


# Filming in Kent Student 'How To' Guide

 **Where are you filming?**  
Are you filming at a private location or in public spaces, like roads, pavements, footpaths, parks or beaches?

**Private Property**



Find out who owns the property and ask their permission



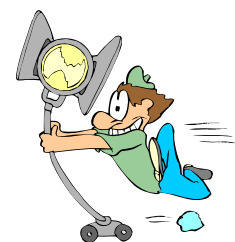
**Kent's Public Spaces**



I'm filming a simple sequence e.g. characters walking, general

Visit the Kent Film Office website and fill in the [PERMIT APPLICATION](#) at least **2 weeks before the shoot!**

Make sure you:  
Upload a copy of your college / university Public Liability Insurance worth £5 million and include full address of locations or a Google map reference.

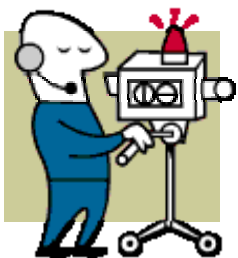


**I am using some of the following in my film:**

- Children
- Animals
- Actors playing policemen
- Real or fake weapons
- Special effects or fires
- Moving vehicles
- Staging of a crime
- Cranes or scaffolds
- Filming at night
- Directing traffic or blocking roads / paths
- Changing road marking or road signs

We require additional time for the above, aim for **ONE MONTH before the shoot!**

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## Some TIPS for Planning your Shoot

Prepping a film shoot is not an easy thing to do. However, there are ways to make the process easier, so you can spend as much time as possible being creative and as little time as possible doing paperwork:

### Be Realistic with your Script!

The things you dream of doing and the things you can realistically achieve in the time and budget given are not always the same thing. Lines like “The battle began.”, “Jeff manages to escape the police car chasing him.” or “Susan cried when she saw the flames consume her home.” are easily written, but not necessarily as easily or cheaply executed.



There are plenty of examples in professional film making, where great stories were told very simply by limiting the amount of locations for example, the Blair Witch Project and Twelve Angry Men being a case in point. So, think carefully about both your **timescale** and your **budget** before committing pen to paper.

### Legal and Health and Safety Factors

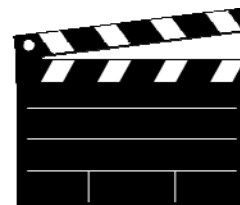
Making a movie is a complex activity and there are many **legal** as well as **health and safety** factors regulating filming activity. Take the time to read over [Kent Film Office Filming Guidelines](#). These will help you understand what activities might require you to apply for additional permits.

### Be Timely

Find your **locations** early on. If for some reason you are unable to afford a certain property or do not get permissions because the owners do not like the content of your film, you may be into re-writes and you do not want to be doing that a day or so before you start filming. The same goes for **special permissions** and licences. Here at the Kent Film Office, we usually ask that you give us at **least two weeks' notice** to get the relevant filming permits for you and **at least one month** for special types of filming such as shoots involving children, stunts, weapons.

### Schedule Planning

Make sure your crew understand **what** they are doing, **where** they are doing it, **when** and **how much** it is going to cost. Nothing is more detrimental to a great shoot than a load of people running around like headless chickens instead of shooting some great footage. A well thought out schedule shows up the weak spots and gives you a chance to fix them. In the 'real world' producers have budgets and schedules prepared for scripts before they commit artists or go out for finance.



### Be Organised

Make sure your **paperwork** is in order and somewhere you can get at it in case someone official would like to see it on the day. Make sure you have all the **contact details** you need on a call sheet, so you know who to call if a **Supporting Artist** doesn't turn up or someone gets hurt or steals your equipment. Get **maps** and directions ready, so all cast and crew can find where you are filming.

And finally, although this may sound mundane, remember that human beings need to eat and use the toilet from time to time and if they have to spend an hour finding the nearest pit stop, you are not going to get much in the can. You never know what might occur on the day so be prepared but remember to **HAVE FUN!**

**The Kent Film Office is here to HELP so please call us if you get stuck or confused with permits. Better a call than no permit!**

### Kent Film Office Contact Details

Email us at [filmoffice@kent.gov.uk](mailto:filmoffice@kent.gov.uk) or Telephone us on 03000 422 000

Visit our website at <https://kentfilmoffice.co.uk>

