

# Basic filming request application form

Borough Council of  
King's Lynn &  
West Norfolk



This form is designed for film-makers wishing to carry out basic shoots, for example those requiring hand-held devices and a minimal crew and which do not require disruption to traffic or residents, material changes to the location or potentially hazardous or disruptive stunts or special effects.

Film-makers wishing to carry out more complex shoots should use the Complex shoots application for (available online at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)).

## Contact information

<b>Company name:</b>	<b>Contact name:</b>
<b>Address:</b>	<b>Tel:</b>
	<b>Mobile:</b>
	<b>Email:</b>

## Crew Information

<b>Crew Details:</b> List the full names of all those involved in the shoot
<b>Vehicle Details:</b> Please provide information about the vehicles you intend to bring to site (ie car, lorry) and registration numbers

## Details of filming request

<b>Date(s) of filming:</b>		to
<b>Approximate start and finish times</b>	Start:	Finish:
<b>Location (street names, postcode):</b>		
<b>Type of production (feature filming, period drama, photoshoot):</b>		
<b>End use of imagery (e.g production of calendar):</b>		
<b>Content</b> Brief description of the scene(s)/images you wish to shoot.		

## Technical details

Please complete the information below. Any requests involving specialist equipment such as cherry pickers or which involve stunts must be made through the Complex shoot application form (available online [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk))

### Equipment

Please give brief details of the equipment you intend to use (including lighting).

### Props

Please provide details of any props you intend to use that may cause public concern (ie prop firearms, mock police cars).

### Scenery

Does your production require the erection of scenery of any kind? If so please give details:

### Other

Please indicate if you require any of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Turning off of street lights | <input type="checkbox"/> Removal of street furniture    |
| <input type="checkbox"/> Coning                       | <input type="checkbox"/> Refuse collection (chargeable) |
| <input type="checkbox"/> Street cleansing             |   |

**Please use this space to tell us about any other information that you think will enable the council to assess your request.**

**Please return this form, along with a copy of your Public Liability Insurance to:**

communications@west-norfolk.gov.uk; or post it to:

Borough Council of King's Lynn & West Norfolk  
Communications  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX

Enquiries: 01553 616506

We will notify you via email when we have received your request. When a decision has been reached we will contact you. The information provided in this form will only be used in connection with your filming request. Application forms will be retained for 2 years and then destroyed.