

LOCATION REGISTRATION FORM
INCLUSION ON OUR DATABASE IS FREE OF CHARGE



Please complete this form in black/blue ink. Please provide us with as much information as you can and **remember to sign the form where indicated on the last page** - without your signature we cannot process your information.

If you have any queries when filling out this form, please do not hesitate to contact the Film London staff, who will be happy to advise and assist you:

Film London, Information Service, Suite 6.10, The Tea Building, 56 Shoreditch High Street, London E1 6JJ
 Tel 020 7613 7676 Fax 020 7613 7677
info@filmlondon.org.uk / www.filmlondon.org.uk

New Registration <input type="checkbox"/>	Update an existing Registration <input type="checkbox"/>	Please remove from database <input type="checkbox"/>
--	---	---

1. Location Owner/Representative Details

Title..... First Name..... Surname.....
 Position/responsibility.....
 Address,

 Postcode.....
 Borough/County (please state if not included in your address).....
 Telephone.....
 Fax..... Mobile.....
 E-Mail..... Web Site.....

2. Location/Property Details

Name of Location/Property.....
 Contact Name (if different from above).....
 Address,

 Postcode.....
 Borough/County (please state if not included in your address).....
 Telephone.....
 Fax..... Mobile.....
 E-Mail..... Web Site.....

3. Function/Use

To what use is the property normally put? Please tick the appropriate box below.

- | | |
|--|---|
| <input type="checkbox"/> Commercial
<input type="checkbox"/> Central and Local Government (Buildings, Services and Sites)
<input type="checkbox"/> Coastal
<input type="checkbox"/> Countryside
<input type="checkbox"/> Educational
<input type="checkbox"/> Entertainment
<input type="checkbox"/> Hotels, Hostels and B&Bs
<input type="checkbox"/> Industrial
<input type="checkbox"/> Legal
<input type="checkbox"/> Leisure and Recreation
<input type="checkbox"/> Medical | <input type="checkbox"/> Military
<input type="checkbox"/> Museums, Galleries and Institutes
<input type="checkbox"/> Parks, Gardens and Open Spaces
<input type="checkbox"/> Religious
<input type="checkbox"/> Residential
<input type="checkbox"/> Restaurants, Pubs and Clubs
<input type="checkbox"/> Retail and Shops
<input type="checkbox"/> Rivers, Canals and Lakes
<input type="checkbox"/> Sport
<input type="checkbox"/> Streets, Crescents and Squares
<input type="checkbox"/> Transport
<input type="checkbox"/> Utilities |
|--|---|

Other (please specify)

4. Description

Please provide a brief description of the property indicating the number of rooms, etc.

.....
.....
.....
.....

5. Date and Period

Please tick the appropriate boxes below to indicate when the property was built or later modified?

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Before 1100 | <input type="checkbox"/> 1700 - 1800 | <input type="checkbox"/> 1940 - 1950 |
| <input type="checkbox"/> 1100 - 1200 | <input type="checkbox"/> 1800 - 1850 | <input type="checkbox"/> 1950 - 1960 |
| <input type="checkbox"/> 1200 - 1300 | <input type="checkbox"/> 1850 - 1900 | <input type="checkbox"/> 1960 - 1970 |
| <input type="checkbox"/> 1300 - 1400 | <input type="checkbox"/> 1900 - 1920 | <input type="checkbox"/> 1970 - 1980 |
| <input type="checkbox"/> 1500 - 1600 | <input type="checkbox"/> 1920 - 1930 | <input type="checkbox"/> 1980 - 1990 |
| <input type="checkbox"/> 1600 - 1700 | <input type="checkbox"/> 1930 - 1940 | <input type="checkbox"/> 1990 - |

If you know whether your property is Tudor, Georgian, Edwardian, etc. please state:

.....

6. Style

What architectural/decorative styles are contained within the location/property e.g. Art Deco, Colonial, High Tech, Post Modern, etc.?

.....
.....

7. External Features

Does the location/property hold any unique external features? i.e. balconies, bridges, cobbles, circular driveways, fountains, turrets, etc.

.....
.....
.....

8. Internal Features

Does the location/property hold any unique internal features? i.e. cellar, columns, escalators, spiral staircases, wood panelling, etc.....

.....
.....
.....

9. Mood and Feel

How would you best describe the mood and feel of your location? i.e. bright and airy, dark, elegant, derelict, glitzy, industrial, sinister, spooky, squalid, etc.

.....
.....
.....

10. Access Times

Please indicate, by ticking the appropriate box, when access to the property/location can be provided.

Days	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Nights	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Business Hours (if relevant)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Weekends	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Bank Holidays	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If any other restrictions on times apply please give details:

.....

11. Restrictions

Please give details of any restrictions you consider might interfere with filming i.e. parking problems, difficult access, major road, high local noise levels, air traffic, etc.

.....
.....
.....
.....

12. Filming History

Please name any projects that have used your location (if applicable) with approximate dates and type of production (i.e. feature film, documentary, television drama, music video, etc.) and production company name. Please continue on a separate sheet if required.

Project Details

Production Company

Project Details

Production Company

Project Details

Production Company

Project Details

Production Company

Project Details

Production Company

13. Doubling/Stand in

Has your location been used to represent a different location/property or represented a foreign location/property? Please give details (e.g. Royal Naval College for Buckingham Palace, Canary Wharf for New York, Somerset House for The Kremlin, Royal Horticultural Hall as Moscow Airport, Purley as Hamburg)

.....
.....
.....

14. Photographs

Please take digital photographs of the interiors and exteriors of the property to help the film-maker in deciding about the location. **Please ensure they are captioned and dated.**

Please tick here if you are including photographic material

IMPORTANT NOTE: We cannot process your information and include it in the database if you have not signed and dated this form. Please return the completed form to the address marked on the front page.

By signing this form, you agree that the information supplied by you including any information contained in any attachments (e.g. photographs, maps, brochures) will be held and used by Film London (including any proposed assignees or transferees, or successors in title) for the purpose of maintaining a database of film locations to assist filmmakers, production teams and any other related third parties (UK and international) who wish to work in or around London. Upon enquiry, Film London may provide a copy of the information you have supplied (or a summary of it) to the prospective filmmaker, production team or other third party either in printed hardcopy format or by email who may then contact you direct by phone or email, about using your services. Such organisations may also view this information by visiting the offices of Film London.

Film London also provides an online service so that filmmakers, production teams and any other related third parties may search the online database. The information which can be accessed online, will only be available for the same purposes as described above, to those organisations who have registered with Film London and will be password protected. If you are an individual, your personal details will not be made available online. There will be a summary of your location together with the first three digits of your postcode, eg SE1 and the name of the London Borough. Only when Film London receives an enquiry will contact and location details be provided.

Please tick this box if you *DO NOT* wish to be included in the online service

If you are a locations agency or a borough film office, we will publish details of your business address and contacts online.

Film London may from time to time enter into cooperations with specially selected publishing houses for the purposes of promoting the film industry and for the dissemination of information. This may include providing the information you have supplied on this form to those publishing houses who may then add that information to their database which may be included in specially selected directories.

Please tick this box if you would like to be included in this sharing of your information.

Film London may from time to time send you promotional materials about its products and services (including any newsletter) and those of carefully selected third parties (i.e. host mailings) by email and/or post. Film London will not disclose your personal information to any other third party (other than in accordance with this notice) for marketing purposes.

Please tick this box if you would like to receive promotional materials from Film London

Film London agrees to hold your personal information in accordance with the Data Protection Act 1998. You may obtain a copy of the information we hold about you by writing to us at the address found at the top of this registration form.

Signature..... Date.....

Name in Block Capitals.....