



FILMING - Important Information – please read carefully!

1. We must receive your completed Traffic Management application at least 12 weeks before the date of the filming otherwise we may not be able to process it in time.
2. Please provide all the information requested on the form including the Organiser's check list to avoid delays in processing your application. If your application is incomplete, we will not be able to process it and it will be returned to you to complete. Please note that the 12 weeks' advance notice, starts on receipt of a fully completed application form.
3. If Traffic Management is required on the Highway for your filming, please provide full details and a Traffic Management Plan in order that we can ascertain what is required for you legally to be on the Highway. Please note that all traffic management on the highway must be set out and removed by an accredited Traffic Management Company.
4. Brighton and Hove City Council cannot guarantee that you will be able to use the Highway for your filming, BUT if your application for Traffic Management on the Highway or a Road Closure is authorised, it will be subject to the following conditions:
 - You must pay to the council the full costs of any damage to the highway or street furniture, or other loss or damage suffered by it and of any claims made against it as a result of the making of the Order and which arise from your negligence or (if you represent an organisation) the negligence of your organisation's members or officers.
 - You must provide and erect all barriers and signs necessary to affect the closure including those signing the alternative route.
 - Each barrier must be supervised and maintained at all times by a person under your authority and control (and clearly identifiable as such).
 - Any Traffic Regulation Order or other statutory provision which is currently in force in the road(s) to be closed will remain in force during the closure unless specified to the contrary on the Legal Order.
 - Brighton & Hove City Council makes no warranty as to the suitability of the road for your filming and does not undertake to clear it of parked vehicles or obstructions prior to the closure taking effect.
 - You agree to clean the street, if appropriate, in order to return it to its condition prior to the closure.
5. If you require any parking bays to be suspended for your filming, you will need to make a request to the Parking Team. Please see link and contact details below:
<https://www.brighton-hove.gov.uk/content/parking-and-travel/parking/parking-suspension-reserve-a-parking-bay>
parkingstrategy@brighton-hove.gov.uk
6. Public Liability Insurance - £10 million – Please provide a copy of your insurance documents.
7. Notification to affected properties
 - It is a requirement that all affected properties are notified of your filming. This may be done through letter drops, flyers, on street advance warning signs or other methods agreed with the council.
8. For filming in Brighton & Hove Council's area you will require landlord's consent from the Events Info Team. A copy of that consent must be provided to Highway Events before filming starts. If we don't receive it, then permission for traffic management will be withdrawn.
9. If your application is successful you will be advised by email and sent a copy of the sealed Legal Order (if appropriate) in advance of your filming.

Sharing of Personal Information – see below:

In order to process an application for traffic management for a filming event, the details of the organiser of the event may be passed to other organisations such as the Emergency Services when we inform them of the event. Brighton & Hove City Council is committed to protecting your personal information. For further information, please see the council's website <https://brighton-hove.gov.uk/about-website/privacy-and-data>