

Standard Category **5**

S5305

Commercial Filming

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1 Purpose

- 1.1 The purpose of this Standard is to establish an appropriate and consistent approach in TfL's communications relations with the media and politicians and in the protection of TfL's corporate identity.

2 Scope

This Standard applies to all corporate and local communication activities with the external media, politicians, transport user and business groups and other representative bodies.

This standard will be enforceable from the date of issue.

3 Requirements

- 3.1 All commercial filming/photographic activity shall be conducted through the LU Film Office (LU FO) and all contact with the media shall be conducted through the TfL Press Office.

3.1 Response to requests for filming/photography facilities

- 3.1.1 External film/tv production companies approach (LU FO) who require an outline of what is planned to be filmed on the network. This normally takes the form of a script and/or synopsis. The LU FO may require the script to be amended to comply with LU restrictions or for more high profile productions they then explore the role of LU within the plot to assess the impact to LU, how the LU filming restrictions should apply and will influence the productions portrayal of LU and in most cases are able to reach a compromise that protects LU's brand and reputation.
- 3.1.2 If a compromise cannot be reached / the Press Office/ LU Operational lead/ R&U Head of External Relations are unhappy with the project, the LU FO will attempt to address the concerns with the production. If this cannot be achieved the filming opportunity is refused
- 3.1.3 In all circumstances the LU FO retain the right to refuse filming on the network

4 Responsibilities

The TfL Press Office and LU Operational lead and R&U Head of External Relations are consulted on a confidential basis to ensure how LU will be portrayed.

4.1 Management of the filming process

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