

Filming and photography – Application form



Please complete as much detail as possible:

Name of Project:			
Name of Contact:		Mobile:	
Location Manager (if applicable):		Mobile:	
Film Production Company:			
Company/Individual Address:			
Postcode:		Tel. No.:	
Email:			
Number of Vehicles:		Size of vehicles:	
No. of Cast:		No. of Crew:	
Film Type:	<input type="checkbox"/> Feature Film <input type="checkbox"/> TV Movie/Series <input type="checkbox"/> Commercial/Promotional Video		<input type="checkbox"/> University/College <input type="checkbox"/> Enthusiast <input type="checkbox"/> Other

Introduction (description of your request /aims)

Purpose of the film project (synopsis of the project and partners included)

Timescale/Duration (including dates of site visits and actual filming)

Location/Venue

Please identify all Metro stations to be used and in particular which area within each station ie. concourse, ticketing area, platform, entrance etc.

Identify all equipment to be used

Please note no pole extensions or additional lighting, no trailing wires or tripods are permitted on the platform. For exceptional cases a detailed report must be submitted for discussion.

Identify ALL cast and crew members involved

A clear breakdown of everyone involved is required in order to ascertain how many staff will be required to supervise the shoot. Please also indicate if you require staffing support in any other areas.

If you are a film production company, public sector or university student please ensure you complete the following:

- Application form
- Indemnity form
- Proof of public liability insurance (£5m)
- Up-to-date site specific risk assessment

Please return forms to: Customer Relations, Metro Control Centre, Station Road, South Gosforth, Newcastle upon Tyne, NE3 1YT.

For assistance please call 0191 20 20 747

OFFICE USE:

FORMS RECEIVED:								
Indemnity	Y/N	PLI	Y/N	Risk Assessment	Y/N	Payment	Y/N	
TEAMS NOTIFIED:	
Stations		SQE		Control		Nexus		
STAFF REQUIRED:	
SEO		SQE		CSM/CSS/CSA		Nexus		

Other supporting information: