

## Application for Filming and/or Photography at Torbay Coast & Countryside Trust Sites and Properties

Please complete as much of this form as possible and return it to the Torbay Coast & Countryside Trust Marketing Officer via email: [sarah.james@countryside-trust.org.uk](mailto:sarah.james@countryside-trust.org.uk)

### Please note:

- All crews filming on our land (coast, countryside or a property) must hold at least £5m worth of Public Liability Insurance and attach the document as proof when submitting this form.
- There will be a location fee which will be advised on submission of this form. All location fees go towards the conservation work of the Trust.
- This application form is not a permit to film. Permission is granted if the application is agreed by Torbay Coast & Countryside Trust (TCCT) and a contract is issued by this office and signed by both parties.
- This form is not applicable for feature films or drama productions, please telephone us in the first instance to discuss the details of your project.
- Some of our sites will be subject to restrictions because of wildlife conservation. We will always provide a TCCT member of staff to consult with you on these matters.
- If possible, please do not complete a site recce before contacting us and filling in this form. These visits should be booked in with a member of TCCT staff in advance via this office.

<b>Date of application:</b>	
<b>Contact name and job title:</b>	
<b>Contact email address:</b>	
<b>Contact phone no:</b>	
<b>Onsite contact for shoot days:</b>	
<b>Programme / publication title: (or working title)</b>	
<b>Production company / company name:</b>	
<b>Type of shoot: (and if photo shoot then how the images will be used)</b>	<b>Commercial / Promo / Short film / Editorial stills / Advertising stills / Documentary / Drama-documentary / Other:</b>

<b>Broadcast channel / publication and date:</b>	
<b>Invoicing address: (this will be used on the invoice)</b>	
<b>Purchase Order no:</b>	
<b>Location(s) required:</b>	
<b>Date(s):</b>	
<b>Times on site from and to:</b>	
<b>Which rooms / areas of the property:</b>	
<b>Do you want to interview anyone from Torbay Coast and Countryside Trust?</b>	
<b>No of cast and crew:</b>	
<b>Recce date and time (if agreed):</b>	
<b>Details of camera equipment:</b>	
<b>Details of lighting equipment:</b>	
<b>Use of cherry pickers / genie booms / cranes / lighting towers / scaffolding:</b>	

Details of props / set dressing:	
Would you like to use our power or will you be bringing a generator?	
Any marquees / easy-ups:	
No of vehicles and their sizes: (inc honeywagons / catering / make up, wardrobe / winnebagos)	
If the shoot involves any of the following, please describe: Drones, explosions, stunts, firearms, gunfire sounds, wet down, wind/smoke machines, child actors, animals, nudity, actors dressed as emergency services, other special effects.	
OFFICE USE ONLY – property, taken by whom, date, ref no, location fee	