

1. Introduction

- 1.1. The guidance and/ or conditions contained in this document applies to roads under the control of The Highland Council. The term 'road' includes all footways, footpaths, structures, verges, accesses, lighting and any other roads authority items considered to be within the road boundary. The guidance also applies to car parks under the control of the Council, regardless of whether or not they are subject to a Traffic Regulation Order.
- 1.2. Trunk Roads are managed by Transport Scotland and they have their own conditions for filming on their network.
- 1.3. All film projects **MUST** inform The Highland Film Commission of any intent to film within the publicly maintained road boundary, in advance of the start date, regardless of scale or size of the production, or whether using Traffic Management.
- 1.4. Permission to occupy the road does not automatically grant the right to occupy land. Most roads in Scotland are through estates not owned by the Roads Authority and permission from the landowner may also be required.
- 1.5. Other permissions and licences will almost certainly be required and more information can be obtained from The Highland Film Commission Code of Practice.

2. Application

- 2.1. The applicant is responsible for completing and submitting the application form in a timely manner. The Highland Council will not be responsible for applications delayed or lost.
- 2.2. Any variations to the application should be communicated to the relevant Highland Council Road Operations Manager immediately as this may affect filming conditions.

3. Traffic Management

- 3.1. Traffic management requirements will vary depending on the location, time and nature of the filming proposed. The Highland Council Roads Authority has a statutory duty to keep roads open to the public, therefore traffic restrictions will be assessed on an individual basis. The impact on emergency services, programmed road works and local and regional traffic movements will need to be considered. It is expected that emergency services will be guaranteed access at all times.

- 3.2. The most restrictive traffic management requirement is a road closure. Not all filming requests will require a road closure, especially if they are not affecting the adopted road network. Those that involve closing the adopted road need a Temporary Traffic Regulation Order (TTRO) and have to adhere to defined timescales which are statutory requirements.
- 3.3. Some TTROs cannot be produced for the same section of road more than once per year without the **express consent of the Scottish Ministers**. This would significantly increase the cost and time associated with producing an order for additional closures on the same section of road. Applicants should therefore be aware that the following lead in times stated are the **MINIMUM** required and they should contact the Roads Authority as soon as possible.
- 3.4. At **LEAST 3 MONTHS NOTICE** is required for the Highland Council as roads Authority to consider a road closure. Ideally, the Roads Authority should be contacted prior to this to ascertain if the road will be available for the proposed filming dates and to determine if a closure is required. Any application received within 3 months of the proposed date of filming will be considered at the discretion of the relevant Road Manager.
- 3.5. At **LEAST 6 WEEKS NOTICE** is required for other applications. Although a road closure may not be required, there are still statutory notifications that may need to be made within specified timescales. These can be discussed with the Roads Authority prior to an application being made. Any application received within 6 weeks of the proposed date of filming will be considered at the discretion of the relevant Road Manager.
- 3.6. The availability of any road section can be dependent not only on works proposed by a local authority, but those by Public Utilities and other parades or events such as cycle races. At certain times of the year, some locations in the Highland area are inundated with spectators for race events or concerts. It is up to the applicant to ensure that they will not submit an application in conflict with a major annual event. In this case, it is likely that the application will be denied unless it has been made in conjunction with the event.
- 3.7. There are charges associated with producing TTROs which can be discussed with the Roads Authority. The Highland Council will not pay for these Orders.
- 3.8. The agreed times and dates of occupation of the road should be strictly adhered to. The Production must not exceed the maximum traffic hold time in their agreement.
- 3.9. Traffic management can only be deployed by appropriately qualified personnel. Obviously, the size and scope required depends on the nature of the road occupation. The use of an appropriate Traffic Management contractor is required, especially for filming on adopted roads.

- 3.10. Access to homes and businesses must be kept clear at all times unless otherwise negotiated with those affected. If an activity blocks a footway, it is the Production's responsibility to ensure there is a safe alternative route.
- 3.11. If traffic management is approved by the relevant authority, projects must inform residents affected beforehand by letter or in person. Many roads in Highland are locally significant ones where residents and businesses have no alternative routes. It is therefore imperative that they are notified of any traffic management or closures. This is the responsibility of the production. It is also advisable to put notices in nearby village/town noticeboards as any traffic management in the highlands will affect the wider area, not just residents immediately adjacent to the location being used for projects.
- 3.12. If a short duration traffic hold of over 5 minutes is required, **signage indicating the maximum hold time must be visible** and, if possible, a representative should be present to communicate with anyone that is affected.
- 3.13. Consultations with Community Councils or local community groups are encouraged. However, agreement by one of these groups to film in the area cannot be interpreted as agreement by the whole community or specific landowners, or the Roads Authority.
- 3.14. The applicant is responsible for communicating any objections received to the Road Operations Manager. The Roads Authority may revoke any permission given for filming due to objections received.

4. Parking

- 4.1. Projects using public car parks for their vehicles must consider the location, length of time they are occupying spaces and whether there are alternative parking options available.
- 4.2. Occupying significant areas in any car park under control of the Highland Council for any length of time must be authorised prior to use. This is to avoid obstructing any members of the public from access to parking which could cause disruption or impact exercising their access rights.
- 4.3. Car park bays owned and/ or maintained by The Highland Council may be suspended for occupation by a production with an agreed charge as detailed in the link below. Contact should be made with the Traffic Management and Control Team in Roads and Transport as a reduced rate for costs may be calculated, depending on the number of bays and length of suspension.
https://www.highland.gov.uk/downloads/file/18975/parking_permit_types_fees_and_charges

5. Temporary Works

- 5.1. If temporary works are required such as covering or removing signage, the Production will need to agree these with the Roads Authority in advance of any filming. It is strictly prohibited to cover or remove signage without permission as it could lead to incidents or cause confusion for drivers.
- 5.2. Directional unit signage must be approved by the Roads Authority or relevant landowner and adhere to local traffic regulations.
- 5.3. All permitted temporary works must be reinstated immediately upon completion of filming. This includes the removal of directional unit signage. The timescale for this will need to be agreed with the Roads Authority.
- 5.4. Any damage caused to roads, verges, signage, etc. as a result of the project will be assessed and reparation costs charged to the Production. This includes removal of all rubbish and evidence of filming.

6. Health and Safety

- 6.1. It is the responsibility of the production to assess the road and environs for risks and hazards. Applicants are responsible for ensuring the safety of all production personnel.
- 6.2. The Production must hold the appropriate Public Liability Insurance and any other insurance that are required. Failure to follow appropriate Health and Safety legislation or procedures may invalidate any insurance. Productions **MUST** agree to indemnify The Highland Council against any claims as a direct result of the activities of the Production. Filming may be refused if proof of insurance cannot be provided when asked for.
- 6.3. Undertaking risk assessments is the responsibility of the applicant. Working on or adjacent to a road requires a risk assessment to be made.
- 6.4. The Production must ensure that the appropriate level of safety clothing is worn by the crew when filming in the public road or domain.
- 6.5. The production must respect security issues local to the area and location and shall take advice from The Highland Council and relevant contacts.
- 6.6. Various areas in Highland are not covered by all mobile and internet networks. It is the responsibility of the production to ensure any essential communication is possible and it is advisable to have a person qualified in first aid present.

Emergency services must always be given access to any road or location.

7. Contact Information

7.1. There are 4 Road Operations Managers in Highland who cover specific areas. They may direct enquiries to staff working for them but can be contacted as below in the first instance:

The Highland Council
Road Operations Manager
**Lochaber, Nairn, Badenoch and
Strathspey**
Balblair Depot
Balblair Road
Nairn
IV12 5LT

The Highland Council
Road Operations Manager
Inverness
Diriebught Depot
94 Diriebught Road
Inverness
IV2 3QN

The Highland Council
Road Operations Manager
Skye, Ross and Cromarty
Dingwall Area Office
84 High Street
Dingwall
IV15 9QN

The Highland Council
Road Operations Manager
Caithness and Sutherland
Drummuie
Golspie
KW10 6TA