# Application to film

Before completing this application, please read carefully the regulations that accompany this form.

**We require a minimum of 15 working days** to process your application.

## Applicant's details

|  |  |
| --- | --- |
| Contact Name:  Position: | Email:  Tel/Mobile: |
| Production Company: | |
| Production Company Address: | Address for invoice (if different): |

## Project details

|  |  |  |
| --- | --- | --- |
| Project Title: | | |
| Broadcaster or Distributor: | Transmission Date: | Production Budget: |
| Nature of Filming: *(delete as appropriate)*  Film / TV / Commercial / Promo / Short / Student / Stills | | |
| Description of Filming / Project Brief: | | |

## Location details

|  |  |  |
| --- | --- | --- |
| Location/Site: *(please list each location/ unit base on a separate line and include full address, landmark, or grid reference)* | Start Date and Time | Finish Date and Time |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Number of Crew: | Number of Vehicles: |
| Parking Required: Yes/No  Details: | |

Please indicate if your shoot will involve any of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Animals |  | Crowd control/security |  | Police and/or other Emergency Service Vehicles |  |
| Aerial Filming |  | Covering or removal of Street Furniture |  | Pyrotechnics |  |
| Bicycles |  | Driving sequences |  | Reconstruction of emergency or crime scene |  |
| Building Blackouts |  | Explosions |  | Rain Machine |  |
| Camera Cars |  | Fire effects |  | Road Closures |  |
| Camera Crane/ Jimmy Jib |  | Firearms/guns |  | Scaffolding |  |
| Camera Dolly on Pavement |  | Generator |  | Smoke/ Fog Machine |  |
| Camera dolly on Track |  | Gunshots |  | Street Dressings |  |
| Camera Tripod |  | Honey Wagons |  | Stunts |  |
| Cast dressed in Police and/or other Emergency Service Uniform |  | Lighting on a Crane |  | Traffic Control |  |
| Cast dressed in Military Uniform |  | Lighting Stands |  | Vehicle Stunts |  |
| Catering Facilities |  | Low loader |  | Violence |  |
| Cherry Pickers |  | Offensive Language |  | Wet Downs |  |
| Child Actors |  | Playback/music |  | Wind machine |  |
| Drone or other unmanned aerial vehicles (UAV) |  |  | | | |
| Are there any other elements of the shoot that we should be made aware of?*Please specify***:** | | | | | |

**N.B. Where special effects and stunts are to be used, please give a detailed description of the scene on a separate sheet.**

## Filming with drones/unmanned aerial vehicles (UAV)

*Please complete this section if you intend to film using a drone or other unmanned aerial vehicle (UAV). Please ensure you have read the Guidance for UAV and Drones.*

|  |  |
| --- | --- |
| Contact name of the **owner** of the drone/UAV: | Contact address of the **owner** of the drone/UAV: |

## Insurance and Risk Assessment

It is a requirement of the Council that organisations using council owned land for filming have adequate public liability insurance, which includes an indemnity for damage to the Council’s property. If you intend on filming with a UAV/drone, your insurance policy must cover this activity. An assessment of the hazards and associated risks for all aspects of the proposed filming activity must also be undertaken and recorded, together with the measures for managing identified risks. Permission to film is subject to receipt of the public liability insurance policy details and a risk assessment covering the dates and activities included in this application.

**Please confirm your public liability insurance details:**

|  |  |
| --- | --- |
| Name on Policy: | |
| Insured by: | |
| Policy Number: | Limit of Indemnity: *(Minimum £5,000,000)* |
| Start Date: | Expiry Date: |

## Signed by

I confirm that I have read the Filming Code of Practice and *(if applicable)* the Guidance for UAV and Drones and agree to abide by its terms and conditions. I also confirm that to the best of my knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with the South Gloucestershire Film Office before filming takes place.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Position: | Date: |
| For and on behalf of: *(company name)* | |

## Contact us

Please return this paperwork by email to: [film@southglos.gov.uk](mailto:film@southglos.gov.uk)

### Or by post to the following address:

|  |  |
| --- | --- |
| **South Gloucestershire Council Department for Place** Streetcare PO Box 1954 Bristol BS37 0DD | T: + 44 (0)1454 865859 W: [www.southglos.gov.uk](http://www.southglos.gov.uk/) |

## Application for a Film Permit – Terms & Conditions

1) The Applicant agrees to abide by the Code of Practice for filming in South Gloucestershire. For applications wishing to film using a drone or other UAV, the Applicant agrees to abide by the Guidance for UAV and Drones.

2) If at any time the applicant fails to comply with these terms and conditions, and in the absolute discretion of the Council, the breach can be remedied by the issue of a default notice rather than immediate termination, then the Council may serve a written notice on the Applicant stating what needs to be done to rectify the default and within what time scale. If the Applicant does not comply with the terms of the default notice, the Council may immediately terminate the application or the permit.

3) The Council will send the applicant an invoice containing the information required in a tax invoice for VAT purposes and (unless otherwise agreed in writing) the Council require the invoice to be paid within 30 days of receipt by the applicant of the relevant invoice. The applicant must let the Council know in advance if a purchase order number should be quoted on the invoice.

4) The applicant is entitled to cancel the filming application which they have signed and submitted to the Council at any time up to the commencement of the permit period. Should the cancellation take place in writing 48 hours or more prior to the time stated for the commencement of the permit period, the applicant shall only be liable to pay the Council an administration fee of 50% of the cost of the permit. Should cancellation take place with less than 48 hours’ notice, the applicant shall pay to the Council the full cost of the permit.

5) Once the application has been submitted, the permit period may be changed by the applicant provided the request is made in writing and the venue is available on the new dates. A fee will not apply provided that the rescheduling does not result in any costs to the Council.

6) Whilst the Council will make every effort to make the location available, the Council reserves the right to cancel arrangements in an emergency, as determined by the Council. In such circumstances, the applicant shall be entitled to a refund of any sums already paid to the Council less any relevant costs incurred by the Council.

7) The Council operates a "leave no trace" policy and reserves the right to charge for reinstatement of the land.