



Castle Point Filming and Photography Policy 2026 TO 2028

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POLICY: Filming and photography POLICY

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VERSION CONTROL:

Version Number	Purpose / Change	Author	Date
1.0	Initial draft version	Billy Masters	07/07/2026

Corporate Plan 2025-28

Council ambition	Linked?
Working for a prosperous future <i>We want to ensure the best possible local economy, with opportunities for our residents to succeed and achieve</i>	Yes
Healthier, safer communities <i>Residents should feel safe in our Borough and supported to be more active in order to improve their health and wellbeing</i>	Yes
A greener and cleaner environment <i>It's important to everyone that we look after our environment</i>	No
Restoring the Council to good health <i>We will place our Council on a sound financial footing and ensure resilience – delivering the service our residents deserve and expect</i>	Yes
We ♥ Castle Point <i>We will help create and maintain the best possible place to live in, work in and visit</i>	Yes

The Lead Officer responsible for owning the policy and internal approval body (meeting / board where the policy is approved for adoption or approved for referral to PFH or Committee for adoption)

Name: Amanda Parrott, Assistant Director Climate and Growth

Approved by: Ian Butt, Director, Place and Communities

ROLES AND RESPONSIBILITIES:

Lead Member and Committee responsible for approving the policy.

COUNCILLOR BARRY PALMER, PORTFOLIO HOLDER FOR CLIMATE AND GROWTH

- CABINET, 16 SEPTEMBER 2026

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1. Introduction

- 1.1 Castle Point Borough Council ("the Council") is keen to pro-actively encourage filming and photography in the Borough, and recognises the promotional, pride in place, economic and social benefits that filming can bring.
- 1.2 The purpose of this document is to set out how the Council manages and processes applications to film in the borough, the responsibilities of relevant departments, and its relationship with the Essex Film Office.
- 1.3 The Council is committed to ensuring that it supports the local creative and freelance economy. Turnover in the creative industries is estimated to be £5.3m in Castle Point, with an estimated growth rate of +11.5% per year, and a growing network of freelancers. Castle Point has seen growing interest in its Arts and Culture sector in recent years, with the growing investment from the Arts Council for initiatives such as the Estuary Festival.
- 1.4 In addition to increased opportunities for local people in this sector as part of a burgeoning arts and culture sector, filming can be highly beneficial for place promotion, and can help to put a small area or region 'on the map'. Watching film making, taking opportunities to be extras or simply knowing that the area in which people live and work is to feature in a film or TV show is a great boost to the pride people hold in their local area and may attract new people to work locally in this sector.
- 1.5 This policy aligns with the Castle Point Visitor Economy Action Plan, which was approved by Cabinet in November 2025, which commits to an action to grow the profile of the borough: *'Make Castle Point a 'Film Friendly' destination, promoting locations with the borough for filming and opening up opportunities for our residents in the TV, film and media industry'*.

2. Definitions

- 2.1 **Charges** - are the charges applied to applicants by the council to film in council land or properties.
- 2.2 **Essex Film Office** - is the primary point of contact for filming and production on location across Essex. It was set up to pro-actively promote sites across the county to location scouts. <https://essexfilloffice.co.uk/>
- 2.3 **Filming** - refers to every type of filming. In particular feature films, television productions, commercials, music production videos, corporate and charity filming, and student/short films.

3. Scope

- 3.1 This policy outlines the Council's approach and process for commitment to managing and permitting filming and photography in the borough.
- 3.2 The policy also outlines how the Council promotes the borough as an attractive destination to film, and how it responds to enquiries for non-council-owned land and premises.

4. Policy Statement

- 4.1 The Council is committed to being a film-friendly authority and welcomes filming within the borough. The Council will work proactively with the Essex Film Office production companies to facilitate filming opportunities, promote the Borough's unique locations, and support economic and tourism benefits, while ensuring that filming is undertaken responsibly and with due regard to residents, businesses and the environment.
- 4.2 The vast majority of applications will come to the council through the Essex Film Office. As per the terms of the [Partnership Agreement](#), the council will pro-actively work with the Essex Film Office, and provide a prompt response to any filming enquiries.
- 4.3 Any interested parties considering filming in Castle Point borough should be directed to the dedicated filming page on the councils website. This links to the Locations Database on the Essex Film Office for all council owned sites and the council encourages local businesses to list their sites, by visiting the Essex Film Office website and registering their property:
<https://essexfilloffice.co.uk/register-your-property/>.
- 4.4 The Council works with Further Education and training institutions such as Xtend College on Canvey Island, to develop opportunities for local aspiring creatives, developing a talent pool within the borough.
- 4.5 The Council will work proactively with the production company to ensure filming can take place safely and with minimum disruption to everyday life, so that the film crew can have a positive relationship and experience with the local community.
- 4.6 Filming activity, particularly large-scale productions, can have an impact on residents, businesses and local communities. Large productions (typically lasting two weeks or more) may require measures such as road closures,

parking suspensions, traffic management arrangements and the use of public spaces. It is therefore essential that all applications are carefully assessed and, where approved, supported by a comprehensive communication and engagement plan.

- 4.7 Effective planning, clear communication and coordinated working with relevant stakeholders will help minimise disruption and negative public sentiment. By balancing the needs of filmmakers with the interests of residents and businesses, the Council aims to support economic growth, promote cultural development and showcase the borough in a positive way.

5. Filming on Castle Point Council land

- 5.1 There are two types of enquiries that the Council will be asked to approve:
- a) Short notice – typically 1 camera, one or two actors/performers on a single location. This does not include ad hoc filming e.g. news reporting, or an individual with a phone making a short Youtube video, for example.
 - b) Larger scale productions typically lasting 1-2 weeks or more, involving more than 20 cast and crew, and will likely involve engaging a range of different council departments and partners due to things like road closures.
- 5.2 The application process applies to the use of Castle Point Borough Council (CPBC) owned land, buildings, CPBC managed public spaces and requests impacting public highways, parks, or CPBC services.
- 5.3 The Council will undertake necessary checks, where appropriate, when location ownership status is uncertain. For example Canvey Beach, a popular filming location is part Environment Agency / part Council-owned, depending on the exact position.
- 5.4 The Council consider the potential impact of filming activity on people with protected characteristics. An Equality Impact Assessment (EQIA) has been produced for the policy, which identifies any adverse impacts and sets out how they will be mitigated and managed.
- 5.5 However, the council reserve the right to decline a production if (*the below list is not exhaustive*):

- a) Public safety cannot be assured;
 - b) Proposed activity breaches the terms of the license agreement;
 - c) Insufficient insurance is provided (see paragraph 6.9);
 - d) An application is not received within sufficient time to conduct checks; or
 - e) The subject matter of the proposed filming presents the Borough in a negative light.
- 5.6 The Council will ensure that local groups and key organisations who can support the filming process such as the Town Council and Heritage Associations are informed as soon as possible. If necessary, we will work with these groups to seek to resolve any local issues that they may be aware of. If managed well, in some cases, local community groups and charities could benefit from a production through donations or awareness raising.
- 5.7 Councillors will be informed and updated where there is an approved filming assignment within their wards, particularly where it may be either high profile, or of a potentially contentious nature.

6. Application process and Responsibilities

- 6.1 The Legal Services department are the point of contact for filming applications the Borough, on Council-owned spaces (as set out in 3.3). They can be contacted by email legal@castlepoint.gov.uk.
- 6.2 Any agreement to film is issued in the form of a license, which can be viewed [HERE](#).
- 6.3 The licence grants the applicant use of council-owned locations for the purposes of filming, set up and close down, and sets out the obligations for both parties. This must be signed and returned to the council prior to filming commencing.
- 6.4 If an enquiry is received relating to news or publicity related to filming, they should be made to the councils communications team by emailing communications@castlepoint.gov.uk.
- 6.5 Essex Film Office are responsible for handling liaison with production companies. However, in some instances, the enquiry may come directly to the Economic Development & Regeneration team, due to existing relationships with local creative industries. Any applications received by the team will be handled and passed to Legal to begin the Licence process.

- 6.6 In the event of an enquiry, the applicant should complete an application form, providing the following:
- a) The date(s) and time of the proposed shoot.
 - b) The Location. *It may not always be possible to provide exact coordinates, as the location scout may not necessarily have conducted a site visit. In some cases, an officer can provide advice on locations to support the wording within the license, with a solicitor providing final sign-off.*
 - c) Number of cast and crew expected.
 - d) Risk assessment conducted by the filmmakers.
 - e) The type of production (television series, advert, short film, student film, stills photography etc).
 - f) The title and/or nature of the production with a brief description.
- 6.7 Applications should be made to the council at least 5 working days* prior to the date of filming for an application to be processed and a license granted. In some cases, an application may be accepted by the council, but a late notice charge of between £175 would be applied.
** There may be some exceptions for small productions of less than three people, where minimal clearances are needed.*
- 6.8 The applicant is required to inform us of a change to any of the aspects they have applied for under paragraph 6.5, which must be agreed in advanced as part of the approval process.
- 6.9 The applicant shall not make any structural or decorative alterations to the Sites without the Council's prior consent, save that erecting temporary filming notices. The applicant must agree to pay for any damages caused.
- 6.10 The Essex Film Office is responsible for ensuring that any potential applicants have valid public liability insurance of £10m as a minimum. Higher limits may be required based on risk, which will be informed by the Essex Film Office.

7. Fees and charges

- 7.1 The council's fees can be found at [this link](#). They are reviewed on an annual basis.
- 7.2 The council implements a tiered approach to filming, with larger productions, involving more than 16 cast and crew, being charged at a higher rate to take into account the greater complexity of issues that the Council needs to

consider for each application.

- 7.3 Photography and stills are charged at a cheaper rate. This applies to any professional commercial or promotional photography.
- 7.4 The council are open to negotiating fees for students, charities or community groups, or public interest projects (e.g. documentaries about local area).

8. Parking

- 8.1 The ability to pre-arrange parking is seen as an additional key requirement for film makers.
- 8.2 The applicant must inform us how many spaces they wish to occupy, and they will be required to pay a set fee prior to the date(s) of the filming (set out on website) should they wish to reserve any council car parking spaces.
- 8.3 If the applicant is seeking to reserve several parking spaces for production vehicles, they must inform the Council, and include a map image print out of photos of which car park they wish to use and for how long. The list of Council car parks can be found here: [Car Parks - Castle Point Borough Council](#).
- 8.4 There is a set fee for reserving parking spaces at council owned car parks. Parking charges, as listed on the website would be applied per parking space, which are included within the link in 8.3.
- 8.5 An additional fee may be applied to cover staff resource needed to open up and close the car park to reserve the space, or any short-notice or out of hours working (by exception).
- 8.6 Applications for reservations of parking bays or on-street parking that are non-council owned would need to be made to the South Essex Parking Partnership: [Parking in a residential parking permit area](#). The council can advise on this.

9. Filming in the Borough – Non-Council-owned spaces

- 9.1 Applications for any road closures, use of highway verges, or temporary changes to street furniture will need to the approval of Essex County Council, as the highways authority.

- 9.2 While the Council has limited powers over private land, it is still the responsibility of the applicant to make the Council aware, where this is the case.
- 9.3 Filmmakers should read and follow the Essex Film Office's [Code of Practice](#), which sets out good practice for filming in Essex.
- 9.4 The Essex Film Office is also responsible for ensuring any clearances are gained for County owned highways and pavements.
- 9.5 Wherever possible, the Essex Film Office, the council and the production company agree to share promotional opportunities that may positively promote the Castle Point Borough and its creative industries. The council accepts that promotion may be embargoed until after the shoot, or production has aired.
- 9.6 The Council's Economic Development and Regeneration team (ED&R) maintain the strategic relationship with the Essex Film Office, and work with them to collect any economic impact data, or keep updated with any internal policy and procedural changes.

10. Monitoring and continual improvement

- 10.1 A [filming log](#) is regularly updated and maintained by the Economic Development & Regeneration, and Legal Teams. The ED&R team will regularly meet with and receive reports from the Essex Film Office to track successful filming applications, and monitor the economic impact of a production.
- 10.2 Reports will be presented intermittently to the relevant committee, updating them on progress of the strategy and interest in filming in Castle Point.
- 10.3 The annual collection and reporting of visitor data will demonstrate whether there has been any increase in 'screen tourism' to the borough.

11. Review of the policy

- 11.1 This policy will be reviewed every three years.

12. Compliance and Enforcement

- **Equality Impact Assessment (EIA) undertaken?** Yes: [Equality Impact Assessment, Filming Policy.docx](#)
- **Data Protection Impact Assessment (DPIA) undertaken?** Yes/No
- **Risk Assessment undertaken?** Yes/No
- **Reference(s) to any audit recommendations** Yes/No

13. Appendices

Internal processes and charges

1. Process flowchart: [Filming Flow Diagram.vsd](#)
2. Fee schedule, including parking charges: [Castle Point Council filming fees and charges 2026-28.docx](#)
3. Licence agreement template: [filming licence template.docx](#)

Supplementary materials:

Links to other strategies and policies

4. Filming Application forms
5. Castle Point Visitor Economy Action Plan: [Item 4 - Appendix A - Castle Point Visitor Economy Strategy & Action Plan \(new template\).docx](#)
6. Essex Film Office Partnership Agreement: [CASTLEPOINT ESSEX FILMING PARTNERSHIP AGREEMENT Apr 24 \(003\).docx.](#)
7. A log of completed filming that has taken place in the borough: [Filming enquiries .xlsx](#)
8. Link to The Local Government Association advice on licensing: [LGA guidance on locally set licensing fees | Local Government Association](#)