

**Drone/UAV Film and Photography Enquiry Form**

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| **A: General Contact Information:**  |
| **Date of Application:** |  |
| **Contact:** | **Name:**  |  |
| **Job Title:** |  |
| **Email Address:** |  |
| **Telephone:**  |  |
| **Drone Insurance details:** | **Insurer:** |  |
| **Policy number:** |  |
| **Amount insured:**  |  |
| **Invoice Address (if different from above):** | **Contact Name:** |  |
| **Job Title:** |  |
| **Address:**  |  |
| **Telephone:** |  |
| **Email:**  |  |
| **B: Enquiry Information:**  |
| **Property of Interest\*:**\*Please be advised that we do not permit flights within the interiors of any buildings on our properties. |  |
| **Date(s) of Interest:** **If enquiry spans multiple days, please indicate the how your schedule will be broken down for preparation/filming/strike** |  |
| **Time on site from/to:** |  |
| **C: Project Information** |
| **Project Title:**  |  |
| **Please check as appropriate:** |  | Live Broadcast |  | Pre-recorded |
| **Nature of Programme (delete as applicable)** | Feature film / TV Series / Documentary / Drama-Documentary / Commercial /Promotional Piece / Editorial Stills / Advertising Stills / Other (please specify) |
| **Project Synopsis:** **(please include details of the content to be filmed at site)** |  |
| **Are you looking to represent the site as itself?**  |  |
| **Distribution channel/Publication and date:**  |  |
| **D: Details of Project** |  |  |
| **Number of Crew:** |  | **Number of Cast:** |  |
| **Please indicate if your shoot may involve any of the following:** |
| **Children/Animals/Action Vehicles** | If you have noted any of the requirements please give details: |
| **Audio Playback** |
| **Nudity/Violence** |
| **Representations of the Emergency Services/Armed Forces/Security** |
| **Details of Drone Equipment make and model:**  |  |
| **Details of any other Equipment:**  |  |
| **No. of vehicles required and their size** **(Car, Sprinter Van, Luton etc.)** |  |
| **If the shoot involves any of the following, please detail:** **Drones/helicopters/explosions/fire/stunts/firearms/gunfire sounds/wet down/wind machines/smoke machines/candles/smoking/blood squibs** |  |
| **E: Documents to be supplied with submission of this application** |

[ ]  CAA Registration Certificate

[ ]  Drone Insurance Certificate

[ ]  Drone Technical Specifications Document

[ ]  Risk Assessment for proposed filming

[ ]  Method Statement for proposed filming, to include flight plan

[ ]  List of Local Authorities contacted, including contact name and number for each

**Once completed, please return this form to** **filming.enquiries@english-heritage.org.uk** **via email.**

**Please note:**

* ***Please note that this document is an application to film only. It does not grant permission to conduct a flight, film or take photographs using a drone/UAV at English Heritage Trust properties. Permission is granted only once a contract has been signed by both parties.***
* ***There will be a location fee for all drone bookings. This will be advised on submission of this form and excludes VAT. Additional staffing costs will be applicable.***
* ***You must carry out a recce visit before your booking to fly a drone/UAV takes place. All recces must be booked with at least 3 working days’ notice through the filming department. Any unsolicited recces are subject to rejection upon arrival.***
* ***You will be asked to supply a copy of your Public Liability Insurance document prior to hire, along with a full risk assessment for any activity to be carried out on or over any English Heritage Trust property prior to the shoot. All necessary paperwork and payment must be submitted at a minimum of 3 working days before the start date of a project.***
* ***Failure to supply supporting documents as listed will result in the enquiry being rejected.***
* ***We reserve the right to decline any requests to film or photograph English Heritage Trust property.***
* ***We do not permit unscheduled drone flights on or over English Heritage Trust properties.***

**Signed:**

**On behalf of Production Company**