

**APPLICATION FOR FILMING OR PHOTOGRAPHY/UNIT BASED PARKING AT UNIVERSITY OF LONDON. PLEASE RETURN THIS TO** **filming@london.ac.uk**

**TO BE SUBMITTED NO LATER THAN 14 WORKING DAYS BEFORE ACCESS IS REQUIRED.**

**WE ENDEAVOUR TO RESPOND TO ALL APPLICATIONS WITHIN 48 HOURS.**

**THIS IS NOT A FILMING PERMIT**

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| **Date of application:**  | **Filming/Photography contact:** **(Location Manager)** |
| **Production company:**  |
| **Production title:**  | Contact for shoot days:  |
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| **Company registration number :****Production company address:****Tel:** **Fax:**  | **Co-production / Invoice address (if different):****Please note a purchase order number will be required.****Tel:****Fax:** |

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| **Set up Times:**  |  |
| **Filming Times:** |  |
| **Area Required/Room required****Detailed description of filming/photography/Parking (please include scene content and nature of production):**  |  |
| **Crew size:** |  |
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| **No. of artists:** |  |
| **No. of supporting artists,****if applicable:** |  |

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| **Name and contact details of the Film Location Manager:** |  |
| **Which crew member will be the primary point of contact on the day during prep, filming and strike?** |  |

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| **What place will the property represent - real or fictional?** |
| **Briefly describe the scenes to be filmed within the context of the film:** |
| **What is the likely PR benefit score?**  **0= no mention in credits; 1 = Credit of Location 2= Can use film name in publicity after film has been released**  |

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| **What, if any, University furniture / furnishings will be used?** |
| **Which University furniture / furnishings need to be removed? By University or contractors?** |
| **Do any University fixtures or fittings need in situ protection? By University staff or contractors?** |
| **Are any candles or other hot works proposed?**  |
| **Which scenes represent daylight and / or night time? If needed, how will blackout be achieved?** |
| **What types of lighting are to be brought inside? Tungsten, Tungsten-halogen, HMI (metal halide), Kinoflow, helium balloon etc. University hotworks permit required for tungsten-halogen. . Please provide method statements and risk assessments** |
| **Will any lighting be used outside to light the interior?** |
| **Will any University electricity power points or water supply be used?** |
| **What entry and internal routes will be used for cable runs to the film company’s generator? Please provide method statements and risk assessments** |
| **How many generators will be used and where will they be positioned, a spill kit is required for each generator? Please provide method statements and risk assessments** |
| **How will the camera be used: hand-held, on a tripod, dolly, dolly & tracking? Please provide method statements and risk assessments** |
| **What floor protection will the film company provide?** |
| **What, if any, set construction or flattage is proposed? Please provide method statements and risk assessments** |
| **Will covers be needed to disguise University fixtures such as PIRs, light switches etc.?**  |
| **Is any set dressing proposed? Film company to provide risk assessment for the use of all access equipment. Please provide method statements and risk assessments** |
| **What Signage needs to be removed or covered up?** |
| **What props will be brought inside?**  |
| **Are any floral arrangements proposed? What in situ protection is needed?** |
| **Are any animals proposed? Film company to provide a method statement, including how they will be handled, moved and held when not being filmed.** |
| **Are any Children involved in the filming? Please provide method statements and risk assessments** |
| **Are any other special effects or arrangements proposed? Please provide method statements and risk assessments** |

**Exteriors & Car Parks**

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| **Location for unit base:**  |
| **What car parking /space is required.**  |
| **Locations and nos. of vehicles:** |
| **Location for tea/coffee:**  |
| **Location for catering, if not at unit base:** |
| **What security cover will be provided?**  |
| **Are any scaffold rigs proposed for blackout or lighting purposes? What ground protection is needed? Please provide method statements and risk assessments** |
| **Does any planting need to be removed or protected?** |
| **Do any University garden fittings, furniture etc. need to be removed?** |
| **Are any special effects proposed, such as wetting down, rain or snow? Film company to provide method statements. Please provide Insurance documents, method statements and risk assessments** |
| **Are there any other special arrangements? Please provide Insurance documents, method statements and risk assessments** |
| **Specific locations required (please see attached map of our area):** |
| **Please indicate if you require any of the following services:** |
| **Security** | **NA** | **Water, Electricity** | **NA** |
| **Other (please specify)** |  |
| **Signed:** **(electronically)**  |