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](file:///C%3A%5CUsers%5Cfjump%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CQMH39QT8%5Cfilming%40networkrail.co.uk).

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

Event proposal form



|  |  |
| --- | --- |
| Event title |  |
| Event organising company name and address (“Applicant”) |  | Invoice address*If different* |  |
| Company registration no. |  |
| MINIMUM TIMESCALESPlease 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 |  |
| Lead contact |  | Contact no. |  |
| Location |  | Event recce date |  |
| ARRIVAL / LOGISTICS |
| Event 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, 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 event activity timeline*Provide a detailed timeline of your event activity. For each timing, provide a full breakdown of what you are doing, where and how. Additionally, list any use of animals, child performances, stunts/fights, temporary structures (such as EZ-ups), celebrity appearances 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 |
|  |  |  |
| 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 form must be completed and signed by the location manager in charge of filming, or a responsible person from the production company to accept the associated liabilities on its behalf.*By signing and submitting this form, I accept that :* in the event that this filming or photography request is cancelled or withdrawn with more than five working days’ written notice, 50% of the associated Fee will be charged (see [fee table here](https://filming.networkrail.co.uk/fees/)) plus VAT, plus any agreed costs incurred.
* in the event that this filming or photography request is cancelled or withdrawn with five working days’ written notice or less, 100% of the Fee will be charged, plus any agreed costs incurred.
 |
| Applicant*Print name* |  | Signature*Can be typed*  |  |
| Date |  |

