Severn Trent filming application form

Please complete the application form, then attach it and any other relevant documents to support your application on an email to [filming@severntrent.co.uk](mailto:filming@severntrent.co.uk).

Please note;

* all productions must hold a £10m public liability cover to filming at any of our sites.
* this application is a request to film, permission is granted once an agreement between Severn Trent and applicant is reached.
* drone use must be approved by submitting this form. Please refer to the filming policy before completing. A £350 approval fee applies to all drone filming applications.
* we assess all applications on a case-by-case basis.

Applicant Details

|  |  |  |
| --- | --- | --- |
| Date of application: |  | |
| Contact details: | Name: |  |
|  | Job title: |  |
| Email address: |  |
| Phone number: |  |
| Production company: |  | |
| Production company address: |  | |
| Address for invoice (if different): |  | |
| Broadcast channel and transmission date: |  | |

Project Details

|  |  |  |
| --- | --- | --- |
| Type of shoot: | ☐ Feature Film  ☐ TV Drama/Series  ☐ Mini Series/Light Entertainment/Comedy  ☐ Documentary/Children's/School  ☐ News Items  ☐ Advertising/Promotional Film  ☐ Music Video  ☐ Commercial Photo Shoot  ☐ Student Film  ☐ Charity Film  ☐ Sound Recording | |
| Location budget per day: |  | |
| Nature of filming: |  | |
| Location(s) required: |  | |
|  | |
| Dates and times of project (include prep, hold, shoot and strike days): | Dates | Times |
|  |  |
|  |  |
|  |  |
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|  |  |
| Number of cast and crew: |  | |
| Project synopsis: |  | |
| Project outline of filming: |  | |
| Production brief (where you intend filming, specific to filming site i.e. footpath north of the main car park, what is the purpose of your filming and description of what you intend to shoot whilst on site i.e. driving scene): |  | |
| Is drone use required? (include details in production brief above and attach the documents outlined opposite: | Yes / No  If yes, please include the following with your application (£350 fee applicable to every application):  Contact details of the pilot including Flyer ID  Copy of company's GVC Certificate and Operator ID  A copy of the drone company’s insurance certificate that complies with EC Regulation No. 785/2004  Method statement, flight plan and risk assessment for the intended flight(s).  Information on the drone model that you intend to use  Details on how you intend to secure the drone data before leaving site | |
| We would expect brand recognition when talking about our assets or our work; are you happy to include these? | Yes / No / N/A | |

Crew Details

|  |  |
| --- | --- |
| Total number of people on site: |  |
| Total number of vehicles (what type and how many tons): |  |
| Vehicle parking (which car park you intend to use, will vehicles fit inside standard lines?): |  |

Insurance and Risk Assessment

Risk assessments and insurance documents must be attached to your application.

Please confirm your public liability insurance details:

|  |  |
| --- | --- |
| Name on Policy: |  |
| Insured by: |  |
| Policy Number: |  |
| Limit of Indemnity (minimum £10,000,000): |  |
| Start Date: |  |
| Expiry Date: |  |

Please read the Filming Policy before signing this application.

I confirm that I have read and accept the terms laid out in the filming policy. I also confirm that to the best of my knowledge the information provided on this application is accurate and any changes will be agreed with Severn Trent in advance of filming taking place.

|  |  |
| --- | --- |
| Signed: | Print Name: |
| Position: | Date: |
| For and on behalf of (company): | |

Severn Trent

*For our records – please do not fill out.*

|  |  |
| --- | --- |
| Film Officer Signed: | Line Manager Signed: |
| Film Officer Print Name: | Line Manager Print Name: |
| Date: | Date: |
| For and on behalf of (company): | |