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| **Outdoor Filming Application Form** |
| Blackpool Film Office | Filming@visitBlackpool.com |
| Tel: 01253 478202 |  |
| VisitBlackpool, 2nd Floor Bickerstaffe House, Talbot Road, Blackpool, FY1 3AH |

Dear Sir / Madam,

Thank you for your enquiry regarding outdoor filming in Blackpool. Anyone seeking to film outdoors on council owned land must complete this form. Please email the completed form to the details above. If returning this form via email, a signature is not required as long as the email is sent from the person named as the main contact. If you are not able to send the form electronically, please post it.

Please complete every section of this form, the more information you provide means the fewer questions the Film Office will have to ask and will therefor produce a quicker response to the application.

Under the Licensing Act (2003), a license is required if your filming involves any licensable activities such as the performance of dance, music or the supply of alcohol. Blackpool Council already holds a Premises Licence for the Promenade, foreshore and Town centre under which most activities can take place. However, please check with the film office prior to applying to see if your proposed activity is allowed under the existing permissions.

The Film Office can confirm whether any separate licenses are required. Please note that this will incur an additional cost and a separate application to Blackpool Councils licencing department.

For filming taking place on the Promenade west of the tram-track a tramway activity permit may need to be applied for separate to this application.

All filming sites must be left in a clean and tidy condition. Organisers are responsible for the full cost of the repair to any damage to the site. Organisers must also have adequate Public Liability Insurance cover, risk assessment and a completed outdoor filming application form which acts as an event plan or method statement. In addition, all subcontractors must supply the team with similar documentation.

Once the Blackpool Film Office have received the completed form, it will be circulated to other council departments who may be required to be involved with your project, such as street cleansing (LEAF), Licensing and Highways. If the filming is approved, you will receive a Filming Permissions Licence, the terms and conditions of which can be found at the end of this document in Appendix 1. Please make sure that the person in charge of the production carries the filming licence with them on the day.

Should you require any further information, please contact the Blackpool Film Office.

Yours Faithfully,

Blackpool Film Office

**Outdoor Filming Application Form**

**Contact Details**

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| --- | --- |
| Name of Production |  |
| Company registration number (if applicable) |       |
| Address |       |
| Name of main contact |       |
| Email |       |
| Phone Numbers | Landline       | Mobile       |
| Name of contact person on the day (if different from above) |       |
| Email |       | Mobile no. |       |

**Filming Details**

|  |  |
| --- | --- |
| Name of Filming |       |
| Proposed location(s)\* |       |
| **Filming** proposed start date(s) |       | **Filming** proposed start time(s) |       |
| **Filming** Proposed finish date(s) |       | **Filming** Proposed finish time(s) |       |
| No. of participants (including crew, contributors, extras). Please state if any high profile individual is present during filming. |       |
| Do you need parking access on the Promenade\* |       |

\*If the filming is to be held on the Promenade, west of the tram-tracks, the organiser may need to apply for a Tramway activity Permit & parking dispensation separately to this application.**Description of Activities**

This section is very important to your application. It helps us to ensure you will have a successful and well-run shoot. If any of these details change it is up to *you* to inform us.

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| **Description of Activity***Brief description of activity. Please specify all components, locations, crew, equipment being used*      |
| **Filming Plan / Method Statement***Please include as much detail as possible here describing what will happen during the setup, activity and derig* *of filming and how each element will be managed. This part of the application is extremely important and will require as much detail as possible.*      |
| **Medical and Stewarding Plan***Please include medical and stewarding plans, staff briefings and any other relevant information.*      |
| **Emergency procedures**Please include all emergency procedures in relation to your filming, including (but not limited to): suspicious package, partial and full site evacuation and reporting procedures.       |
| **Schedule of Activity***Please supply a timeline for the sequence of activities at your filming*      |
| **List of Subcontractors***Please supply a full list of subcontractors if applicable and include their risk assessments, public liability insurance and any method statements as an appendix to this application*      |
| **Site Plan**Do you have a site plan if relevant? Yes [ ]  No [ ] *This is important if your filming includes structures such as tents, props, stages, parking areas etc.*      |

**Activities That Require a Licence**

Will there be any of the following that may require use of a license or permit?

*If yes, please give further details if not already mentioned. You may have to apply for a separate licence/s*

|  |  |
| --- | --- |
| Live music | Yes [ ]  No [ ]        |
| Recorded music | Yes [ ]  No [ ]        |
| Dancing | Yes [ ]  No [ ]        |
| Performance of plays | Yes [ ]  No [ ]        |
| Films | Yes [ ]  No [ ]        |
| Alcohol | Yes [ ]  No [ ]       *The provision or selling of Alcohol is generally not allowed on the seafront. If agreed under special circumstances, please indicate in your risk assessment how you intend to minimise the risk of injury associated with intoxication or excessive alcohol consumption.* |
| Food and / or drink | Yes [ ]  No [ ]       *The provision or selling of food to the public is generally not allowed on the seafront. Food Hygiene Legislation applies to any activity that involves handling food and drink and will be subject to an onsite inspection.* |
| Road closures | Yes [ ]  No [ ]       *If yes, please supply details of a traffic management plan or contact Blackpool Councils Highways department on* *traffic.management@blackpool.gov.uk* *or 01253 476180* |
| Street collections | Yes [ ]  No [ ]       *If yes, you will need a* [*Street Collection License*](http://www.brighton-hove.gov.uk/index.cfm?request=c1126816)*Contact: licensing@blackpool.gov.uk or 01253 478397*  |
| Street trading | Yes [ ]  No [ ]       *If yes, you will need to contact the Blackpool Film Office to discuss the arrangements and a fee will apply. Street trading consent must be given by the Council* |

**Additional Information**

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| Will your filming involve activity on the beach? Yes [ ]  No [ ] If yes, please contact Blackpool Beach patrol on 01253 626141 for advice if required and include details below.       |
| Will you require vehicle access at the filming? Yes [ ]  No [ ]       |
| Will waste be produced? (food, general waste, plastics, paper etc.) Yes [ ]  No [ ] *If yes, give details of your plans for recycling and waste management. For advice, contact Enveco NW via* *jez.evans@enveconw.co.uk* *and* *operations@enveconw.co.uk*      |

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| Please use this space for any further information that might help with your application *i.e. emergency and evacuation procedures, contingency plans etc*:      |

**Check List**

Please confirm that the following documents will be attached to your application.

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| --- | --- |
| Site Plan attached? | Yes [ ]  N/A [ ]   |
| Risk Assessment attached? | Yes [ ]   |
| Copy of Public Liability Insurance attached? | Yes [ ]   |
| Please tick to confirm you have read the Terms and Conditions (appendix 1).  | Yes [ ]   |
| Tramway Activity Permit Applied for? | Yes [ ]  N/A [ ]   |
| By returning this form, I confirm that the information provided is correct and I apply for permission to Film an activity as described on Blackpool Council land. I also confirm that the details contained in this plan can be shared with members of the Blackpool Events Safety Advisory Group.  | Yes [ ]   |

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| Signed \* |       |
| Name (block capitals) |       |
| Role at production |       |
| Date |       |

\* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.

**Appendix 1**

**Terms and Conditions of the Filming Permit**

1. A licence fee will apply for use of the Site
2. The filming will take place in accordance with the details described in the Outdoor Filming Application and the relevant documents attached and between the time periods stated and agreed [only].
3. The Production Company shall ensure that:
	* No rubbish or litter shall be allowed to accumulate on the Site.
	* No loudspeaker equipment shall be used in connection with the Production save as may be necessary for control and to maintain public safety.
	* No goods or any other thing whatsoever shall be sold or offered or exposed for sale west of the tram tracks.
	* Pedestrian and vehicular access to and from the Promenade, Lower Walk, Middle Walk, Princess Parade and the Foreshore shall be maintained at all times.
	* There is no interference, consequent from the Production, to the trading from Promenade kiosks, foreshore traders and donkey rides.
	* Only motor vehicle and equipment for which the prior approval of Council has been given may be allowed onto the Site. Approved motor vehicles and equipment shall comply with the following:
		1. The speed limit is 5 miles per hour;
		2. The position of any vehicle or equipment on the Site must be as approved by the Council, whose approval must be sought at least 7 days before the Production Date. In particular vehicles and equipment
		3. Must be parked in single file as close to the sea wall as possible
		4. Must not obstruct access to Lifebelts

Adequate arrangements must be made for the security of vehicles and equipment at all times that they remain on the Site. Such arrangements to be approved by the Council whose approval must be sought at least 7 days before the Production Date.

1. The Organiser shall at all times comply, and use all reasonable endeavours to ensure that all persons taking part or assisting with the filming comply with any lawful instruction or direction given by a duly authorised Council Officer or the Police
2. The Organisers are to maintain the land in no worse condition than the same now is, providing that if, at the end or sooner determination of this Licence, works are required to be carried out to restore the land to its present condition and such works are not completed within seven days from such end or determination, then it shall be lawful for the Council to carry out such works as may be necessary and the cost thereof shall be reimbursed to the Council or in default shall be recoverable by action.
3. The Organisers are solely responsible for obtaining any necessary consent from the Council or any other body, as required.
4. The Organisers are to comply with any requirements of the Health and Safety at Work etc Act 1974 including any Regulations there under relating to tents and marquees and to liaise with the Local Constabulary in order to minimise traffic congestion, the Fire and Rescue Service, the Health and Safety Executive and the Council's Environmental Services Division (Occupational Health and Safety Group) in connection with the filming.
5. The Council reserves the right to require the Organisers, if necessary, to amend or relocate the siting of tents, marquees etc with immediate effect. If the Organisers do not comply the Council will undertake the necessary works and the cost thereof shall be reimbursed to the Council or in default shall be recoverable by action.
6. The Organisers will be responsible, at their own expense for the provision of any services required to facilitate the use of the Site.
7. The Organisers are responsible for any injury, damage or accident to any person or property (including the property of the Council) by reason or in consequence of the privilege granted if directly resulting from the negligence of the Organisers, their employees, servants or agents. The Organisers will indemnify the Council, their Officers, Servants and Agents from and against the same and from and against all actions, suits, claims, penalties, liabilities, costs, expenses and demands of every kind arising out of or incidental to the privilege granted if directly resulting from the negligence of the organisers, their employees, servants or agents. Without in any way limiting their liability, the Organisers are to produce for our inspection a copy of Public Liability Insurance covering the Organisers and the Council in respect of the above-mentioned risks and such policy shall provide cover of not less than £10,000,000 in respect of any one incident or series of incidents arising from any one incident unlimited during the period of insurance together with a Risk Assessment.
8. The Production Company shall at all times comply, and ensure that all persons taking part or assisting with the Production comply with any lawful instruction or direction given by the Council, a duly authorised Council Officer or the Police.
9. In the event of any failure to observe any of these terms and conditions, the Council shall be at liberty to withdraw the Consent hereby granted forthwith. Furthermore, failure to carry out any necessary work to the satisfaction of the Council or a duly authorised officer of the Council shall entitle the Council to carry out the work and to recover any expenses thereby incurred from the Production Company.