**Distribute Residents Letter** to any residents/businesses affected by filming- with sufficient notice, detailing dates, times, measures taken to minimise any disturbances that may arise, and production contact details. Please send a copy to HCC also.

**Filming is approved and Request For Payment sent** HCC will issue a filming licence for the location and where required a Film Order/Notice

**Inform Police Contact** of all filming details

**Attend Site meeting** If required, with local authority official, and police if necessary

**Complete filming application form** providing copy of risk assessment, method statement and public liability insurance

**Public Highway** Contact Hertfordshire County Council

**Council owned property**

Contact relevant District Council

 **No** Contact Creative England for advice: 020 8324 2311

**Is your location Council owned or Public Highway?**

**Yes**

**YOU HAVE FOUND YOUR LOCATION**

**Location Filming- The Application Process** (For filming on public property, you must be covered by a ‘public liability insurance’ policy