



Small Crew Notification for Filming in London

*** Please return via email to filming@filmlondon.org.uk ***

IMPORTANT: PLEASE READ BEFORE COMPLETING THE FORM

This form is to notify the relevant local authorities of your intentions to film.
Film London will assess the form and then send it on to the relevant boroughs on your behalf.

This form is only suitable for crews of five people or less (including cast and extras) who are planning to film on the street using handheld cameras or cameras on tripods only.

This notification form is not suitable for productions using any additional equipment, special effects, street dressing, stunts etc.

If your scene involves more than five people or any extra equipment then you will need to apply directly to the relevant borough for permission.

You can find a list of contact details here www.filmlondon.org.uk/boroughs.

Please note that due to the high volume of events taking place in Westminster we suggest that you only use handheld cameras in this borough. If you would like to use a tripod for these locations please complete the form on the city of Westminster website www.westminster.gov.uk/filming

There are some areas of London which, although open to the public are actually privately managed (e.g. The Southbank, Trafalgar Square, Hyde Park).

Please refer to the PDF maps on our website www.filmlondon.org.uk/landmarks.

This notification form will only cover local authority camera positions. If you would like to use a different camera position for these locations you will need to contact the relevant private location directly.

Productions containing any of the following, should also contact local police or the Met Police Service Film Unit (MPSFU) on 020 7161 1099

- Violence
- Firearms or other weapons
- Scene of a crime, or offensive nature
- Actors in police or other emergency service uniform
- Marked police car or other emergency service vehicle

Contact details for local police can be found on the Film London website: www.filmlondon.org.uk/guide

It is important that you also include evidence of your current Public Liability Insurance.
A certificate which demonstrates a minimum of £2,000,000 cover is needed in order for this form to be processed.

Please leave at least three working days before your shoot in order for your form to be processed.

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*** Please return via email to filming@filmlondon.org.uk ***

Contact Name:	Application Date:
Company:	Number of Crew:
Name of Production:	Tel:
Address:	Mobile:
Email:	Fax:

Please tick the equipment that you will be using during the shoot

Handheld Camera Camera & Tripod Handheld Lights Lights on Stands

N.B. Due to the high volume of events and productions taking place in Westminster we suggest that you only use handheld cameras in this borough. If you would like to use a tripod for these locations please complete the form on the city of Westminster website www.westminster.gov.uk/filming

Please state the locations you would like to use along with a detailed explanation of each scene to be filmed

Location (including all <u>street</u> names)	Date	Time	Description of each scene to be filmed

N.B. There are some areas of London which, although open to the public are actually private land (e.g. The Southbank, Trafalgar Square, Hyde Park). Please take a look at the PDF maps on our website www.filmlondon.org.uk/landmarks for more information on these locations. This form will only cover the local authority camera positions. If you would like to use a different camera position for these locations you will need to contact the relevant private location directly.

Type of Production (Please delete as appropriate)

Feature / Documentary / TV Drama / TV Other / Commercial / Reality TV / Short Film / Music Video / Student / Photo shoot / Corporate / Other (please specify)

Please give a brief synopsis of your production

Terms of Agreement

For the purpose of this agreement, the location(s) are the specific locations listed above and **agreed** by the relevant Local Authority; the signatory on behalf of the Applicant is the person with appropriate responsibility who ensures that the terms of this agreement are adhered to. This would normally be the Producer.

Equipment Permitted, Special effects etc

Except where otherwise agreed in writing, the following are **not** permitted on site: explosions, fire, stunts, firearms (replica or real), smoke, playback, wet down, wind machines, indecency or unnamed special effects, camera tracking, dollies or cranes, generators or cables, lighting other than battery powered sun guns (ONLY handheld or tripod mounted cameras allowed under this agreement).

1. Subject to the further terms of this agreement London's Local Authorities give the Applicant the right (in common with members of the public and all other persons authorised by the Local Authority, Owners and/or Managers) to use the locations, **once agreement has been reached**, for the period of the Permitted Use (Filming).
2. The right given by clause 1 shall be exercised in consultation with the Manager of the location(s) or other officer notified to the Applicant, in a way which so far as reasonably practicable does not interfere with or impede the normal use of the location(s).
3. London's Local Authorities give no warranty that the location(s) is legally or physically fit for any specific purpose.

4. The Applicant shall have the right to represent the location as another real or fictional place, or by **prior agreement** to represent the site under its proper title.
5. All rights to the films and photographs taken at the location shall vest in the Applicant. The Applicant shall have the right to exploit and exhibit the film with, or without the scenes photographed at the site, in any medium now known or here after devised.
6. Time shall be of the essence for all the purposes of the Agreement Period.
7. The rights granted to the Applicant under the terms of this agreement are not assignable unless otherwise agreed.

Applicant's undertakings

8. All filming activity at the location(s) is to be carried out in accordance with the "[Location Filming in London Code of Practice](#)".
9. To indemnify the appropriate Local Authorities against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising as a direct result of the activities of the Applicant or any breach of any of the obligations in this agreement on the part of the Applicant.
10. To effect and to maintain during the agreed filming period, insurance in a sum not less than £2,000,000 (£2 Million Pounds) in respect of any one incident, with an insurer, or underwriter of repute against all liability of the Council and the Applicant to third parties (including for the avoidance of doubt employees of the Council and the Applicant) arising out of, or in connection with, the use of the Site and to produce, or demand, evidence of this insurance.
11. To permit inspections and monitoring of the arrangements made by the Applicant for the proper supervision of the location.
12. To observe such rules and regulations governing the use of the Location(s) as may have been made or as may from time to time be made.
13. Not to use the location(s) or any part of it otherwise than for the permitted use.
14. Not to do, or permit or suffer to be done, anything to injure the reputation of the location, or the tenants or residents of the location, or to offence against any statute, or any regulations made under any statute, or by London's Local Authorities, or any other public authority, or to imperil any agreement granted for the location(s), or any insurance effected on it.
15. Not to make alterations or additions to the existing fabric design or lay-out of the location(s) or any of its facilities or services except as expressly permitted by this agreement and subject to compliance with any special conditions made by London's Local Authorities (which approval London's Local Authorities shall be entitled to grant or withhold in its absolute unfettered discretion and if granted upon which conditions as to reinstatement and security as London's Local Authorities shall at their discretion stipulate).
16. Any undertaking by the Applicant not to do an act or thing shall be deemed to include all employees, servants, agents and any persons associated with the Applicant.
17. To make good to the reasonable satisfaction of London's Local Authorities any damage caused to or suffered by the location(s) as a result of, or arising from its use by the Applicant pursuant to this Agreement, within 14 (fourteen) days.

18. At the end of the agreed filming period the Applicant undertakes to immediately remove all their equipment, goods, rubbish and litter from the Location and to leave it in a clean and tidy state.

19. At all times, whilst in occupation of the site, the Applicant will comply with all relevant Health and Safety Legislation that may apply to the site or the work being carried out thereon. Furthermore, if required, the Applicant will show the Council any relevant risk assessments before filming begins.

20. There shall be no unusual or risky activity by the Applicant or anyone under the agreement's direction.

21. No litter, alcohol or illegal substances are permitted on site.

22. If at any time the Applicant fails to comply with the terms and conditions of this agreement and having been notified of such failure, continues to act in breach of the terms and conditions above, this agreement shall be immediately revoked.

Interpretation

23. For the purposes of the Electronic Communications Act 2000, the signatory to this Agreement on behalf of the Applicant certifies that an electronic signature or typed signature is a valid means of establishing the authenticity of all data and communications contained in this Agreement.

Signed

(sign or type full name)

In the capacity

(producer or delegated officer)

For and on behalf of

(name of company)

Address

Email

<input type="checkbox"/> I have included a copy of my Public Liability Insurance Certificate
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