



<b>For Office use only</b>	
Ref #	_____
CoP	<input type="checkbox"/>
PLI	<input type="checkbox"/>
RA	<input type="checkbox"/>
P	<input type="checkbox"/>

## FILMING REQUEST FORM

**Production Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Invoice Contact** \_\_\_\_\_  
 (where applicable)

### Project Details

**Title** \_\_\_\_\_

**Size of Crew** \_\_\_\_\_ **Budget** \_\_\_\_\_

**Date(s) Filming** \_\_\_\_\_

**Broadcast Channel** \_\_\_\_\_ **Broadcast Date** \_\_\_\_\_  
 (where applicable) (where applicable)

### Type of production

- |   |  |  |
|---|--|--|
| Feature film <input type="checkbox"/>       | Documentary <input type="checkbox"/>       | Corporate Video <input type="checkbox"/> |
| Short film <input type="checkbox"/>         | Music Video <input type="checkbox"/>       | Tourism Video <input type="checkbox"/>   |
| Television Drama <input type="checkbox"/>   | Commercial <input type="checkbox"/>        | Student Video <input type="checkbox"/>   |
| Factual television <input type="checkbox"/> | Outside broadcast <input type="checkbox"/> | Charity Video <input type="checkbox"/>   |

## Location Details

Please list each location on a separate line including full address, landmark and indicate Int. or Ext.  
If you need more room, please continue on a separate sheet.

Location	Postcode	Date	Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## Unit Base details (where applicable)

Please list each location.

Unit Base	No. of Vehicles	Date	Time
1.			
2.			
3.			

## Details of scenes to be filmed

If any of the following are relevant to the exterior scenes, please tick the appropriate box.

- |                    |                          |                                  |                          |
|--------------------|--------------------------|----------------------------------|--------------------------|
| Crime scene        | <input type="checkbox"/> | Actors in police uniform         | <input type="checkbox"/> |
| Offensive language | <input type="checkbox"/> | Actors in military uniform       | <input type="checkbox"/> |
| Violence           | <input type="checkbox"/> | Other Emergency services uniform | <input type="checkbox"/> |
| Marked police car  | <input type="checkbox"/> | Child Actors                     | <input type="checkbox"/> |
| Use of firearms    | <input type="checkbox"/> | Animals                          | <input type="checkbox"/> |

Please give a short description of the scene(s) that will be filmed at the locations listed. A script with relevant scenes will be requested at any pre-filming meetings.

## Equipment used on Public Highways or Pavements (please tick box):

- |                          |                          |                           |                          |
|--------------------------|--------------------------|---------------------------|--------------------------|
| Camera Dolly on Track    | <input type="checkbox"/> | Cherry picker             | <input type="checkbox"/> |
| Camera Dolly on pavement | <input type="checkbox"/> | Generator                 | <input type="checkbox"/> |
| Camera Crane/Jimmy Jib   | <input type="checkbox"/> | Lighting on Crane         | <input type="checkbox"/> |
| Scaff Towers             | <input type="checkbox"/> | Low Loader                | <input type="checkbox"/> |
| Camera Tripod            | <input type="checkbox"/> | Camera Cars               | <input type="checkbox"/> |
| A Frames                 | <input type="checkbox"/> | Car with Ext Camera Mount | <input type="checkbox"/> |
| Lighting Stands          | <input type="checkbox"/> | Other (please specify)    | <input type="checkbox"/> |

**Special Effects and Stunts (please tick box):**

- |                       |                          |   |                          |
|-----------------------|--------------------------|---|--------------------------|
| <b>Pyrotechnics</b>   | <input type="checkbox"/> | <b>Smoke/fog Machine</b>                  | <input type="checkbox"/> |
| <b>Gunshots</b>       | <input type="checkbox"/> | <b>Rain Machine</b>                       | <input type="checkbox"/> |
| <b>Explosions</b>     | <input type="checkbox"/> | <b>Snow Effects</b>                       | <input type="checkbox"/> |
| <b>Wet down</b>       | <input type="checkbox"/> | <b>Covering/removing street furniture</b> | <input type="checkbox"/> |
| <b>Vehicle Stunts</b> | <input type="checkbox"/> |   |                          |

**Risk Assessments**

Risk Assessments for all aspects of filming activity must be undertaken and recorded. Information about risk assessments and generic forms can be downloaded from the Film Birmingham website; [www.filmbirmingham.co.uk](http://www.filmbirmingham.co.uk).

Specific risk assessments for filming on the Public Highway or Birmingham City Council Property must be completed and made available to Film Birmingham prior to filming taking place. Film Birmingham will not issue permits to film unless such a Risk Assessment has been received.

**Please enter the details of the person responsible for unit safety:**

<b>Safety co-ordinator</b>	<b>Name:</b>	<b>Tel No:</b>
----------------------------	--------------	----------------

**Insurance**

Please submit this form with a copy of your Public Liability Insurance certificate covering the dates and activities included in this application.

**Filming Code of Practice**

Please read and sign the Filming Code of Practice (download from our website, [filmbirmingham.co.uk](http://filmbirmingham.co.uk)). Please submit with this form.

**Economic Impact**

By signing this agreement, you also agree to complete and submit the Economic Impact Form. This form can be downloaded from our website and should be submitted no less than 28 days after filming is complete.

**Signed** \_\_\_\_\_

**Print** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position held** \_\_\_\_\_

**Please fax, post or email your completed forms to Matthew Stanton.**

Film Birmingham  
Birmingham Museum & Art Gallery  
Chamberlain Square  
Birmingham  
B3 3DH

T: 0121 675 3883  
F: 0121 675 3891  
E: [info@filmbirmingham.co.uk](mailto:info@filmbirmingham.co.uk)  
W: [filmbirmingham.co.uk](http://filmbirmingham.co.uk)