###### CDC Web logo low res

###### Chichester District Council

**filming/photography application form**

Name of production/

purpose of photoshoot

Proposed location(s)

Production/photoshoot

date/times

**Section one - organiser details**

* Name of organisation/

photographer

* Contact name
* Contact address
* Postcode
* Contact number
* Mobile number
* Fax number
* E-mail address

**Section two – event/photoshoot details**

* Description of production/

photoshoot

* Size of filming/photography unit
* Number of production vehicles
* Number of staff
* Date/time enter site for preparation
* Start time for filming/photography
* Finish time for filming/photography
* Date/time site vacated after the event

**Section three - insurance**

* Organisers/photographers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council’s Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the council reserves the right to require a higher limit if deemed necessary.
* Organisers/photographers will be required to produce evidence of their insurance cover together with that of any model, exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event/photoshoot.

**Section four - additional requirements**

* Copy of Health and Safety Policy attached Y/N
* Risk Assessment/safe working practices attached Y/N

If any of the above documents are not attached, please state why below:

**Section five – check list**

Please ensure you have enclosed the following;

* Completed, signed, application form
* Signed terms and conditions
* Copy of your public liability insurance cover (at least £5 million)
* Site plan of proposed location(s) showing the area(s) intended for filming (please contact us if you require a map and we will provide one for you)
* Completed event risk assessment

**Section six – terms and conditions**

I agree to indemnify Chichester District Council against any third party claims arising from the filming/photo shoot as detailed in this application.

I agree to clear all litter/equipment from the location, and reimburse Chichester District Council for any repair/replacement costs to the location resulting from this filming/photo shoot.

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the council.

Signed

Position

Date

Please send this completed form, together with any supporting documentation to the following:

Licensing Team

Chichester District Council

East Pallant House

1, East Pallant

Chichester

West Sussex

PO19 1TY or email [Licensing@chichester.gov.uk](mailto:Licensing@chichester.gov.uk)

**Samanth**