



Filming proposal form

Use this form to give full details of your shoot/event. One should be used per location – create separate forms if necessary. Where easier, use your own format ensuring all information requested below is provided. Submit to filming@networkrail.co.uk.

Production title	Example		
Production company name and address (and invoice address if different)	Example		
MINIMUM TIMESCALES			
Please see our minimum timescales at the end of this form. Productions that are unable to meet their deadlines will need to reschedule their shoot date(s).			
Start date*	Sunday 19 th March	End date	Sunday 19 th March
Location manager	E. X. Ample	Contact no.	00000 000 000
Production type	TV Drama	Date of tech recce	01/01/2023
Location	Paddington station		
ARRIVAL / LOGISTICS			
Production lead(s) <i>Names of those responsible who will sign-in/out.</i>	E. X. Ample – location manager A. D. First – first assistant director		
Delivery/arrival plan <i>Detail how you will be delivering equipment. Be clear how you will not obstruct members of the public.</i>	<ul style="list-style-type: none"> • Our vehicles will be parking in the APCOA car park at the top of platform one. • Vehicles will be parked and unloaded safely in accordance with our RAMS. • All crew will don hi-viz vests in the car park before any work commences (including unloading). These will be kept on throughout the shoot. • Key crew will sign in before any activity takes place. • We will meet our Network Rail escort at station reception, before moving to the location. • Once sign in is completed, equipment will be unloaded on to lockable trolleys. • Trolleys will be pushed / pulled by two crew members at all times – one at each end. • When moving equipment through the station, we will maintain a minimum distance of 1.5m from platform edge. • Hand held equipment will be brought through the station by individuals, but we will have sufficient staff present to ensure safe escorting through the busy station. • Any long pieces of equipment will be carried horizontally by at least 2 people. • No piece of equipment measures more than 2.4m in length. • Passengers and staff will be given priority at all times. • Should an area become busy, crew will wait in a safe position before continuing. • Equipment will be delivered to pre-agreed storage compound on hero platform 8. See image. • TENSA barriers will be used to mark out storage compound. • Once in position, all trolleys will be parked parallel to the train tracks and locked. Each time they are moved, trolleys will be locked. • Security will be present with the storage compound at all times and no equipment will be left unattended. <p>Corex for floor protection 4 sets of luggage (art department)</p>		

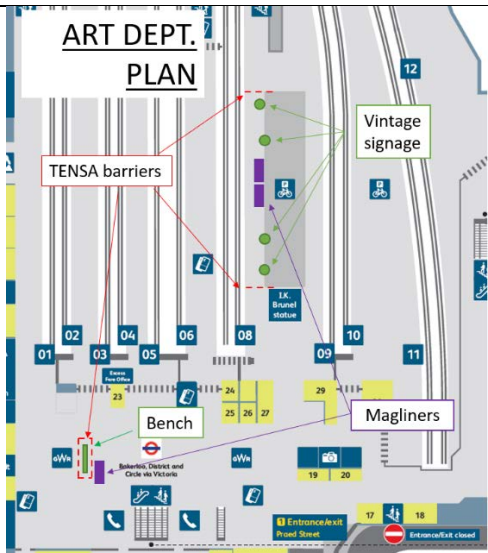
Parking plan
 If parking has been agreed in principle, provide vehicle numbers, makes, dimensions and registration details. Attach a diagram where necessary.



PREPARATION / STRIKE

Detailed prep and strike activity timeline
 Provide a detailed timeline of your prep/strike activity. For each timing, provide a full breakdown of what you are doing and how. Include dressing requirements, SFX set ups, and anything else that needs to be done to get the location ready. Insert or attach diagrams and pictures where useful.

Times	People number	Activity
0600 – 0800	10 art department; 1 security on signage area, 1 on bench area	<p>Signage on hero platform to be installed. Signage will be low tack vinyl and will be lightly placed over the existing sign. We will use a small, plastic heavy duty hop up to allow us to work .5 m off the ground. Other sign to cover – low tack vinyl over existing sign near bicycle rack.</p> <p>Prop bench will be installed to concourse area, by departure boards. Work area to be cordoned off (with barriers) while bench is installed. This involves only lifting it into place – to be carried by two persons at all times as per arrival plan. Security will remain with bench to ensure it is not used by the public (see image of bench below and plan of dressing).</p> <div data-bbox="384 1234 791 1518" data-label="Image"> </div> <p>Art department / dressing plan below:</p>

<p>1300-1425</p>	<p>4 grips; 4 security, 2 location marshalls</p> <p>As above</p>	 <p>Track laid on hero platform - work area will be cordoned off using barriers before work commences (see equipment plan below). Corex to protect the floor will be laid before the track. Track sections will be taken individually from storage compound on platform 8 and delivered to site, before laying on top of Corex. Platform 9 is still in use. To keep public safe we will keep to platform 8 side only and have security and marshalls to ensure a safe working zone, and to help public keep away from our working area.</p> <p>Strike activity as per prep activity, in reverse order. Remove track first, then signage, then equipment compound before platform brought back into use at 1430.</p>
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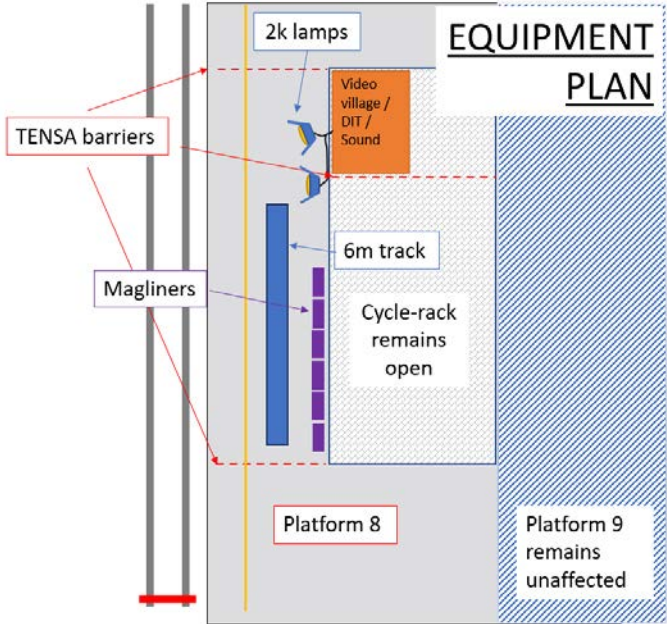
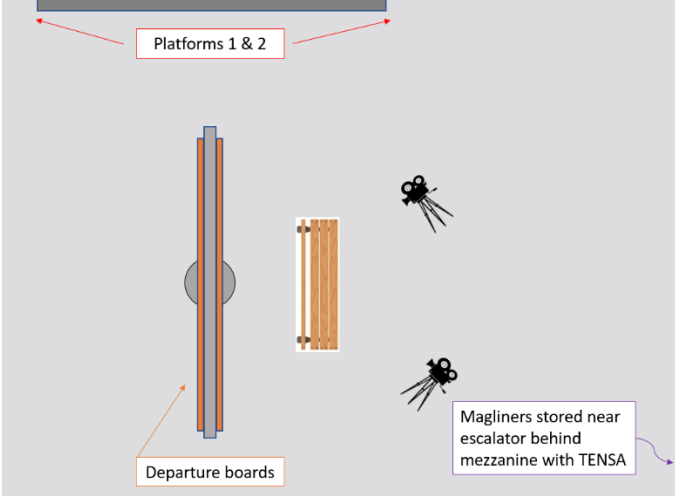
Working at height during prep / strike
 Include information on all working at height (e.g. cranes, scissor lifts, ladders, rigging of vehicles, genie booms etc). Include methodology and PPE.

Only using the hop on, as outlined above and in risk assessment.

SHOOT

Detailed shoot activity timeline
 Provide a detailed timeline of your shoot activity. For each timing, provide a full breakdown of what you are doing, where and how. As a minimum, include the action of the scene; location of camera(s), lighting and other equipment; location of actors and supporting artists. Additionally, list any use of animals, child performances, SFX, stunts/fights, temporary structures (such as EZ-ups), video villages, weapons, wet downs etc. Insert or attach diagrams and pictures where possible. If you are working on or near a railway line, outline how you will keep safe distances from overhead lines / platform edges / near to track.

Times	People number	Activity
<p>0800-1300</p>	<p>70 crew (including security and marshalls); 75 background artists; 3 cast</p>	<p>Filming a scene involving a mother and daughter saying goodbye to the father. During the scene, background artists will get on and off the train, and will walk past the principal actors, while the actors stay static. This will be filmed using two cameras; one wide, one close up both on sticks. Sound will be recorded and we will use lighting as per lighting plan. Video village will be tucked away within a section of the bike racks. There will be cables to power the video village / DIT and the lights. These will be covered with rubber mats and taped down and will be exclusively within the 'closed set' area (see plan, above). They will not encroach on public areas. Some actors will have luggage - this will be kept on closed set at all times, nothing left unattended.</p> <p>A further scene involves the mother and daughter running towards the barrier line. This will be filmed using the camera track and dolly (see plan below). A steadicam will be used for close-up work. Steadicam operator will be spotted by an assistant to ensure safety of cast, crew and public (see plan, below).</p> <p>During the above scene, all kit will remain in the compound or in our 'closed set' area.</p>

<p>1300 - 1600</p>	<p>30 crew; 2 cast 15 extras</p>	 <p>The final scene shows the mother and daughter sitting on a bench on the concourse. As this area is open to the public, we will film this with a maximum of 15 crew, and 20 background artists, who will be positioned in immediate vicinity of cast. The kit compound for this element will be on the concourse, as per the plan. We will film this with steadicam and sound. No lighting is in use for this scene. No trailing cables.</p> 	<p>The final scene shows the mother and daughter sitting on a bench on the concourse. As this area is open to the public, we will film this with a maximum of 15 crew, and 20 background artists, who will be positioned in immediate vicinity of cast. The kit compound for this element will be on the concourse, as per the plan. We will film this with steadicam and sound. No lighting is in use for this scene. No trailing cables.</p>
<p>Camera and sound equipment list and plan <i>List all camera equipment including quantities. Insert or attach diagrams and pictures where useful. Unlisted equipment will not be permitted access.</i></p>	<p>Sound trolley including shot gun mics, hand-held mics - no booms due to overhead power lines. 4 magliners with camera equipment Dolly, dolly track (brought in on trolley) *for use on exclusive platform only*</p>		
<p>Lighting equipment list and plan <i>List all lighting equipment including quantities. Insert or attach diagrams and pictures to illustrate lighting and proposed cable runs. Unlisted equipment will not be permitted access.</i></p>	<p>2 lights on stands, facing at train doors, and by train windows. Never facing towards platform 9, or open end of train shed. Battery powered, no trailing cables. Stands will be positioned at head height and will be 2.5m away from platform edge. See lighting plan.</p>		

<p>Other equipment and storage <i>List all other equipment and quantities (e.g. barriers including type, magliners / trolleys, EZYups, video village). Insert or attach diagrams and pictures where useful. Unlisted equipment will not be permitted access.</i></p>	<p>As per kit list, outlined above. Kit will be stored in equipment compound on platform 8 at all times. When filming on the concourse, we will take over two trolleys of equipment and keep these in the immediate area. They will be stored safely, within barriers, as per plan.</p>
<p>Working at height <i>Include information on all working at height (e.g. camera cranes, jibs, ladderpods, dolly risers, rigging of vehicles). Include methodology and PPE.</i></p>	<p>Only the small hop up, listed in art department requirements. See risk assessment for more information.</p>
<p>Marshalling/Security plan <i>Please outline how you will manage security on site, including stewarding and marshalling members of the public. Include numbers of security on site and assigned duties. Detail any Police liaison for actors in uniform/weapons.</i></p>	
<p>Holding areas/dining <i>Detail where your cast and supporting artists will be held and location of craft/dining facilities.</i></p>	<p>Our cast and crew are being given per diems for this day, so no catering / dining required. Food will be consumed on the train, and the train toilets will also be used throughout the day.</p>
<p>Cleansing/waste plan <i>Only clear plastic bags are permitted. These must be manned and kept away from public at all times. Explain your procedure to ensure no rubbish is left by the production.</i></p>	<p>Closed set area – roving collections with clear bin liners and 2 pop up bins. Bins in use ONLY in closed set area and under watch of security team at all times. In concourse area – roving collection with clear bin liner only.</p>
<p>Other details <i>Anything else relevant to the proposal which is not covered above.</i></p>	<p>Can we please hold members of public politely, using marshalls in high viz vests? Just for a minute or two. Anyone needing urgently to get to their train will of course be let through.</p>

Minimum timescales

We've included our minimum timescales below, so you know how much time you'll need to plan your shoot. They are important as we need the time to properly accept your plans and all risk assessments (including departmental) in order to keep you and your production safe.

Please make sure your producer is fully aware of our timelines before proceeding.

Crews of up to 50 people

- enquiry - 15+ working days
- tech recce - optional or if required
- application, plans & RAMS - 12 working days.

Timescales for crews up to 50...



Crews of 51+ people

- enquiry - 25+ working days
- tech recce - 20 working days
- application, plans & RAMS - 15 working days.

Timescales for crews of 51+...

