## **Complex production request form**



This form is designed for crews wishing to carry out more complex shoots, for example, shoots requiring large crews, equipment that may be disruptive to the public, material changes to the location, road closures, special effects or potentially hazardous stunts. As such requests require more detailed consideration by qualified officers there is a charge of £30 upon application.

## Contact information

Company name:	Conto	ict name:		
•				
		Safety Officer contact name (if applicable*)		
Address:		Tel:		
	Mobile			
	Email:			
Details of filming request				
Date(s) of filming:	to			
Approximate start and finish times	art:	Finish:		
Location (street names, postcode):				
Type of production (feature filming, peri	· · · · · · · · · · · · · · · · · · ·	t):		
End use of imagery (e.g production of c	alendar):			
Content  Prior description of the scape(s)/images	vou wish to shoot			
Brief description of the scene(s)/images you wish to shoot.				
Technical details				
Please indicate (by ticking the box) if you	ır shoot may involve c	ny of the following:		
Traffic control Low loo	nders –	Camera track	Road closure	
Generator Firearm	<b>—</b>	Cherry pickers	Scaffolding	
	<b>—</b>		Fire effects	
	g towers	Catering facilities		
]	l effects	Stunts	Animals	
Cast dressed as police/ emergency s	ervices	Reconstructions of crime/	emergency	
Car chases/ driving sequences	L	Crowd control/ security		
If you have ticked any of the above plea	ase give details.			
	-			

Scenery		
Does your production require the erection of scenery o	f any kind? If so please give details:	
Other Please indicate if you require any of the following:		
Turning off of street lights Coning Street cleansing	Removal of street furniture Refuse collection (chargeable)	
*Please see guidelines for advice about the appoir	ntment of safety officers.	

## 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

The Borough Council of King's Lynn & West Norfolk will notify you of its decision in respect of this request. You may be required to provide further detail about this proposal.

We will notify you via email when we have received your request. When a decision has been reached we will contact you. If filming is permitted you will receive an agreement outlining the details of the permission and your obligations. You will be asked to sign the agreement and return it to Communications (at the address above.) 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.