**FILMING/PHOTOGRAPHY & DRONE APPLICATION AT STATE CARE MONUMENTS**

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| Please ensure this application is submittedat least **20 working days before** the requested activity date.  **All late applications are subject to the following administrative charges in addition to other relevant cost:**   * Applications submitted 19 -10 working days before the activity date will incur £25 administrative charge * Applications submitted 9 working days or less before the activity date will incur £50 administrative charge   This may not apply to current affairs and news crews or filming which promotes the activities of the Department.  All charges are levied at the Department’s sole discretion. |

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| **Please tick the activity you are applying for:** | | |
| **Photography** | **Filming** | **Aerial observation/drone filming** |

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| **Applicant Details** | **Individual/Organisation/ Company Name** |  | | | | | **Contact Person** | |  | | |
| **Nature of organisation** |  | **Registered**  **Company** |  | **Registered**  **Charity** | |  | **Community /Voluntary** | |  | **Other** |
| **Address** |  | | | | | **Postcode** | | |  | |
| **Telephone/Mobile** |  | | | | **Email** |  | | | | |

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| **Main Details** | **Activity title** |  | | | | | | |
| **State Care Site Name** |  | | **Buildings & Areas requested for use**  (if applicable) | | |  | |
| **Have you visited the site?** | **Yes**  **No** | | | | | | |
| **Date(s) and time(s) required** | **Set up Date:** | |  | **Time from-to:** | |  | |
| **Activity Date:** | |  | **Time from-to:** | |  | |
| **Clear up date:** | |  | **Time from-to:** | |  | |
| **Total No. hours of hire (includes set up and clear up):** | | | | |  | |
| **Is it intended to sell any imagery produced to 3rd parties?** | **Yes**  **No** | | | | | | |
| **Numbers expected** | **Adults** |  | **Children (under 16)** |  | **People with disability** | |  |
| **Exclusive access required?** | **Yes**  **No** | | **Any other Specific Requirements e.g. access, DDA?**  If ***Yes,*** please provide details on page 3 | | | | **Yes**  **No** |
| **Brief of Scenes to be filmed/photographed** |  | | | | | | |

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| **Any other additional information** (please use additional sheet if required) |
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| **Temporary Fixtures and Control Measures** | **Temporary Services proposed**  Staging/lighting,construction, fixings or SFX, etc., how these will be fixed in place  (If applicable) |  |
| **Please indicate the equipment you will be using**  Cameras, tripods, light stands, etc**.** |  |
| **If equipment is being used, how do you propose to bring it on site from the access point?** |  |
| **Activity Management**  No. of staff on site, etc.  (If applicable) |  |
| **Traffic Management proposals**  (If applicable) |  |
| **Crowd Control Measures**  (If applicable) |  |

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| **If applying for aerial observation/drone filming please also fill in this section** | |
| **Name of pilot** |  |
| **Name of spotter** |  |
| **Name(s) of helper(s)** |  |
| Please also ensure that you are familiar with the [Historic Environment Division (HED) policy statement regarding drones](https://www.communities-ni.gov.uk/historic-environment-division-hed-policy-statement-regarding-drones) | |

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| **Depending on the type of proposed activity we will contact you shortly to confirm if you will be required to provide the following:** |
| * A comprehensive Risk Assessment for the activity, including children and vulnerable adults’ safeguarding measures where applicable * Terrestrial filming/photography: Public Liability Insurance of value no less than £5 million or higher as required * Aerial observation/drone filming: Drone Public Liability Insurance of value no less than £5 million or £10 million as required * Copy of current Permission for Commercial Operations (PfCO) (if applicable) * Relevant charges (if applicable) * A map/annotated aerial photograph of the launch and landing points and the flight zone (if applicable) * Site plan annotated with relevant details (if applicable)   **Risk Assessments** help ensure the safety of your employees/participants/visitors, our staff/volunteers and the general public visiting our sites, as well as complying with the law.  You are not required to eliminate all risk, but should take steps that are ‘reasonably practicable’. **The risk assessment must be satisfactory for the activity to go ahead.**  More advice, and standard templates are available from the Health and Safety Executive: <http://www.hse.gov.uk/simple-health-safety/risk/index.htm>  **Please note, DfC reserves the right to refuse an application** |

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| **Please specify the name and address of individual/company/organisation to be invoiced:** | | | |
| **Name:** |  | | |
| **Address:** |  | **Email:** |  |
| **Postcode:** |  |

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| **Before proposed activity can be approved, please confirm that you understand and agree with the following:** |
| * I will seek and obtain all the required permissions from other relevant Regulatory Bodies **prior** to the activity * It is my responsibility to adhere to the Air Navigation Order Regulations in respect of Drone use CAP 722 with Amendment Order 2018 (CAP 722 issue 7 of July 2019) and the EU UAS Regulation Package - Outline CAP 1789 * I will be required to bring a signed hard copy of DfC’s Activity Licence with me for the duration ofactivity * All permissions granted by DfC cover the **Site or Monument within State Care Area only** and it is applicant’s responsibility to seek any additional landowners’ permissions for the activities outside this zone * The information you supply to us will be held **ONLY** for administrative purposes of processing your application, we may hold this information for up to 5 years. We will not supply it to any third parties. |

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| **Signed by applicant** | | | | | |
| **Name:** |  | **Position in organisation:**  If applying on behalf of company/organisation |  | **Application Date:** |  |