

# Applying for A Student Film Permit In Bath and North East Somerset

Go to: [www.bathfilmoffice.co.uk](http://www.bathfilmoffice.co.uk)

Click the 'apply to film' button on the home page.

- First time: You will be asked to use your email to create an account
- Returning visits: enter your email and password to get into your account

Once you have created your account you can:

- Register a new project
- Open up a project you've already created

If you click on new project it will come up with a page called: Filming enquiry and application form

## **Section 1 – production details**

Fill in your contact details

Production Company: Put the name of the tutor responsible for the assignment, followed by the name of your University

Put the tutor's email address

Project title/working title: Please ensure your project has a unique name.

**For example** if your whole class has been given an assignment called 'Plane Spotters' please put an additional identifier in the title of your team project so we can tell you all apart.

### **Title examples:**

- "Plane Spotters, orange team"
- "Plane Spotters, Lucy's team"

\*Please make sure only 1 person makes an application per project team\*

Project type: click student

Production synopsis: Tell us in 1 or 2 sentences what your project is about.

Also add a brief description of the filming you would like to do in **public areas**.

### **For example:**

- "With general views taken of Georgian streets"
- "Using footage of seagulls filmed in residential streets"
- "With presenter pieces to camera in central Bath"
- "Filming includes a drama sequence to be filmed in a park"
- "Filming includes drama sequences to be filmed in the city centre and by the river"

If your project also includes filming in private locations i.e. inside a house, inside a garden, inside a café, on the university campus etc. **you do not need to mention it on your application.**

You need to fill in or answer every question with a **red asterisk** before you can progress to the next page.

## **Section 2 – application details**

Put your project title in here again

Film Office: Click Bath Film Office in the drop down box.

You then have the option to click the enquiry button and send the form off at this stage.

This option is usually used by location scouts on big dramas who are looking for location ideas. We would prefer you to call us if you are in the early stages of prepping your filming and have a query.

Bath Film Office phone numbers:

Monday - Wednesday AM

07814 074185

Wednesday - Friday

07814 074184

Documents: You don't need to upload the University public liability insurance as we keep this on file.

If you're ready to put in an application, continue to the next page.

## **Section 3 – filming locations – low impact filming**

Add new filming type:

If you are doing documentary filming or low key drama filming, click **'low impact filming'**

Examples of low key filming:

- 2 actors walking in a park
- An actor walking out of a house (private location) and off down a street (public location) when the camera is placed on the pavement
- An actor sitting on a bench in a quiet public location
- Filming GVs in a park or from a pavement
- Filming presenter piece to cameras on a pavement

If it is low impacting filming, you can list the streets you want to use in the box (put a comma between each location) and just put the postcode or pinpoint on the map the first location on your list.

As you are students, you can be in groups of up to 10 and still call it low impact filming.

**IMPORTANT** If you want to do low key filming in a park as well as on the streets, you will need to list all the streets, put the shoot dates etc in, save the page and then you'll be given the option to add another location, do that and put in the details for the park(s).

**IMPORTANT** please **don't** list building names such as 'Bath Abbey' or 'Roman Baths' - we don't know if you mean inside these locations or outside and if outside, where exactly you want to film. Which will delay your application from being processed. And waste our time. Just list the streets.

Tricky ones to identify:

Abbey Churchyard - pedestrian area in front of Abbey main doors.

Kingston Parade – pedestrian area with benches, between the Abbey and York Street.

Brunel Square – pedestrian area adjacent to the railway station.

Kingsmead Square – pedestrian area next to Boston Tea Party café.

Resources for checking street names:

<https://www.streetmap.co.uk/>

<https://www.google.co.uk/maps/>

For parks tell us where abouts you want to film or pin it with the map. Especially in Royal Victoria Park as its so large. Do you want to film in the playpark? By the ponds? In the Botanical Gardens etc?

Once you have put in the postcode/pinpointed the map, the local authority district should pop up as Bath and North East Somerset Council.

Not sure if your location is in Bath and North East Somerset? Check here:

<https://isharemaps.bathnes.gov.uk/atmycouncil.aspx?tab=maps>

Start and Finish dates: If your filming is weather dependent you can put in a date range of up to **1 week**.

**For example** Start: 21<sup>st</sup> October Finish: 24<sup>th</sup> October

Then in the shoot description box write that you want to film 1 day between those dates.

Shoot start time/end time and unsocial hours. We will only allow student filming to happen in unsocial hours in exceptional circumstances because of the disruption it can cause to local residents.

Shoot description:

- Please do mention the location of the crew, any actors and what you want to film – pavement/path/grass /bench/bridge/city skyline etc.
- Please do mention what any actors are doing – walking/sitting/talking etc.
- Please don't describe the story you are filming – “this is the story of 2 star crossed lovers...”

**Description examples:**

- We are looking to film 3 actors having a chat on the grass in Parade Gardens.
- We want to capture footage of seagulls interacting with rubbish bags left on pavements.

Upload documents: Please upload evidence that your crew have all done their ScreenSkills basic covid awareness course and your risk assessment.

You can then either save or send in your application.

**Application deadline:**

Low key filming: At least 2 work days (work days being Mon – Fri) before the shoot.

**Section 3 – filming locations – general filming**

Add new filming type:

If you are doing more complex drama filming, click '**general filming**'

Examples of complex drama filming:

- Filming that will take more than 1 hour at a location
- Filming that involves more than 3 actors
- Filming that involves actors running/ shouting/ fighting
- Filming dance sequences
- Filming that uses tracks or a jib

List the individual street location or park and find it on the map or put in the postcode.

**IMPORTANT** Please don't list building names such as 'Bath Abbey' or 'Roman Baths' - we don't know if you mean inside these locations or outside and if outside, where exactly. Which will delay your application from being processed. And waste our time. Just list the street.

Resources for checking street names:

<https://www.streetmap.co.uk/>

<https://www.google.co.uk/maps/>

For parks tell us where abouts you want to film or pin it with the map. Especially in Royal Victoria Park as its so large. Do you want to film in the playpark? By the ponds? In the Botanical Gardens etc?

Once you have put in the postcode/pinpointed the map, the local authority district should pop up as Bath and North East Somerset Council.

Start and Finish dates: If your filming is weather dependent you can put in a date range of up to **1 week**.

**For example** Start: 21<sup>st</sup> October Finish: 24<sup>th</sup> October

Then in the shoot description box write that you want to film 1 day between those dates.

Shoot start time/end time and unsocial hours. We will only allow student filming to happen in unsocial hours in exceptional circumstances because of the disruption it can cause to local residents.

Shoot description:

- Please do mention the location – on the pavement/path/grass/pedestrian square etc
- Please do mention what any actors are doing – walking/sitting/talking/shouting/ kung fu fighting...

- Please don't describe the story you are filming – “this is the story of 2 star crossed lovers....”

#### Description examples:

- Our main actor spots 3 others at the far end of the street. She turns and runs off in the other direction. The 3 others chase after her.
- A man walking along a path in the park hears screaming, but can't see where it's coming from.
- 10 dancers will perform to playback music on the grass with the Royal Crescent in the background.

If you have more than one location where you want to film complex drama, you will need to press the 'save this location' button at the bottom of the page and then add the next location.

Upload documents: Please upload evidence that your crew have all done their Screenskills basic covid awareness course and your risk assessment and any other relevant supporting documents.

### Section 3.1 – location requirements

If you are doing complex drama and have clicked 'general filming' there is a follow on page where you have some additional questions to answer.

Please be truthful! You are more likely to get a permit to do something ambitious if you work with us at finding a solution from the get go.

Police consent – click yes to see what kinds of activities require additional police consent. It is sometimes possible to arrange for some of these, such as actors wearing police uniforms. **However we do not allow student filming with weapons on the streets or in parks.**

Unit base – you won't have one of these. They are the places where drama crews keep all the crew cars, catering and costume trucks, extras facilities etc.

Drones – drones will not be allowed to be used on student projects unless there are exceptional circumstances.

Special equipment – tick any extra kit you want to use. We need to know about this because we need to make sure you can use it in a way doesn't cause an obstruction to pedestrians/vehicles.

Highways restriction – please note that shutting roads and managing traffic is generally not something students can do. There is legislation to follow, and it costs a lot of money. But take a look and plan what you want to do once you are working professionally!

Emergency contact details: This needs to be of someone who will be out on the shoot. We need this in case we need to contact you quickly on the day.

You then have another option to upload your Covid training details, in case you didn't earlier.

You can then save or send in your application.

Application deadline:

General filming: At least 5 work days (work days being Mon – Fri) before the shoot.

Good luck! And if you're not sure about anything, call us 😊