

BEST PRACTICES GUIDE FOR FILMING

→ Aimed
at all
professionals
involved
in a
production



BEST PRACTICES GUIDE

FOR FILMING

→ Best practices create a positive impact and support the sustainability of our industry



The city of Madrid is committed to the audiovisual sector. As one of the leading hubs for production and filming in Europe, cooperation and a shared sense of responsibility among all those involved are key to ensure that filming operates in harmony with the many other activities taking place in the city.

All production must follow the **principle of minimal impact** so that filming causes as little disruption as possible to residents, businesses and visitors. It is therefore essential that all parties involved in the production follow the guidance set out in this document and the instructions provided by the locations department.

Let's work together to ensure that every shoot has a positive effect on its surroundings, the wider community and the future of Madrid's audiovisual sector. Your involvement is essential.



COMMUNICATION AND COMMUNITY RELATIONS



→ Encourage courteous behaviour

Be polite, approachable and respectful towards anyone not involved in the production who may approach the filming area. Listening carefully and offering clear explanations helps prevent misunderstandings. Refer any questions or issues to your production's locations team.

→ Make the production identifiable

Display clear signage that enables residents and passers-by to identify the production company, the project and the dates and times when authorised activity will take place in the area.

→ Notify residents and businesses

Inform residents and local businesses, clearly and transparently, in advance of shooting. Provide details about what will be filmed, when and where filming will occur, explain any possible disruptions and outline the measures in place to minimise inconvenience and offer solutions whenever possible.

→ Avoid causing unnecessary alarm

If the production involves scenes that may be sensitive because of their social significance such as violence or hateful behaviour, or scenes that could alarm residents such as chases, gunfire or sirens, provide clear information through signage and targeted communication to ensure residents know these actions are part of a fictional audiovisual context.

BY EXPLAINING WHAT YOU WILL BE DOING AND HOW IT MAY AFFECT THE AREA, WE BUILD GREATER UNDERSTANDING

→ Minimise noise

Reduce noise as far as possible during filming and during set up and wrap, especially in residential areas. Remember that the noise levels established in the Ordinance on Protection from Acoustic and Thermal Pollution must be respected.

→ Respect residents' rest time

Be particularly mindful of potential disturbance when filming at night. Try to schedule the noisiest scenes to finish before 11pm. If filming must continue later, inform residents clearly and in advance so they are aware of the extended activity.

BY REDUCING NOISE, WE RESPECT RESIDENTS' RIGHT TO REST

→ Support the local economy

Consider using services available in the filming area and purchase supplies from nearby shops. As well as generating a positive economic effect, this encourages local businesses to engage with and support the production.

→ Work with associations

Meet with neighbourhood and business associations to build trust and involve them in the process. Share first-hand information about the measures in place to reduce any negative effects and highlight the potential benefits the production may bring to the area.

BY BUILDING TRUST WITH RESIDENTS AND BUSINESSES, WE HELP ENSURE THEIR SUPPORT FOR FILMING



RESPONSIBLE USE OF PUBLIC SPACE



→ Only use the authorised space

When requesting permission to occupy public space, apply only for what is strictly necessary in terms of parking, equipment and filming activity. During shooting, use only the space authorised for the approved purposes.

→ Only park authorised vehicles

Reserved areas must never be used for private vehicles or vehicles that are not essential for filming. The presence of private cars in reserved areas reflects poorly on the production and on the use of public space.

**BY USING ONLY THE SPACE THAT IS AUTHORISED AND NECESSARY,
WE HELP MAINTAIN A POSITIVE RELATIONSHIP WITH RESIDENTS**

→ Ensure access and circulation

During temporary closures of streets or pavements, maintain safe pedestrian routes and emergency vehicle access. Avoid blocking entrances to buildings, garages or local businesses. Notify users or those responsible and coordinate any managed access where required.

→ Mark out work areas clearly

Use clear signage to indicate designated work areas and to inform pedestrians and drivers of any expected disruption. Ensure safe and unobstructed passage around the filming zone and avoid creating difficulties for people with reduced mobility.

**BY ENSURING SAFE MOVEMENT FOR PEDESTRIANS AND VEHICLES,
WE HELP FILMING PROCEED SMOOTHLY**

CARE FOR THE ENVIRONMENT AND SUSTAINABILITY



→ Keep the area clean

Ensure that all locations are left in the same or better condition than before filming began. Collect and dispose of all waste generated during production including props and disposable items. Remove all signs, notices and adhesive materials used to secure cables or equipment or to inform residents about the production.

→ Report any damage

Take every precaution to avoid damaging streets, public furniture or trees in the filming area. If any damage occurs, report it immediately to the locations team so it can be assessed and repaired.

BY CARING FOR AND CLEANING THE LOCATION, WE HELP ENSURE IT CAN CONTINUE TO BE USED IN THE FUTURE

→ Arrange meals in suitable locations

Outdoor catering in public spaces in Madrid is not permitted under any circumstances. Whenever possible, organise meals at local hospitality establishments or in a nearby indoor space suitable for providing catering for cast and crew. This ensures compliance with regulations and supports businesses in the surrounding area.

BY EATING AT A LOCAL RESTAURANT, WE COMPLY WITH REGULATIONS AND SUPPORT THE COMMUNITY





SPECIAL CARE IN GREEN AREAS

→ Respect planted areas

Do not walk on planted areas or place objects on them. Do not set up catering items such as tents, chairs, tables or benches in these areas. Place all technical equipment and personnel on dirt or paved surfaces and keep them as far as possible from planted zones.

→ Protect trees and the natural environment

Take great care with trees, vegetation and local wildlife as these ecosystems are sensitive. Avoid attaching or securing props or equipment to them and prevent people or equipment from leaning against them.

LOOK AFTER THE PARK AND PAY CLOSE ATTENTION TO PLANTED AREAS AND TREE

→ Ensure park conservation

Leave enough space on paths for the usual work of the teams responsible for maintaining planted areas. Remember that the existing irrigation system including outlets, covers, pipes and drippers must not be used or handled.

→ Commit to sustainable practices

Plan the work with sustainability in mind and demonstrate a responsible approach to protecting natural and recreational environments.

BY COMMITTING TO SUSTAINABILITY, YOU SHOW RESPONSIBILITY IN YOUR USE OF NATURAL SPACES



REMEMBER



→ The work doesn't end when filming wraps up

Check the location once filming has ended and help ensure that clearing and cleaning proceed quickly so that the area is left as soon as possible in the same or better condition than when you arrived.

→ Involve residents

Keep residents and businesses informed at all times. Help them benefit from filming such as taking part as extras or providing services through local bars and restaurants and make sure their cooperation is acknowledged.

→ Share this guide

Encourage the entire team to read this best practices guide and commit to following it.

→ Every production affects the sector's reputation

A negative impact on a filming location may mean that the site or similar spaces cannot be used again in the future. Building trust and following best practices are therefore essential to ensuring a sustainable future for the filming sector in Madrid.



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