FILMING/COMMERCIAL PHOTOGRAPHY APPLICATION FORM

**All commercial filming and photography on land under the care of the Malvern Hills Trust (including the Malvern Hills and Commons) must have prior permission from the Trust.**

Please check that your proposed filming location does fall under the Trust’s jurisdiction using [our map](https://www.malvernhills.org.uk/looking-after/malvern-hills-map/).

Please read the following guidance and return your completed form to Beck Baker at the Malvern Hills Trust via email [beck@malvernhills.org.uk](mailto:beck@malvernhills.org.uk). Your application form must be received by the Trust a minimum of **10 working days** prior to your filming/photography date or permissions may be refused.

Please note the following information and conditions:

* All crews filming on MHT land (Hills, Commons or other land) must hold public liability insurance (minimum £5 million) and evidence of this must be provided alongside this form.
* There will be an access fee which will be advised on submission of this form. VAT will be chargeable on top of this fee. **Fees are payable before** shooting starts. Details of fees are provided below (proportional rates for part days may be applied):
  + Documentary up to £750 per day
  + Light entertainment up to £1,000 per day
  + Documentary up to £750 per day
  + TV drama £1,200 - £5,000 per day
  + Feature film £1,500 - £5,000 per day
  + Advertisements £1,000 - £5,000 per day
  + Photography up to £1,000 per day

All fees are dependent on subject and methods by which material will be distributed e.g. online, television, cinema, DVD.

* Land owned by the Malvern Hills Trust is open to the public for quiet recreation at all times; this right of public access is enshrined in the Malvern Hills Acts.

As a result, land cannot be closed off to the public during filming; crews must instead provide stewards on the ground to ask the public not to walk through any areas where they would disrupt filming, or where they might be in any danger as a result of filming (although they are not able to prevent the public from walking through an area where filming is taking place).

* That the applicant undertakes to indemnify the Malvern Hills Trust Board against any action brought by any person arising directly or indirectly out of the filming activities.
* That the Malvern Hills Trust and their work are acknowledged in the finished programme, advertisement or film.
* Vehicular access to the Trust’s land is strictly limited and is not possible at all in many locations.
* Drone use is considered by the Trust on a site by site basis and is not a given. The drone operator’s Civil Aviation Authority licence and public liability insurances will need to be provided.
* This application form is not a permit to film. Written permission from the Trust will be granted if the arrangements are appropriate and the location is deemed robust enough to cope with the scale of the proposed activity.

|  |  |
| --- | --- |
| **Date of application:** |  |
| **Contact name:** |  |
| **Contact number:** |  |
| **Contact email:** |  |
| **Contact for shoot days:** |  |
| **Programme company:** |  |
| **Commissioning organisation/funders:** |  |
| **Type of shoot** (film and photography): | Commercial / Promo / Short film / Editorial stills / Advertising stills / Documentary / Drama / Other (please state) |

|  |  |
| --- | --- |
| **Locations of shoot:** |  |
| **Date(s) of shoot:** |  |
| **Times on site from and to:** |  |
| **Number of cast and crew:** |  |
| **Details of camera equipment:** |  |
| **Details of sound and lighting equipment:** |  |
| **Detail of props/set dressing:** |  |
| **Access required** e.g. vehicle with equipment  Please be aware, access for vehicles may not be possible in all locations. Please contact staff for assistance. |  |
| **Number of vehicles:** |  |
| **If the shoot involves an of the following please describe:**  Drones, explosions, fire, stunts, firearms, gunfire sounds, playback, wet down, wind machines, smoke machines, use of child actors, animals, nudity, actors dressed as members of the emergency services, any other special effect. |  |
| **Distribution and use of footage/images:** (online, television, publications etc) |  |

If using a drone (Remotely Piloted Aircraft System) for filming or photography please fill in the following details.

|  |  |
| --- | --- |
| **Expected date of flight**  We are aware that flights are often weather dependent so please provided alternative dates |  |
| **Expected time of flight**  Dusk/dawn/morning/afternoon |  |
| **Expected duration of flight** |  |
| **Details of flight path**  You must provide a detailed route plan. Please include a map. This information will be used to assess the impact of drone use. |  |
| **Model of drone**  Used to help assess the level of noise disturbance. |  |
| **Please include evidence of your Civil Aviation Authority registration, your public liability insurance cover, and a map of your flight path when submitting this application form.** | |

I (name) on

behalf of (Company)

accept the above conditions and undertake to pay the amount due before entering upon the Trust’s land.

Signature

Date

|  |  |
| --- | --- |
| OFFICE USE ONLY  Location, date reviewed, fee:  Permission granted / refused:  Staff Name: |  |

**Data Protection**

The personal information provided on this form will be securely held and is subject to the provisions of the General Data Protection Regulations. The information is confidential and will not be passed on to any other person or organisation. For further information on Malvern Hills Trust’s privacy policy please see the website [www.malvernhills.org.uk](http://www.malvernhills.org.uk)