstance from the area from Perran Sands river outlet to Ligger Point (as shown in the map in section 6)
- 2.4 Separate permissions need to be in place to fly a drone from the MOD and Perranporth airfield. Written permission would need to be shown with your application.
- 2.5 All waste and litter generated by the filming must be disposed of correctly by the film maker.
- 2.6 The film maker will be responsible for the cost of repairing any damage caused as a direct result of the filming (either by the film maker, their staff or by an activity that the film maker has prompted) to Perranzabuloe Parish Council land and property, street furniture and the public highway. Film makers are expected to use approved contractors to complete works in agreement with the Council and to a reasonable time frame.
- 2.7 Health and safety of the film productions company, their employees and the general public affected by the filming is the responsibility of the film production company/individuals. As part of the Health and Safety management, film makers will need to make sure that noise levels comply with local by-laws.

Section 3: Charging Schedule

Type of Request	Charge	
	Half Day	Full Day
Commercial Filming – small crew (up to 10 people)	£300	£500
Commercial Filming – medium crew (up to 40 people)	£1200	£2000
Commercial Filming – large crew (more than 40 people)	£1700	£3000

Registered Charities may be eligible for a 50% discount. Special consideration may be given to Student Organisations.

Charges are subject to an annual review.

Section 4: Application Process

Prior to submitting your application, you should:

- 4.1 Inspect the site and ensure that it is suitable for the purpose. If you have any questions/queries you must raise them with the Parish Council using the following point of contact office@perranzabuloe-pc.gov.uk
- 4.2 You need to ensure that any queries you have regarding the application are resolved prior to submission. It is important to note that the Parish Council cannot give you professional or legal advice.
- 4.3 Check that you do not need to seek further permissions from other agencies such as permissions to fly a drone or film on a SSSI (see section 2.2 and 2.4).

Submitting your application:

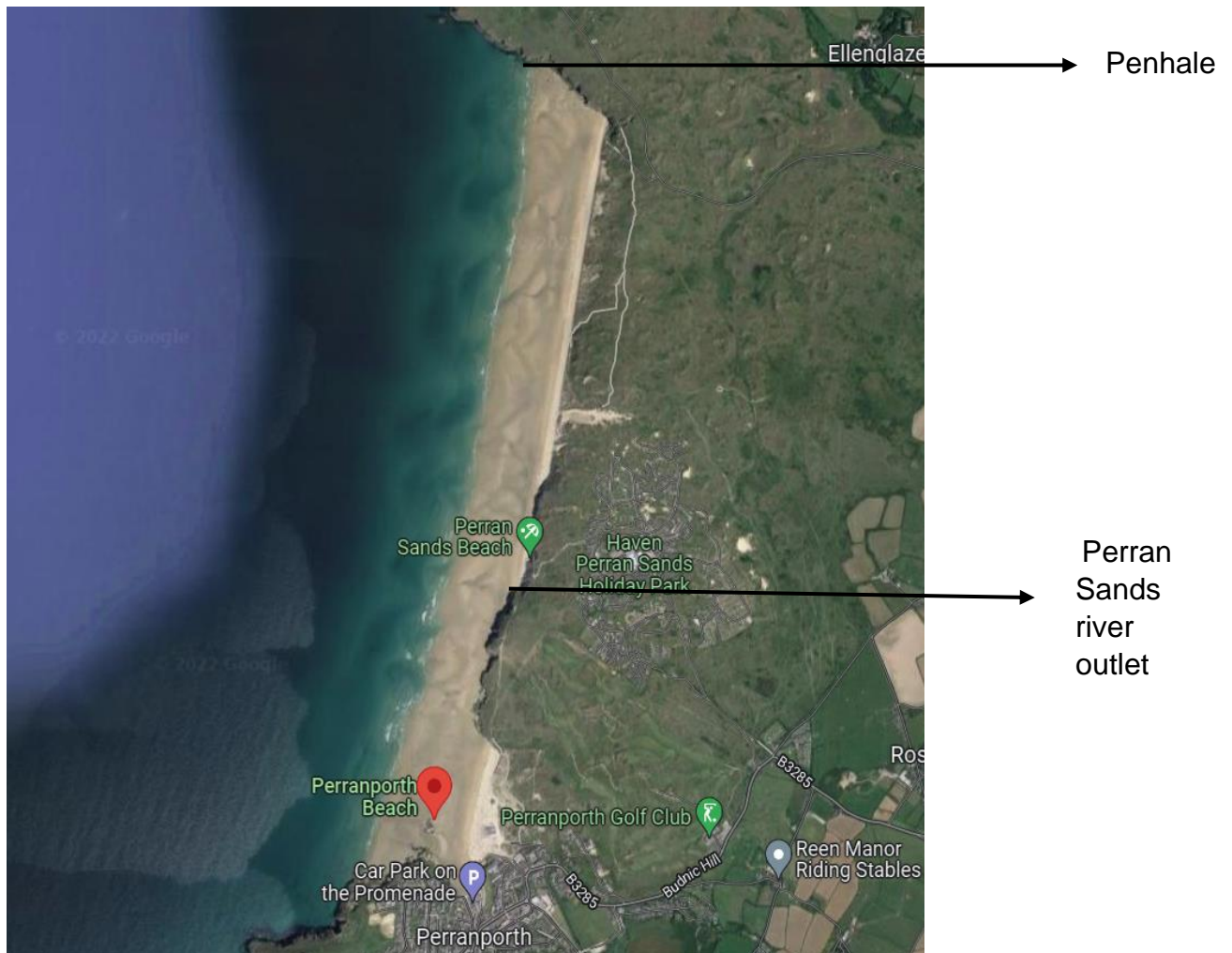
- 4.4 Film makers are required to fill out an application form (section 6) and return it along with a copy of valid insurance policy (providing evidence of a minimum of £10 million Employer's Liability Insurance and a minimum of £10 million Public Liability cover) and copies of any risk assessments, to the address on the form.
- 4.3 Student productions should be able to provide a copy of the school/college/university's public liability insurance and a copy of the project risk assessment.

Section 5: Decision Making

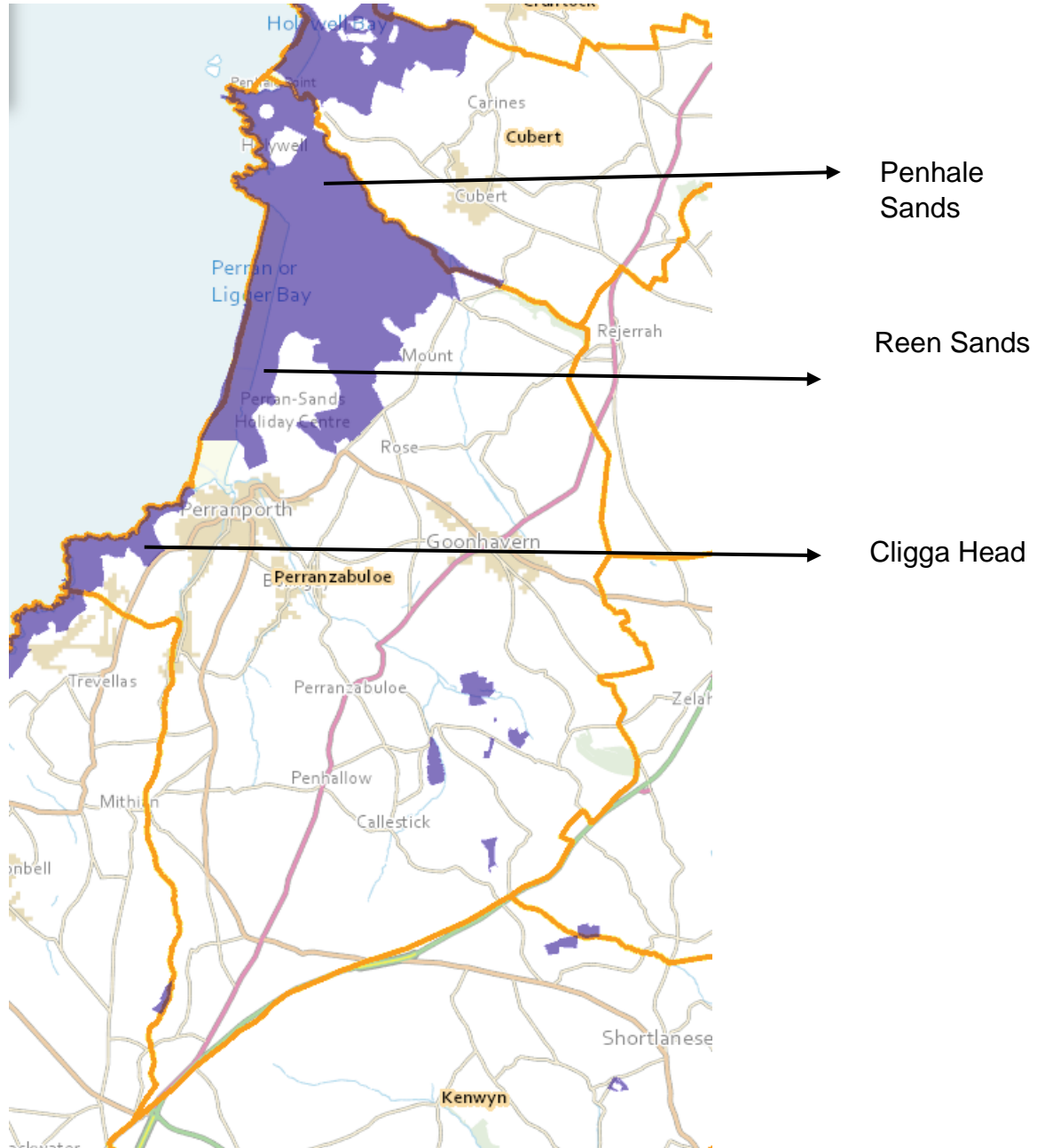
- 5.1 The film maker's completed application form and copies of insurance policy evidence, along with any risk assessments will be sent to the Public Spaces Committee for approval. Please leave plenty of time before your required filming date/s (minimum of 2 weeks but 6 weeks preferred).
- 5.2 Perranzabuloe Parish Council aims to accommodate suitable filming requests that do not disrupt or inhibit public use of an area. However, Perranzabuloe Parish Council reserves the right to refuse an application if one or more of the following conditions applies:
 - The application cannot provide evidence to substantiate that they have a minimum Public Liability Insurance of £10 million.
 - One or more members of the Public Spaces Committee expresses concerns that there is a risk to public safety.
 - The Council has concerns that the nature of the filming on its land or property will negatively impact upon the parish and enjoyment of others.

Section 6: Appendix

Map of Perranporth Beach – no film zone



Map of Perranzabuloe Parish SSSI Sites (shown in purple)



Section 7: Application Form

Please complete as soon as possible and return to Perranzabuloe Parish Council with proof of public liability insurance and any relevant risk assessment(s).

Name:	
Production company:	
Telephone:	
Mobile:	
Email:	
Project title:	
Nature of filming	Film/TV/commercial/promo/short/student stills (delete as applicable)
Production company address:	
Emergency Contact on the Day – Must be on location:	
Dates and times of filming	Description of filming and required locations (include a plan showing the locations and extent of the area where filming is to take place; highlight any roads on which filming is to take place.)
No. of crew:	
No. of vehicles:	

Transmission date:	
Relevant risk assessment(s) attached	Yes/No
Copy of public liability insurance attached	Yes/No
If filming on or in very close proximity to the highway – Copies of letter/email showing the Police agreement to the filming	Yes/No

General - Please indicate if your shoot will involve any of the following:

'Wet down'		Honey wagons		Animals	
Street dressings		Catering facilities		Children	
Cherry pickers/ lighting towers		SFX		Reconstruction of emergency/crime	
Camera crane		Firearms/guns		Cast dressed as emergency services	
Camera track		Smoke effects		Driving sequences	
Low loaders		Fire effects		Building blackouts	
Generators		Wind machine		Crowd control/ security	
Playback/music		Stunts		Bicycles	
Scaffolding on Council property		Other (please specify)			

Privacy Statement

Who will control my data?

The Data Controller for all the information you provide is Perranzabuloe Parish Council. Data Protection Registration Number: ZA235076

If you need help in understanding or completing this form, please contact Perranzabuloe Parish Council on 01872 572727 or by emailing office@perranzabuloe-pc.gov.uk

How we will use the information about you

The information you provide on this form will be used to contact you regarding filming on Parish Council owned land and will be held securely within the Parish Councils secure network and premises and will not be processed outside of the UK. Access to your information will only be made to authorised members of staff and councillors who are required to process it for the purposes outlined in this privacy notice.

How long will you keep this information for?

Your information will be kept for 7 years after which time it will be erased.

What are my data rights?

Your personal information belongs to you and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Perranzabuloe Parish Council, Chyanhale, Perranporth, TR6 0DB

Tel: 01872 572727

Email: office@perranzabuloe-pc.gov.uk

Why do you need my information?

We need your name, address and other details, in order to approve your application. Without them we will not be able to provide you with the service.

☐

I confirm that I have read the information above and that I agree to my information to be used for the purpose described.

Signed on behalf of

Production company **Date**

Please return to:

Perranzabuloe Parish Council

Email: office@perranzabuloe-pc.gov.uk

Perranzabuloe Parish Council

Chyanhale

Ponsmere Valley

Perranporth

TR6 0DB

Tel: 01872 572727