

Filming on the Public Highway

Streetworks
Wokingham Borough Council



WOKINGHAM
BOROUGH COUNCIL



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1.0 Introduction

Wokingham Borough Council is responsible for coordinating all road and street works on public highways. This ensures that essential infrastructure, such as gas mains and electricity cables, can be safely installed, maintained, or improved while minimising disruption to road users. In addition to managing street works, the Council oversees private license works, public events, and filming activities on the highway.

A permit is required for any activity or material storage on the public highway.

Supporting Film and TV Production

The Council receives numerous requests to authorise filming on the public highway, including the use of parking spaces for production vehicles. We recognise the positive contributions film and TV production can make to the local area, such as boosting the economy and promoting tourism.

As the Highway Authority, our goal is to ensure the filming process is:

- **Transparent:** Clear guidance and straightforward requirements.
- **Efficient:** A streamlined application process for all stakeholders.
- **Equitable:** Balancing the needs of filmmakers with those of the wider community and highway users.

Our guidance document outlines the requirements for filmmakers planning to use the public highway in Wokingham. By following the guidance, we can minimise disruption while fostering a creative and supportive environment for film and TV production.

2.0 How to book road space

If you plan to film on the public highway, you will need a permit. If you do not have access to Streetmanager to apply for a permit, you must apply for a Section 171 – Apply to Film on the Public Highway Licence to book road space.

Key Information:

- **Cost:** £591.20 (payment requested once road space is confirmed).
- **Payment:** Payments are made via our secure online weblink, which is provided to the applicant once road space has been confirmed.
- **Notice Period:** Allow a minimum of 10 working days between applying for the licence and the start of your filming.

How to Apply:

You can apply online for a Section 171 – Apply to Film on the Public Highway Licence. During the application process, please provide:

- A **Traffic Management Plan**.
- A **Google Maps image** highlighting the filming location.
- A scanned copy of a valid **public liability insurance certificate** (minimum cover of £10 million).
- Scanned, colour copies of **Traffic Management Qualifications**.

3.0 How to book a road closure

If your filming requires a road closure on a public highway, you will need a Temporary Traffic Regulation Order (TTRO). You can submit your application online using the following link: <https://www.wokingham.gov.uk/roads/road-maintenance/streetworks/apply-temporary-traffic-regulation-order>

When submitting your application, please include:

- A copy of your public liability insurance with coverage of up to £10 million.
- A detailed traffic management plan that includes road closure points and the proposed diversion route.
- A Purchase Order (PO) number.

a. Road Closures of 5 Days or Less

- Processed under a **14(2)(a) Notice**, valid for up to 5 days (including weekends and bank holidays).
- **Notice Period:** Minimum of 10 days required.
- **Cost:** £567 (this amount will be invoiced).
- A notification email will be sent to stakeholders, including Thames Valley Police, emergency services, and other relevant bodies.

b. Road Closures Longer than 5 Days

- Processed under a **14(1) Order**, valid for up to 18 months.
- **Notice Period:** Minimum of 12 weeks required.
 - We have the ability to expedite the applications with our Legal Team reducing the notice period to 8 weeks. This is available for an additional fee, invoiced by the Berkshire Film Office.
- **Cost:** £3209 (this amount will be invoiced).
- Two notices must be published in the press, one announcing the intention to make the TTRO and another confirming the TTRO has been made.
- A notification email will be sent to stakeholders, including Thames Valley Police, emergency services, and other relevant bodies.

Responsibilities for All Road Closures

- **Traffic Management:** You must provide signage compliant with Department for Transport (DfT) regulations for the road closure and any alternative routes.
- **Approved Personnel:** Use DfT-certified personnel or companies (New Roads and Street Works Act, Chapter 8).

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- **Additional Costs:** Traffic management plans and signage are not included in the TTRO cost, and Wokingham Borough Council does not supply these services.

4.0 Communication

As part of your filming works, it may be necessary to engage with local stakeholders to ensure they are informed about the upcoming filming and can plan accordingly to minimise inconvenience. Proper stakeholder engagement is crucial for maintaining good community relations and avoiding disruptions during your filming.

It is the applicant's responsibility to identify and notify all stakeholders who may be affected by the road closure or restrictions. Stakeholders may vary depending on the location and scope of the closure, but could include:

- Residents
- Councilors
- Town and Parish Councils
- Schools
- Local Businesses
- Places of Worship
- Public Transport Operators
- Emergency Services
- Community Groups or Facilities

Every application is unique, and the scope of stakeholder engagement will vary. Wokingham Borough Council will work with you during the application process to develop an effective engagement plan tailored to your specific filming project. This collaborative approach ensures all affected parties are appropriately informed, and potential concerns are addressed proactively. However, ultimate responsibility for meeting all requirements and managing the process lies with the applicant.

Bus Service Considerations

If your filming work affects bus services, it is your responsibility to contact the service operator. If you require a bus stop suspension this must be arranged directly with the relevant operator.

Advanced Warning Signage

We may require the placement of an Advanced Warning Sign (AWS) at the site prior to the start of your filming. Typically, the AWS must be installed either 5 or 10 working days in advance, depending on the specifics of your application. The exact timeframe will be confirmed once your filming application is approved. These signs must adhere to Department for Transport (DfT) regulations and include the following information:

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- Works Promoter
 - Traffic Management
 - Date of Works
 - Timings
 - Contact Number

5.0 Cancellations

S171 Licence Cancellations

Once your road space booking (a Section 171 – Apply to Film on the Public Highway Licence) has been accepted, cancellation charges will apply:

- **10 working days or less before filming:** A 50% refund of the fee will be issued.
- **5 working days or less before filming:** No refund will be issued.
- **Rescheduling Filming:** Rescheduling can be arranged at no additional cost.
- **Rescheduled and Then Cancelled:** If your filming is rescheduled and subsequently cancelled, no refund will be provided, regardless of the timeframe.

Road Closure Cancellations (5 Days or Less)

If your road closure for five days or less has been accepted, the following cancellation policy applies:

- **Before Notification to Stakeholders:** No charge.
- **After Notification to Stakeholders:** Full charges will apply.

Road Closure Cancellations (Longer Than 5 Days)

If your road closure for more than five days has been accepted, the following cancellation policy applies:

- **Before Submission to Legal Team:** No charge.
- **After Submission to Legal Team:** A fee of £567 will be charged.
- **After Advertisement in the Press:** Full charges will apply.

How to Cancel

All cancellations must be submitted in writing via email to the Officer who has been reviewing your application(s).

For all cancellations, please **notify us as soon as possible to minimise potential charges.**

6.0 Useful Links

- Apply for a Section 171 – Apply to Film on the Public Highway
<https://www.wokingham.gov.uk/roads/road-maintenance/streetworks/streetwork-licences/filming-wokingham>
- Apply for a Temporary Traffic Regulation Order (TTRO)
<https://www.wokingham.gov.uk/roads/road-maintenance/streetworks/apply-temporary-traffic-regulation-order>
- Roads and verges we maintain
<https://wokingham.maps.arcgis.com/home/index.html>
- Parking Suspensions and Dispensations
<https://www.wokingham.gov.uk/parking-and-transport/suspensions-and-dispensations>
- Public Rights of Way: Apply for a Temporary Traffic Regulation Order (TTRO)
<https://www.wokingham.gov.uk/countryside-parks-and-conservation/footpaths-and-bridleways/public-rights-way-temporary-traffic-regulation-orders>
- Berkshire Film Office
<https://berkshirefilmoffice.co.uk/>
- Thames Valley Police
<https://www.thamesvalley.police.uk/advice/advice-and-information/f/af/filming/>