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This pack provides information on how to apply for permission to occupy the footway highway with a structure or cable protectors

**Short Holds (SHA)**

**&**

**Temporary structure agreement (TSA)**

 **LICENCE APPLICATION**

**2025/2026**

**ISLINGTON FILM OFFICE**

**Why You Need A Licence:**

The aim of licensing is to balance the needs of businesses and residents with the public expectation of an unobstructed footway. Because the licences are issued in accordance with various legal requirements, we are sometimes obliged to quote the relevant legislation including, Highways Act 1980, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982) Traffic Management Act 2004 and Equalities Act 2010.

**Definition:**

**Short Hold Agreement (SHA)**

* An SHA confers no legal rights to a production company to restrict access other than the ability to manage traffic (or pedestrians) briefly between takes to facilitate filming
* Small-scale traffic restriction - can only be used to stop vehicular traffic for short periods. Each period of use can last no more than 3 minutes in any 15 minutes. Stop & Go boards must not be used as a substitute for other forms of traffic control.
* Take place on non-Traffic Sensitive road as classified on the Streetworks Register and only be used at sites where the risk is assessed as being low. All signs and equipment to be in accordance with the latest Traffic Signs regulations and undertaken by a fully trained and qualified traffic Marshall.
* Islington Streetworks team are to check coordination and enter the SHA details onto the streetworks register
* SHA requests that require one or two holding positions on the same street will incur a charge of a TSA
* SHA requests than require three or more holding positions **or** impact on more than one street will incur a Short hold charge as detailed in Islington’s latest agreed fees and Charges for Short Holds.
* The minimum lead in time for an SHA is 3 days

**Temporary Structure Agreement (TSA)**

* The TSA is used when a small piece of film equipment (tripod, dolly and track, lighting stand etc.) is being used on the pavement or in a suspended parking bays in such a way as to not create an obstruction (e.g. allows more than 1.2 metres of width on a pavement to remain clear for pedestrians and wheelchair users).
* Islington Streetworks team will enter the TSA details onto the streetworks register and charge per street. As detailed in Islington’s current Fees and Charges.
* The minimum lead in time for a TSA is 3 days

Please complete the relevant application for Footway Closure/Cranes or Road Closures if applicable to the shoot.

**Application:**

Failure to enclose the correct documentation could delay the process. We are obliged by legislation to consult interested parties and give members of the public and other council officers the opportunity to comment. This application does not automatically grant permission. A site visit may be arranged in order for Inspectors to assess the footway, advise you of what is appropriate and guide you through the application process.

**Supporting Documents:**

 In order to process your licence, you need to enclose the following:

1. Completed application form
2. Exact proposed location of the SHA/TSA on a scale drawing indicating the dimensions of the Equipment or TM in relation to width of pavement Or Carriageway
3. Specification of the item(s) proposed to use
4. Pedestrian management plan (if applicable)
5. Public Liability Insurance (**£5 million** or above**. £10 million** may be required for larger structures)
6. Risk Assessment and Method Statement

**Fees and Deposits:**

As determined by the Councils agreed fees and charges. Fee are charged directly to Film Fixer.

The fee is non-refundable once the application has been approved.

By submitting this application, you are confirming that Public Liability insurance is in place for the licence period.

**Applicant Details:**

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| **Name of Applicant**  |  |

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| --- | --- |
| **Film Fixer Ref**  |  |

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| --- | --- |
| **Address of Applicant**  |  |

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| --- | --- |
| **Office phone****Emergency phone****Email**  |  |

 **Emergency Contact Details:**

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| --- | --- |
| Emergency Contact name |  |
| Emergency Contact position |  |
| Emergency Contact phone |  |

 **Site Details:**

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| --- | --- |
| **Site location** |  |
| **Reason for occupation** | Filming  |

**SHA Details**

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| --- | --- | --- |
| **SHA Locations** | **Start Date & Time** | **End Date & Time** |
|   |  |  |
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 **Date and Structure Details:**

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| --- | --- | --- | --- | --- |
| **Location & Structure**  | **Dimensions** | **Footway or Carriageway** | **Start Date** | **End Date** |
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Any structures or items place on the Highway related to the filming not detailed above or approved may result in a non-compliant charge being issued to the applicant. The charge is a minimum of £299.00

**Agreement of Fees and Deposits:**

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| **Deposit (if applicable)** If no deposit is requested at time of application, the undersigned agrees to pay for any remedial works due to Highways damage staining or scarring. **Licence Fee**I agree to pay the cost of the licence fee. **Signature of applicant: Print Name:** **Date:**  |

**Agreement of Ownership of a Public Liability Insurance document:**

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| I agree that I hold a Public liability insurance policy for the said amount of **£5** / **£10 million** and that will cover for the period in which I occupy the public highway as required in the conditions. **Signature of applicant: Print Name:** **Date:**  |

**Declaration of Application:**

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|  |
| I confirm that the licensee has permission from the freeholder of the property to place the temporary structure outside of the said site address. I confirm that the information given on the application is correct and acknowledge that the works must be conducted in accordance with the legislative acts and health and safety requirements. You will adhere to codes of practice, together with the application and licence conditions imposed by the Street AuthorityI also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority. **Signature of applicant: Print Name:** **Date:** |