

Use this form to give full details of your shoot/event. One should be used per location – create separate forms if necessary.

You will also be required to sign a formal Location Agreement with the full terms and conditions prior to your shoot/event.

Filming Proposal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Production title | | |  | | | | |
| Production company name and address  (“Applicant”, “you”) | | |  | | Invoice address  *If different* | |  |
| Company registration no. | | |  | |
| 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 | | |  | | End date | |  |
| Location manager | | |  | | Contact no. | |  |
| Production type | | | Please select dropdown | | Date of tech recce | |  |
| Location | | |  | |  | | |
| CONTENT / STORYLINE | | | | | | | |
| Synopsis of production  *Overview / storyline of the production. Any scenes that might involve the railway or contentious scenarios should be declared here.* | | |  | | | | |
| Themes  *Select if any following boxes apply to the storyline or them of your filmed content. More information regarding this is* [*available here*](https://filming.networkrail.co.uk/storylines/)*.* | | | Acts, attempts, or suggestion of Suicide  Negative of Network Rail  Trespass onto railway areas ordinarily prohibited (depots, tracks, etc.) | | | | |
| Acts of graffiti  Acts of terrorism (inc. cyberattacks)  Anti-social behaviour toward staff/customers  Fare evasion  Train delays  Train cancellations  Security circumvention | | | | |
| None of the above | | | | |
| ARRIVAL / LOGISTICS | | | | | | | |
| Production lead(s) *Names of those responsible who will sign-in/out.* | | |  | | | | |
| Delivery/arrival plan  *Detail how you will be delivering equipment. Be clear how you will not obstruct members of the public. List any large pieces of equipment.* | | |  | | | | |
| Parking/loading plan  *Where parking requests are possible, 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 | | | | | |
|  |  |  | | | | | |
| 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.* | | | | | | | |
|  | | | | | | | |
| 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 | | | | | |
|  |  | e.g. Camera set up 1… | | | | | |
|  |  | e.g. Camera set up 2… | | | | | |
| EQUIPMENT LIST / ADDITIONAL CONSIDERATIONS | | | | | | | |
| Art. Dept equipment list and plan  *List all materials and equipment to be used by the art department including quantities. Insert or attach diagrams and pictures where useful. Only listed items will be permitted.* | | |  | | | | |
| Camera and sound equipment list and plan  *List all camera equipment including quantities. Insert or attach diagrams and pictures where useful. Only listed equipment will be permitted.* | | |  | | | | |
| Lighting equipment list and plan  *List all lighting equipment including quantity. Insert or attach diagrams and pictures to illustrate lighting and proposed cable runs. Only listed equipment will be permitted.* | | |  | | | | |
| Other equipment and storage  *List all other equipment and quantities (e.g., barriers including type, magliners / trolleys, EZYups, video village). Insert or attach diagrams and pictures where useful. Only listed equipment will be permitted.* | | |  | | | | |
| Working at height  *Include information on all working at height (e.g., camera cranes, jibs, ladderpods, dolly risers, rigging of vehicles). Include methodology and PPE.* | | |  | | | | |
| Marshalling/Security plan  *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.* | | |  | | | | |
| Holding areas/dining/welfare  *Detail where your cast and supporting artists will be held and location of craft/dining, toilet facilities.* | | |  | | | | |
| Cleansing/waste plan  *Only clear plastic refuse 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.* | | |  | | | | |
| Location requests  *Add any requests of the location that might be required (e.g. lighting control, bollard removal, cleansing requests, etc.).* | | |  | | | | |
| Other details  *Anything else relevant to the proposal which is not covered above.* | | |  | | | | |
| Declaration  *This proposal must be completed and signed by the location manager in charge of filming or another responsible person authorised by the production company to accept the associated liabilities on its behalf.*  By signing and submitting this form, it is accepted that:   * Whilst the above proposal remains subject to negotiation by the parties and to approval by Network Rail, Network Rail shall formally reserve the filming dates for the shoot/event request detailed herein. * In consideration of the costs and preparatory work that Network Rail shall undertake for the shoot/event, in the event that this filming or photography request is cancelled or withdrawn with: (i) more than five working days’ written notice, 50% of the associated fee will be payable by Applicant (see [fee table here](https://filming.networkrail.co.uk/fees/)) plus VAT, plus any agreed costs incurred by Network Rail (together, the “Fee”); or   (ii) five working days’ written notice or less, 100% of the Fee will be payable by Applicant.   * Applicant will also be required to enter into a longform Location Agreement detailing full terms and conditions prior to the shoot/event occurring. | | | | | | | |
| Applicant | | |  | Signature  *Can be typed* | |  | |
| Authorised Signatory  *Print name* | | |  |
| Date | | |  |
| Network Rail | | |  | Signature  *Can be typed* | |  | |
| Authorised Signatory  *Print name* | | |  |
| Date | | |  |

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