



Application to Film

Film Unit

Please complete in black ink using block capitals as soon as possible, and return to the Kensington and Chelsea TMO Ltd with proof of public liability insurance.

Once filming has been agreed and a licence issued, a signed copy should be lodged by the **production company** with the appropriate Police station. N.B. It is a legal requirement to inform the Police of any filming in the street and preferable for our locations.

Location Manager:	
Email Address:	
Telephone:	
Mobile:	
Fax:	

Project Title:	Film / Television / Commercial / Shorts / Student / Music Video / Stills Shoot <i>(delete as appropriate)</i>
Production Co.:	Co-Production:
Address:	Address for Invoice <i>(if different):</i>
Postcode:	Postcode:

Description of Filming	Date and Times of Filming <i>(Please include details of any night filming)</i>
Location(s) required <i>(please specify interior and/or exterior):</i>	
Location contact: Tel:	
Production budget:	Location budget:
Number of crew:	Number of vehicles:

Kensington & Chelsea TMO Welcomes Considerate Film-Makers

Parking Requirements: Please note that the TMO requires a minimum of one full week's written notice in order to arrange parking for technical vehicles within our estate roads or car parks. (More notice may be necessary if a large amount of equipment or vehicle accommodation is required on locations).

We require advance payment for all film related parking arrangements.

The TMO Film Unit will charge a parking fee of £180.00 per day for each parking request, which does not exceed two car spaces. This charge will be payable for each separate location used. We can also liaise with the Council to arrange street parking on your behalf (admin fee applies).

Please tick if your shoot may involve any of the following:

Temporary traffic control	
Scaffolding	
Animals	
Road closure	
Honeywagons	
Children	
Street/Set dressing/disguising street markings/buildings	
Catering facilities	
Reconstruction of crime/emergency	
Cherry pickers or lighting towers	
SFX	
Cast dressed as police/emergency services	
Camera crane	
Firearms/gunfire	
Car chases/driving sequences	
Camera track	
Smoke effects	
Building blackout	
Low loaders	
Fire effects	
Crowd control/security	
Generator	
Stunts	
Playback	
Wet down	

If you have ticked any of the above, please give details:

Please indicate if you require any of the following TMO services:	
Turning off lighting (internal/external) Removal of any fixtures and fittings or external artefacts Special access to non-communal areas Other set dressing or temporarily altering the look of an environment <i>(please specify)</i>	

This document is an application to film. It does not constitute a filming or location contract, nor does it constitute permission to film. We issue specific location contracts on agreed terms .	
Signed: <i>(on behalf of production company)</i>	Date: <i>(when returned to KCTMO)</i>
Signed: <i>(on behalf of KCTMO)</i>	Date: <i>(when received at KCTMO Film Unit)</i>

Please return signed and completed form to:

Karen Hickey
Film Unit
Kensington and Chelsea TMO
375 Kensington High Street
LONDON
W14 8QH

Email: filmunit@kctmo.org.uk Fax: 020 7606 6497 or 020 8206 7565

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