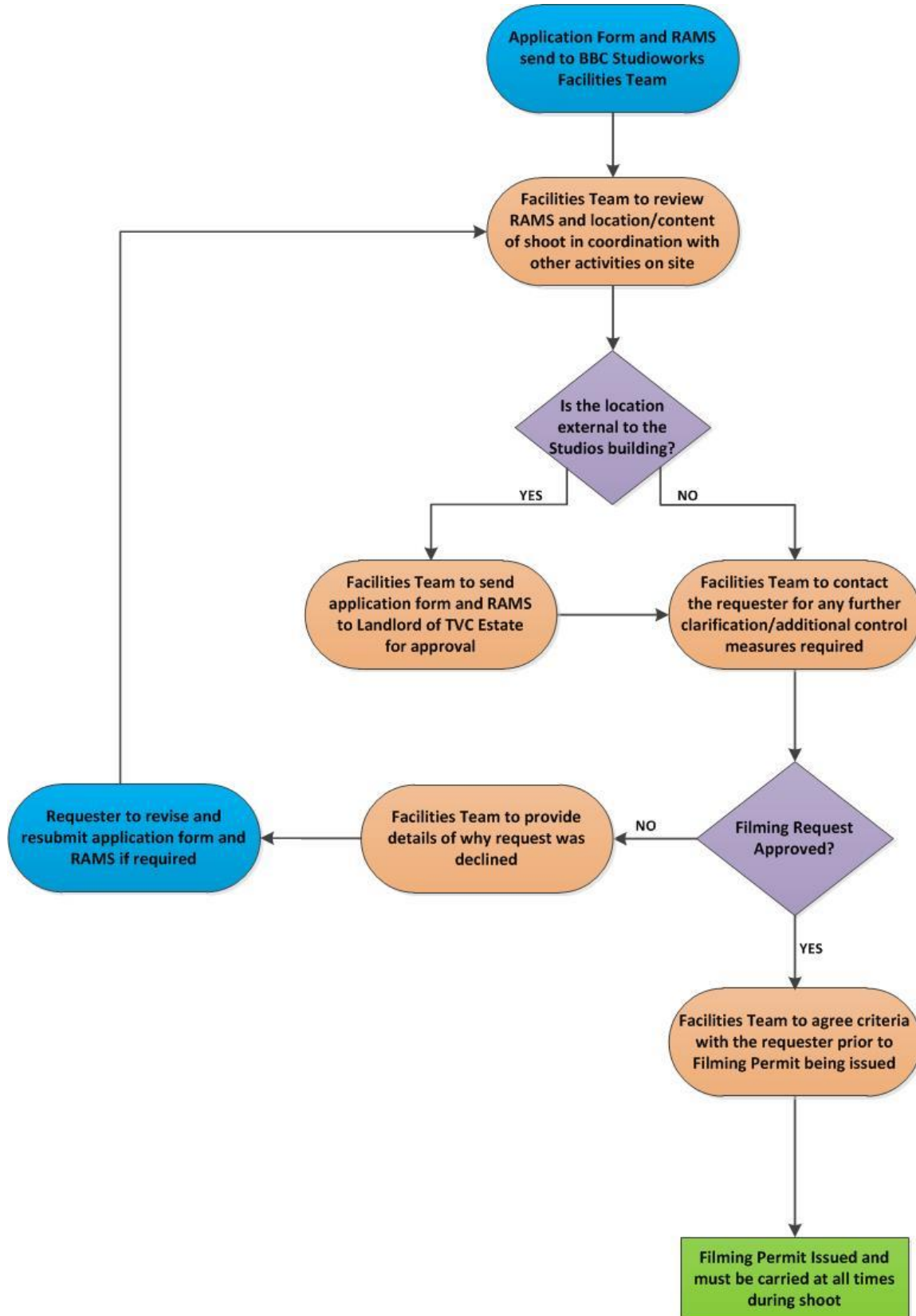


**Filming Permit Application form**  
**BBC Studioworks building - 6 Television Centre, W12 7FW**

**Application Procedure:**



## Guidance notes when completing filming application form:

### Is this an External or Internal filming request?

- The landlord for the wider Television Centre Estate may on occasion allow filming on the external site
- Please provide as much detail as possible in the application as the landlord will be very sensitive to any filming in which they may be seen to promote a product or endorse strong/controversial views

### Building/Site areas to be used:

- Please be as specific as possible. If you are unsure of how to describe a location please contact [permittowork@bbcstudioworks.com](mailto:permittowork@bbcstudioworks.com) who will be able to assist/advise you accordingly.

### Times:

- Please be as specific as possible.

### Activity and Content Details:

- Please give details of what you will be doing i.e. Piece to camera, dramatic action, anything additional involved, such as vehicles, costumes, pyrotechnics, animals, tracking etc...
- Please advise if anything you are doing may in any way be controversial/cause offence.

### Branding and Advertising Content:

- Please advise if anything you are doing will be promoting or advertising a product.
- Please advise if any branding will be viewable during the shoot

### Equipment:

- Please let us know the number of cameras that are planned to be used, whether you will be using lights or sound, if you plan to run cables, electricity supply requirements, total number of people involved in the film piece/shoot etc.

### RAMS:

- RAMS must be completed as comprehensively as possible, failure to do so will slow your application for consent down.
- If the authorising person (AP) deems the risks associated with the filming consent application fall under the BBC Studioworks permit to work system, then a formal authority/permit to work application will be required
- **All filming consent applications must have RAMS attached. Failure to submit a risk assessment however minor the filming piece/shoot is will result in the application being declined.**

### Checklist:

- No smoking policy
- First Aid & Fire procedure – Anyone working or visiting BBC Studioworks must be aware of the correct procedures. Information is available from the BBC Studioworks Facilities Team
- The local Facilities Manager (FM) must be informed prior to any filming taking place
- Fire lanes must be kept clear
- All appliances plugged in must be PAT tested & must display correct “in date” PAT certificates stickers
- Public liability is only required for external/independent companies – Must have a minimum of £5 million pounds cover

### Note:

- Noisy filming – it will be the production teams’ responsibility to keep noise to a minimum and minimise disruption to other building/site users. Failure to do so may result in the filming permit being revoked.
- Asking for air conditioning systems to be turned off at a moments notice won’t be possible
- Any filming of security systems/front of house staff is likely to be denied.
- No “blanket” or “extended permits” will be issued

**FILMING/PHOTO APPLICATION FORM  
FOR FILMING/RECORDING/STILL PHOTOGRAPHY & TRANSMISSION AT BBC STUDIOWORKS  
6 TELEVISION CENTRE BUILDING**

1. PRODUCTION COMPANY DETAILS:			
COMPANY NAME:		CONTACT NAME:	
EMAIL ADDRESS:		TEL. NO:	
COMPANY ADDRESS:			
PROGRAMME NAME		PRODUCER/ DIRECTOR NAME:	
BBC STUDIOWORKS CONTACT:		PRODUCER/ DIRECTOR TEL:	

2. FILMING/RECORDING/TRANSMISSION DETAILS					
DATE OF ACTION:		START TIME:		END TIME:	
DATE OF APPLICATION:		IS THIS A LIVE, RECORDED OR STILL PHOTOGRAPHY SHOOT?			
IS THIS AN EXTERNAL OR INTERNAL FILMING REQUEST?	Please tick as appropriate	INTERNAL:		EXTERNAL:	
BUILDING/SITE AREAS TO BE USED:					
ACTIVITY AND CONTENT DETAILS:					
BRANDING/ADVERTISING CONTENT:					
IS ACTIVITY LIKELY TO BE DISRUPTIVE TO OTHER BUILDING USERS? I.E. NOISY ETC					
OTHER COMMENTS:					
EQUIPMENT BEING USED:				TOTAL NUMBER OF PEOPLE INVOLVED:	

3. REQUIREMENT CHECKLIST:									
Public Liability Insurance		PAT Certificates		Informed of No-Smoking Policy		Risk Assessment		First Aid & Fire Procedure Provided	

APPROVED/AUTHORISED BY: (Office Only)							
FM Name:		Signed:		Job Title:		Tel:	
Date:				PERMIT NO.			

**Note:**

- THIS PERMIT MUST BE AVAILABLE FOR INSPECTION AT ALL TIMES DURING FILMING.
- ANY CHANGES TO THIS PERMIT MUST BE APPROVED BY THE BBC STUDIOWORKS AUTHORISER ABOVE

RAMS must be completed prior to filming approval being granted.  
Please send completed forms to [permittowork@bbcstudiodworks.com](mailto:permittowork@bbcstudiodworks.com)