

Application for Filming or Photography in the London Borough of Richmond upon Thames

Please complete using block capitals and fax to 020 8891 7718 or scan and e-mail to filmrichmond@richmond.gov.uk with proof of Public Liability Insurance and Risk Assessment. It is good practice to inform the police if your filming is taking place in a public area - it may also be a legal requirement to do so. Richmond Borough's police contact is Michael Ross on 020 8247 7185 or michael.ross@met.police.uk and copy any e-mails to: twmailbox-operations@met.pnn.police.net
The Met Police Film Unit can be contacted at filmunit@met.police.uk

Location Manager:

Email:

Telephone:

Mobile:

Fax:

Project Title:

Description of Project:

Film/TV/Commercial/Pop promo /Student/Stills*
(*delete as applicable)

Production Company:

Address:

Name of Insurance Brokers (evidence of cover must be enclosed):

Location(s) required (please specify interior or exterior):	Dates & Times of Filming

Number of crew:

Number of artists/extras:

Number of vehicles:

Description of Filming :

Parking Requirements:

Please include meter numbers, P & D machine number and the number of bays (if known).
For yellow lines and resident bays, please indicate location.
Where parking is complicated, please include a diagram.

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Road Closure | <input type="checkbox"/> Honey Wagons | <input type="checkbox"/> Children |
| <input type="checkbox"/> Street dressing/disguising markings | <input type="checkbox"/> Caterers | <input type="checkbox"/> Reconstruction of crime/emergency |
| <input type="checkbox"/> Cherry pickers or lighting towers | <input type="checkbox"/> SFX | <input type="checkbox"/> Cast dressed as police/emergency services |
| <input type="checkbox"/> Camera crane | <input type="checkbox"/> Firearms/gunfire | <input type="checkbox"/> Car chases/driving sequences |
| <input type="checkbox"/> Camera track | <input type="checkbox"/> Smoke effects | <input type="checkbox"/> Building blackout |
| <input type="checkbox"/> Low loaders | <input type="checkbox"/> Fire effects | <input type="checkbox"/> Crowd control/security |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Stunts | <input type="checkbox"/> Playback |
| <input type="checkbox"/> Wet down | | |

If you have ticked any of the above please give details:

Please indicate if you require any of the following council services:

- | | | |
|--|---|--|
| <input type="checkbox"/> Turning off street lights | <input type="checkbox"/> Refuse collection | <input type="checkbox"/> Removal of street furniture |
| <input type="checkbox"/> Street cleaning | <input type="checkbox"/> Other (please specify) | |

This document is an application to film in the London Borough of Richmond upon Thames, it does not constitute a filming or location contract. Nor does it confer permission to film.

Signed

(on behalf of production company)

Date:

Signed

(on behalf of Borough)

Date:

Please fax a copy of this completed form to: FilmRichmond, Communications, Room 129,
Civic Centre, 44 York Street,
Twickenham, TW1 3BZ.
Tel: 020 8487 5157 / Tel: 020 8891 7160
Fax: 020 8891 7718

For office use only	Ref	Unit Size	Type of charge	Fee	VAT	Total