

This is a template for your guidance only. Read thoroughly and amend to your specific production.

production company letterhead – insert as header

Insert date

Dear Resident

On behalf of **production company** we are providing advance notice that we plan to film a **commercial / tv series / film etc-** in **xxxx** street on **xxxx date(s)**. The shoot will begin at **xxxx (time)** and finish at approx. **xxxx (time)**.

Most of the filming will be interior and our trucks and crew vehicles will be parked some distance away, but we will need to park our essential vehicles (camera truck, lights, silent generator etc) adjacent to **(house no/building)** as regular access to these is required.

During the production times you may experience...

- list any potential disruption, activity in the street, outdoor lighting, traffic control, stunts, sfx, parking disruption etc -

The production company has secured the necessary permits from the local authorities. Should you have any concerns or queries I will be on site for the duration of filming. We aim to ensure that access is not obstructed and that we keep noise and disruption to a minimum. We are very aware that while we may come and go, this is your neighbourhood and you have experienced other filming and disruption. We can only film with your co-operation and ask for your patience on these days.

If you have any further questions about filming in your area or to comment on an ongoing production please contact Film London on 020 7387 8787 or visit their website at www.filmlondon.org.uk

Thank you. Your co-operation will help make this location shoot a success and help to encourage more producers to visit and support the British film industry.

Yours faithfully

Insert your name
Location Manager

Insert mobile contact number / email