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| **Filming and Locations Application**  Application for filming and photography at National Trust Properties:  (Factual filming and photo shoots) |
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A picture containing text

Description automatically generated

Please return this completed form as a typed Word document to the National Trust Filming & Locations Office via email: [filmoffice@nationaltrust.org.uk](mailto:filmoffice@nationaltrust.org.uk)

**Please note:**

* All Crews undertaking filming and photography on our land (coast, countryside or at a property) must hold at least £5m public liability insurance cover and attach the policy cover document when submitting this form.
* There will be a location fee which will be advised on submission of this form. VAT will be chargeable on top of this fee.
* This application form is not a permit. Permission to film/photograph is granted if the property can accommodate you and a contract is issued by this office and signed by both parties.
* The Filming and Locations Office does not process: student photo shoots & filming, wedding photography, news crews, podcasts and radio – please send any such enquiries to the property directly.
* This form is not applicable for feature films, TV dramas or commercials. Please email us in the first instance at filmoffice@nationaltrust.org.uk.
* Please do not recce before filling in this form. We will book recces on your behalf with on-site staff.
* Drone use is agreed on a case-by-case basis and is not a given. The drone operator’s Operational Authorisation and PL and EL insurance cover policies will need to be provided to this office and a form signed. A £300 plus VAT processing fee will apply.
* The NT encourages crews to follow environmentally sustainable practices outlined in these initiatives: [wearealbert.org](https://wearealbert.org/); [green-screen.org.uk](http://green-screen.org.uk/)

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| Date of application: |  | |
| Contact: | Name: |  |
| Job Title: |  |
| Email Address: |  |
| Telephone: |  |
| Contact for shoot days: |  | |
| Programme/Publication title (or working title): |  | |
| Production company and address: |  | |
| Type of Production (please specify):  Commercial/Promo/Short film/Editorial stills/Advertising stills/ Documentary/Drama-documentary and if Photo shoot, then the use of the images |  | |
| Broadcast channel/Publication and date: |  | |

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| Company trading name and invoicing address (this will be used on the contract and invoice):  Any post contract changes to this information will incur an admin fee of £100 plus VAT | Name: |  |
| Address: |  |
| Business Type (please specify):  Sole Trader/Partnership/Limited Company/Other |  | |
| Company Registration Number, VAT Number or Charity Number:  This must be included |  | |
| Contact details of the person to send the invoice to: | Name: |  |
| Telephone: |  |
| Email Address: |  |
| Purchase Order no. (please provide or indicate if this is a requirement):  PO number requests post invoicing will incur an admin charge of £100 plus VAT |  | |
| Name and contact details of publicist/PR contact: |  | |

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| Location(s) requested: |  |
| Date(s): |  |
| Arrival and departure times: |  |
| Areas of the property requested: |  |
| Do you want to interview anyone from The National Trust? |  |
| No. of cast and crew (including presenters/contributors/models): |  |
| Presenter name(s): |  |
| Describe the content to be filmed or photographed within the context of the programme/film/shoot: |  |
| Recce date and time: |  |

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| Details of equipment: |  |
| Details of lighting equipment: |  |
| Details of props / set dressing: |  |
| Vehicle list and where you want to park them (inc. crew cars/honey wagons/catering/make-up/wardrobe/winnebagos) : |  |
| Will you be bringing a generator? |  |
| Any marquees / EZ-ups: |  |

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| If the shoot involves any of the following, please describe:  Drones, explosions, fire, stunts, firearms, gunfire sounds, playback, wet down, wind machines, smoke machines, artificial snow, use of child actors, animals, nudity, actors dressed as members of the emergency services, any other special effects |  |

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| **OFFICE USE ONLY** |  |