# Icon Description automatically generated with medium confidence Bradford on Avon Town Council

## Enquiry Form for Filming and Photography on Council Property

## Please return this completed form to Bradford on Avon Town Council via email: [office@bradfordonavontowncouncil.gov.uk](mailto:office@bradfordonavontowncouncil.gov.uk)

## Please note:

* All crews filming on our land must hold public liability insurance
* A location fee may be charged and we reserve the right to ask for a location credit
* Drone use is agreed on a site by site basis and is not a given. The drone operators Civil Aviation Authority licence and public liability and aviation specific insurances will need to be provided to this office.
* Bradford on Avon Town Council encourages the use of recycling wherever possible and is a plastic free town.

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| **Date of Application** |  | |
| **Contact:** | Name: |  |
|  | Job Title: |  |
|  | Email Address: |  |
|  | Telephone: |  |
| **Contact for Shoot Days:** |  | |
| **Programme/Publication title: (or working title)** |  | |
| **Production Company:** |  | |
| **Type of shoot**: (and if photo shoot then the use of the images) | Commercial/ Promo/ Short film/ Editorial stills/ Advertising stills/ Documentary/ Drama-documentary/ Student/ Other | |
| **Broadcast Channel/publication and date** |  | |

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| **Company Trading Name and invoicing address:** | Name:  Address: |  |
| **Business Type:** | Sole Trader/ Partnership/ Limited Company/ Other (please specify) | |
| **Company Registration No., VAT No., or Charity No:** |  | |
| **Contact details of person to invoice**: | Name:  Address:  Email: |  |
| **Purchase order no:** |  |  |

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| **Location(s) required:** |  |
| **Date(s):** |  |
| **Times on site from and to:** |  |
| **Which area of location(s):** |  |
| **Do you wish to interview anyone from the Town Council:** |  |
| **No. of cast and crew:** |  |
| **Presenters name:** |  |
| **Recce date and time:** |  |

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| **Details of camera equipment:** |  |
| **Details of lighting equipment:** |  |
| **Use of Cherry pickers/ genie booms/ cranes/ lighting towers/ scaffolding**: |  |
| **Details of Props**: |  |
| **Any marquees/easy ups**: |  |
| **No. of vehicles and their sizes: (including honeywagons/ catering/ make up/ wardrobe/ winnebagos)** |  |

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| **Please give details of nature of the scenes to be shot in our locations**: (do they include any of the following: drones, explosions, fire, stunts, gunfire sounds, playback, wet down, wind machines, smoke machines, use of child actors and/or animals, nudity, actors dressed as members of emergency services, any other special effects, prolonged episodes of shouting/swearing)  (Allows us to warn general public at the very least). |  |

### Bradford on Avon Town Council: Kingston House Offices, Kingston House, Kingston Road, Bradford on Avon, Wiltshire, BA15 1ES 01225 864240 (office switchboard) www.bradfordonavontowncouncil.gov.uk.