

FILMING / PHOTOGRAPHY CODE OF CONDUCT

Productions on location in the V&A should always:

1. Be in possession of all relevant permits, location agreements and receipts for all location fees, issued by the V&A Waterfront Permit Office
2. Ensure that Public Liability and breakages insurance is in place.
3. Ensure that Location fees have been paid to the V&A Waterfront and that payment to location owners has been processed.
4. Ensure that Art Department dress the set within the working hours defined by the permit. Art Department are not to contact tenant representatives/ agents / owners directly - all liaison & organization is to go through the Unit Manager / V&A Permit Office
5. Instruct cast and crew to remain within the designated area as set out in the Location Agreement during scheduled breaks.
6. Ensure that all materials, strike and rubbish are removed from the site daily. All catering, construction, strike and personal trash must be removed from the location, ensuring that all locations are returned to their original condition.
7. Instruct all cast and crew members to ensure safety to all and to display courtesy to the public. A responsible person should be put in charge of pedestrian and vehicle lock-offs i.e. A qualified Unit Assistant.
8. Undertake not to remove, trim and/or cut vegetation/trees or to introduce non-indigenous species.
9. Adhere to the rule stating that no modification/movement/picking of rocks/plants or other natural features is permitted unless prior approval has been granted by the V&A.
10. Keep noise levels to a minimum at all times, unless prior arrangements have been made, and minimize disturbance to surrounding area and communities.
11. Prevent and take recognised safety precautions to control/avoid pollution, including light (artificial Lighting), soil/water (damage to land/water/sea), air (fumes and smoke) and consult V&A Waterfront Permit Office immediately if accidents occur.
12. Avoid damage to fauna, flora, dolosse or rocks. Consult prior to taking ANY vehicles onto sensitive locations and no walking or traffic in designated sensitive areas.

13. ALL crew to undertake not to enter an unattended location without consulting the Unit Manager.
14. Consult the V&A prior to bringing animals onto location.
15. Obtain written approval from the V&A, the Fire Department and the SAPS police to make use of guns/explosions/ fireworks. Ensure that all risk in regard to fire has been minimized, follow accepted safety precautions, and always have fire fighting equipment on hand.
16. Ensure that all relevant Traffic/Parking conditions are adhered to.
17. Film crew shall not remove signage. This must be done by the V&A operations team.
18. Undertake not to block emergency access or create any nuisance or hazard to pedestrian or vehicle movement.
19. Dispose of waste water and solids appropriately, re-use and recycle where practically possible.
20. Ensure adequate ablution facilities are available and locate and manage to prevent environmental impact.
21. Minimise risk of damage to walls/structures (joinery/glass/furniture/flooring) of historical cultural and religious importance.
22. Undertake to remove any sets/signs constructed or erected for filming purposes at the end of filming.
23. Position electrical appliances and cables in an appropriate manner and comply with safety codes. Pedestrian traffic may not be obstructed at any time. All cables and similar items are to be covered.
24. Ensure that all production vehicles are clearly marked as film or television production equipment and are legally parked, unless by prior arrangement with the V&A Waterfront Permit Office. All crew to obey standard traffic regulations.
25. Undertake not to interfere with the normal activities of the V&A.
26. Ensure that initial location/environmental assessments are carried out and wrap location/environmental assessments are completed to ensure compliance with restoration/rehabilitation as required by the V&A.
27. Report all accidents and emergencies to the V&A.
28. Ensure that the location is supervised at all times, by a specifically designated production member or location/unit manager during filming hours and by security

guards after hours, to effectively manage increasing levels of security with regards to theft, break-ins etc. during filming.

29. Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within their designated meal area, during scheduled crew meals. All trash must be disposed of properly upon completion of the meal. All napkins, plates and coffee cups used in the course of the work day shall be disposed of in the proper receptacles.
30. Moving or towing of any private vehicle is prohibited without the express permission of the owner of the private vehicle.
31. Production vehicles shall not block, or park in, roads or access routes.
32. Do not trespass on tenant's property. Remain within the boundaries of the zone that has been permitted for filming. Catering facilities or any other activity is not to be set up on the site without prior permission.
33. No alcoholic beverages or illegal substances permitted at any time on any set or location.
34. No smoking allowed on set. Observe designated smoking areas and always extinguish cigarettes in the appropriate containers.
35. Cast and crew must refrain from the use of lewd or improper language.
36. Film company employees shall wear appropriate clothing while on location (i.e. t-shirts with offensive slogans or logos are not acceptable) and t-shirts are to be kept on at all times.
37. Crew members shall not display signs, posters, or pictures on vehicles that members of the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
38. The cast and crew shall not bring guests or pets to the location, unless expressly authorized in advance by the V&A Waterfront Permit Office.