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**OXFORD CITY COUNCIL FILMING/PHOTOSHOOT APPLICATION FORM**

**CONTACT DETAILS:**

|  |  |  |
| --- | --- | --- |
| Name of organisation |  | |
| Address: |  | Invoice Address (if different): |
| Name of main contact: | First name: | Last name: |
| Email address: |  | |
| Telephone number: |  | Mobile: |
| Name and mobile number of contact person on day (if different from above): |  | |

**FILMING/PHOTOSHOOT DETAILS:**

|  |  |  |
| --- | --- | --- |
| Title of filming/photoshoot: |  | |
| Nature of filming: | Film/ Television/ Pieces to Camera/ General Views/ Advert/ Education/ Student/ Live News/ Live Weather/ Photography/Charity/Other  (please delete as appropriate and provide further details if ‘Other’) | |
| Charity Name/Number: |  | |
| Details: | Please provide as much information as possible regarding the details of what you are requesting to do: | |
| Filming/Photoshoot Day(s)/ Date(s): |  | |
| Time of Filming/Photography each day: | Start: | Finish: |
| Locations required:  Please note, if you wish to film on University land or Public Footpaths or Highway, this requires separate permission from the relevant land owner. |  | |

**CREW AND TECHNICAL DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of crew members: |  | Number of production vehicles: | |  |
| Description of vehicles and registration numbers: |  | | | |
| Name of person responsible for Health & Safety whilst filming/taking photographs: |  | | Contact Mobile Number: | |
| Will there be any children involved in the filming/shoot? | Yes | | No | |
| Licences required for children participating in filming or photography: <http://www.oxfordshire.gov.uk/cms/content/child-performance-and-stage-licences> | | | | |

Please indicate if your filming/photoshoot will involve any of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Traffic control |  | Scaffolding |  | Wet downs |  |
| Road closures |  | Honey wagons |  | Animals |  |
| Street dressings |  | Catering facilities |  | Reconstruction of emergency/crime |  |
| Cherry pickers/lightening towers |  | SFX |  | Cast dressed as emergency services |  |
| Camera crane |  | Firearms/guns |  | Driving sequences |  |
| Camera track |  | Smoke effects |  | Crowd control/security |  |
| Low loaders |  | Fire effects |  | Bicycles/other forms of transport |  |
| Generators |  | Wind machine |  | Other (please state) |  |
| Playback/music |  | Stunts |  |

If you have ticked any of the above, please provide details in a separate attached document. You may be required to obtain separate permissions and/or a licence which will be confirmed upon application.

**\*PAYMENT INFORMATION:**

|  |  |
| --- | --- |
| Contact Name and Name of Organisation for invoice: |  |
| Contact Email Address for invoice: |  |
| Contact Telephone Number for invoice: |  |
| Purchase Order No: |  |

\* Please note, permission will not be given unless all of the payment information is completed.

**ADDITIONAL INFORMATION:**

Any individual or company applying to film or take photography using Council land is required to provide full risk assessments and a copy of your public liability insurance cover (small - £5 million liability, medium and large - £10 million liability).

If you require the use of Public Highway or Footpaths, you need to apply to Oxfordshire County Council and they require a minimum £10 million public liability insurance.

You also need to confirm that you agree to indemnify the Council against any third party claims arising from your filming/photographic activities whilst on Oxford City Council land.

Our current Fees and Charges for filming and photography on our land can be found on Oxford City Council’s website, along with the Terms and Conditions applicable for the use of our land. We require you to return a signed copy of these along with your application.

<https://www.oxford.gov.uk/info/20249/filming_in_oxford/1003/filming_on_our_land>

**DECLARATION AND SIGNATURE:**

Please confirm that you have provided the following with this application form:

|  |  |
| --- | --- |
| Copy of public liability insurance? | Yes / No |
| Risk assessment? | Yes / No |
| Signed copy of terms and conditions? | Yes / No |

I apply for permission to film / carry out a photoshoot as detailed in this application on Oxford City Council land. I agree to comply with the Terms and Conditions applicable to the use of Oxford City Council land, and will pay the relevant location fee. I agree to indemnify Oxford City Council against any Third Party claims arising.

|  |  |
| --- | --- |
| Signed: \* |  |
| Name: (block capitals) |  |
| Position: |  |
| Date: |  |

\* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.