



SCREEN SUFFOLK PARTNERSHIP AGREEMENT

Screen Suffolk wants to promote Suffolk as the most film-friendly county in the UK. Our aim is to ensure that film-making in Suffolk is a positive experience for everyone concerned. The Screen Suffolk Partnership is an agreement between Screen Suffolk, local authorities and agencies, professional organisations and businesses engaged with the film industries in Suffolk. It sets out the aims, approach, and behaviours we agree to adopt when facilitating and participating in filming in the county.

What the film industry wants from Screen Suffolk

- Short lead in times, efficient permitting process
- Reasonable fees, and a transparent charging policy
- Accessible locations – assumed consent
- Access to local, professional crew and facilities

What local residents want from Screen Suffolk

- Minimal disruption
- Job opportunities and career development
- Training for young people looking for a start in the film business
- Increased production spend in Suffolk
- Increased visibility and associated film tourism
- Feel good factor

The Partnership Pledge

- **Screen Suffolk** will strive to ensure that the partnership is able to work together as an effective body and that the lines of communication between all partners remain open.
- **The local authorities, agencies and public bodies of Suffolk**, pledge to make Suffolk a film friendly County by working within the Screen Suffolk Best Practice Guide.
- **Professional organisations and businesses engaged with the film industry in Suffolk** pledge to work collaboratively with Screen Suffolk, including sharing information about filming activity.
- **The Creative Industries** agree to abide by the guidelines below, particularly the requirement for film crews to behave with consideration for residents.

The Screen Suffolk Partnership as a whole agrees to:

- Act in a professional, honest and open manner in all our communications.
- Be flexible in our approach.
- Be accountable for our own actions.
- Understand the needs of others members of the partnership.

KEY STAKEHOLDER ACTIONS

Screen Suffolk will:

- Be the main point of contact for all filming in Suffolk in order to minimise administration and deliver a timely, consistent, first class service to the creative industries.
- Ensure the county's offer in terms of locations, crews and facilities receives maximum exposure.
- Work with local authorities and location owners on filming requests.
- Ensure that film crews are covered by at least £5 million Public Liability Insurance.
- Ensure that productions inform local businesses and residents when filming may cause any disruption e.g. traffic management. Resident letters are to include contact details of Screen Suffolk.
- Identify potentially problematic shoots, e.g. stunts, and make the relevant authorities aware in a timely fashion.
- Seek permission from production companies to initiate and co-ordinate PR opportunities, including credits, arising from any significant filming in the county, particularly during the time of first release.
- Collate data from all the partnership organisations and visiting production companies regarding filming activity and production spend in the county. This is for the purposes of providing statistical information to funding agencies and government reports, enhancing Suffolk's standing in the film industry and encouraging support from the private sector.
- Offer support and advice to local and private bodies within the partnership.
- Act as a go-between for creative industries and private and public bodies in case of dispute.

The local authorities, agencies and public bodies of Suffolk acknowledge that working together within the partnership will ensure the maximum benefits to Suffolk in terms of attracting and managing filming. They will:

- Support Screen Suffolk to become the first point of call for all productions wishing to film in Suffolk, and to follow the Screen Suffolk Best Practice Guide.
- Adopt film friendly policies, recognising that film companies do not have long preparation times.
- Actively encourage, support and fully commit to the creative industries in Suffolk.
- Communicate effectively with the partners.
- Recommend suitable locations in their area to be put forward for a location brief.
- Provide relevant data and information to Screen Suffolk.
- Adopt common fee structure, film licences and traffic management protocols.
- Maintain confidentiality regarding filming in the region where appropriate.
- Allow the partnership to share in PR opportunities whenever possible.
- The Creative Industries agree to abide by the guidelines below, particularly the requirement for film crews to behave with consideration for residents.



Professional organisations and businesses engaged with the film industry in Suffolk will:

- Work with Screen Suffolk to promote filming in the county.
- Keep Screen Suffolk informed about filming activity.
- Participate in networking events organised by Screen Suffolk.
- Adhere to the highest professional standards while working in the county.
- Behave with consideration for residents and businesses affected by filming.

Film makers working in Suffolk will be asked to follow the guidelines below, before they get permission to film. They will:

- Keep Screen Suffolk informed throughout the production process.
- Behave with consideration for residents and businesses affected by filming.
- Know and follow the law, especially with regards to health & safety, traffic regulations and employment.
- Use local suppliers and facilities, as far as possible.
- Supply data and information about filming to help improve the service.
- Work with Screen Suffolk to promote filming in the County.
- Offer screen credits to Screen Suffolk, and any locations, suppliers and crew who have assisted on the production, when appropriate.