



CITYWEST HOMES

Filming on CityWest Homes managed estates

Guidelines and how to apply - 2016

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1. Introduction

Thank you for considering us for your project. The purpose of this document is to provide guidance to anyone considering filming in CityWest Homes managed properties, by providing guidelines and a checklist to help you obtain all necessary permissions.

For the purpose of these guidelines, the word 'filming', 'shoot' and 'project' covers any activity which uses a camera or is in relation to a radio broadcast, with the exception of breaking-news crews who hold valid and recognised press cards.

Everyone organising or running a shoot of any kind has a 'duty of care' under Health and Safety Legislation. This duty runs through Common and Criminal Law and you must demonstrate awareness of these duties throughout the planning and licensing processes. This will normally be done through the risk assessment process.

As all our estates are residential, so we ask that the safety, well-being and privacy of our residents are respected at all times, before and during filming.

2. About us

CityWest Homes is an award winning property services provider based in Westminster, London. As Westminster's leading housing manager, we manage over 21,000 homes, which includes 9,000 leaseholder homes, 12,000 social homes and the communities which they are situated in.

Our stock includes a diverse range of properties, including large estates, tower blocks, award winning green spaces and both historic and listed buildings.

3. How to obtain permission

All filming requests taking place in CityWest Homes managed properties, in both external and interior areas, require permission from CityWest Homes before they can proceed.

Our team aim respond to your query within 24 hours if received between Monday – Friday, 9am – 5pm. Response can take longer outside of these times.

We require notification of your film request a minimum of three working days prior to the filming date. This will provide us with time to arrange health and safety requirements and permission from residents in the chosen location.

Please provide the information requested in our checklist below to communications@cwh.org.uk.

4. Checklist of requirements

First things first - have you established that the location is in a CityWest Homes managed area? You can view a map of CityWest Homes managed estates [in appendix 1](#).

If you would like to film outside these areas in Westminster, please view further location details via the [Westminster City Council website](#).

If the location is CityWest Homes managed, please send the following information to communications@cwh.org.uk:

1	The name of your company
2	Overview of the project and a brief synopsis of the scene / s you would like to film / photograph
3	Where you wish to film, and whether you require external and / or internal access
4	If you would like to arrange a recce at the location
5	Date and times of filming
6	Size of the location crew
7	Where the footage / photos will be viewed / displayed
8	You will need to provide a copy of your public liability insurance, health and safety method and risk assessment (we prefer for you to complete your own template but if you do not have one, please see our template in appendix 2)
9	Are you prepared to make a donation to the local Resident's Association? You can view our fees below
10	Do you require any other facilities, such as parking, road / traffic impact, access to communal halls, featuring residents etc?

If you have a question about any of the above, please contact our team on communications@cwh.org.uk or 020 7245 2542.

5. Fees

We charge a flat rate of £150 per hour, regardless of crew or project size. This fee may be waived if the crew is a charity, community or not for profit organisation e.g. NHS.

There is no application or consultation fee.

If required, we can help arrange parking within our estates, charged at the standard Westminster City Council rates. To view these, visit www.westminster.gov.uk/parking-zones-and-prices.

CityWest Homes does not make a profit from filming. All funds are given straight back to the local community via Resident's Association, aerial fund or the local estate office.

You will be issued with an invoice once permission for filming has been granted.

6. Health and safety

All aspects of the project, including access, welfare arrangement and site set up, equipment installations and vehicle requirements, must be agreed by our health and safety team before permission can be granted.

Any equipment over and above a tripod and hand-held lights needs to be assessed for its suitability at the location requested. Please detail each item's size and provide a drawn or large-scale map (not web map), to note its position in relation to surrounding area. For example, the following would need the above information to be submitted:

- Lights on stands
- Cables
- Escape routes
- Jib
- Dolly and track
- Ladderpod
- Lighting tower / balloon.

7. Informing residents

Unless instructed otherwise, you will be required to inform residents and businesses of your activity. In most cases, a letter-drop to residents and businesses as soon as possible will suffice.

You should include the name and telephone number of your contact should residents have any queries. Please provide us with a sample copy of the letter prior to distribution. We can also assist in distributing the letter to any relevant associations and groups in the area.

As our estates are residential areas, we ask that filming requests are kept within 9am – 5pm. We also arrange for a member of our staff to supervise the filming, in case residents or the filming crew should have any queries, complaints or access issues. If your project requires times outside of these hours, please contact our team and we will investigate if we can support your request.

In certain cases, where your activity occurs outside of business hours or has special requirements (e.g. a road closure), consultation with those who will be directly affected will be required. Our communications team will advise you of how best to proceed with this.

We welcome engagement with creative projects on our estates. If you'd like to send images or footage of your shoot, please share them with us on Twitter @CityWestHomes.

Please note that if the project is assessed to be too disruptive for residents (in cases where filming is in late hours, residents do not grant permission or the content represents the homes of our community in a negative light) then we reserve the right to decline permission.

8. Contact us

Corporate communications team
CityWest Homes,
21 Grosvenor Place,
London,
SW1X 7EA
communications@cwh.org.uk
020 7245 2542
www.cwh.org.uk

Follow us on Twitter @CityWestHomes
Follow us on Facebook @CityWest Homes.

Please date and sign below to confirm you agree to our terms and conditions.

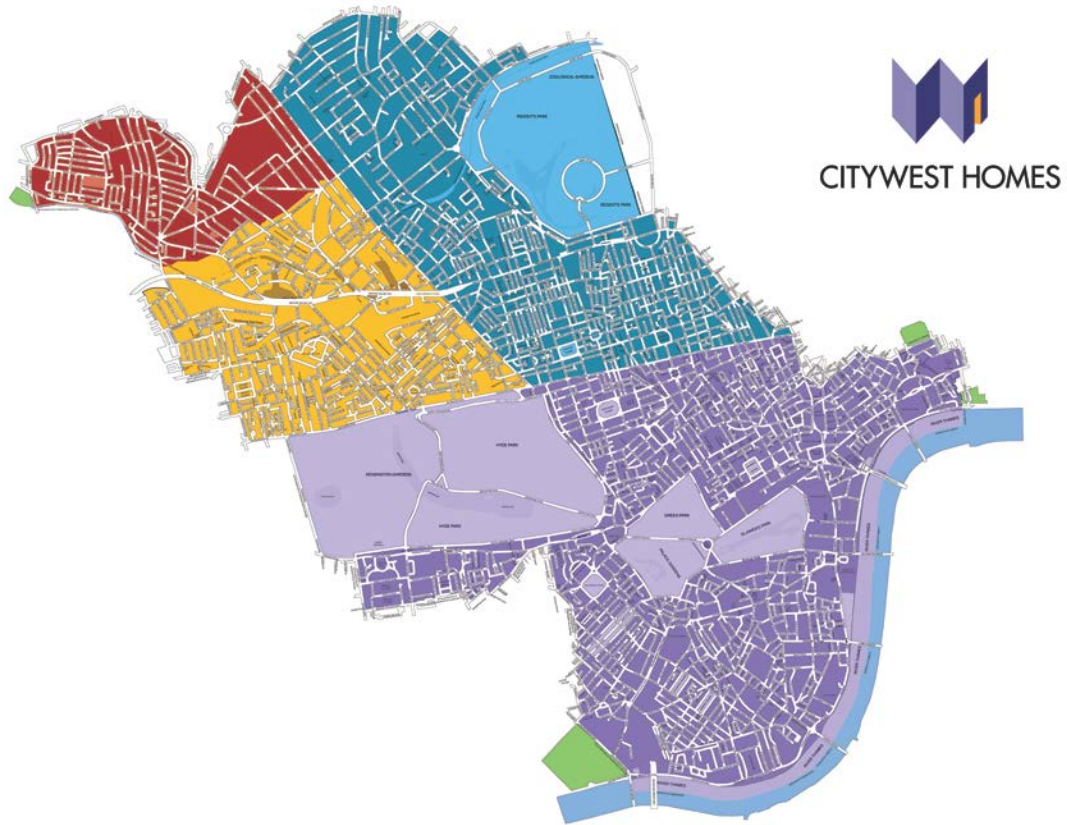
Your name

Your signature

Date

APPENDIX 1: Map of CityWest Homes managed areas

[Click here to view a larger scale of the map below.](#)





CITYWEST HOMES

Risk Assessment Template (SFD 016)

Date of Risk Assessment:			
Risk Assessment carried out by:			
Area, Activity or Equipment Assessed:			
Work to be carried out on:		Risk Scoring at the end of document:	

Hazards	Persons at Risk	How at Risk	Control Measures in Place	Risk Score			Additional Control Measures	Residual Risk Score		
				H	M	L		H	M	L
Date of Review of Risk Assessment:										

Assessment Review Dates	1st Review	2nd Review	3rd Review	4th Review
Name of Assessor:	Signature	Name of Manager	Name of Manager	Signature