

INTENTIONS FORM

Complete all fields with as much detail as possible, think of any eventualities and add them now as the owner may not agree to additional requests. Details in this document will be entered into a legally binding contract.

Locality will charge the administration fee you have previously been quoted to process this form even if shoot is cancelled. If in doubt how to fill in this form please call Locality 020 78129144

THE PREMISES:	Name of the location and address
<ul style="list-style-type: none"> • Permission has not been given to identify on camera the true name of the premises or the owner. • Any real name, signage or logo must be disguised, covered or changed in post-production. • Floor protection may be required. • No corrosive or toxic materials are allowed on site. • Never leave charging batteries unattended in case they overheat and cause a fire. 	
Areas of the premises required:	
Main film location:	Name the rooms being shown on camera.
Crew/cast/agency area:	Where are they being held?
Areas used for storage:	Are any areas of the property being used for storage?
Kitchen for cooking:	Are you cooking in the premises?
Communal areas:	Are any communal areas being used?
Toilets	Are you using toilets in the property?
Washing facilities	Where are your washing facilities?
Dining area	Where are the crew/cast dining?
Anything else...	

Send floorplans/maps if you have them

PERIOD OF ACCESS		TIME IN	TIME OUT	TOTAL NO. PERSONS ON SITE
PREP	Write date in full			Everyone on site
HOLD				
SHOOT				
STRIKE				
Drop off's				

SCOPE OF WORKS	To produce imagery using cameras for the following production:
Name of Production:	The working title of project or name
Type of project:	Is it a feature film, HETV, commercial, promo, photoshoot etc
Synopsis:	Describe what the production is about
Scene description:	What is being filmed or photographed?

Send synopsis / script pages / storyboards

ACTION ON CAMERA INCLUDES:				
If yes to any of the below please provide more details and send in a risk assessment.				
Stunts		Wet downs		Loud noise
Weapons		Weather effects		Drones
Naked flame / fire		Animals		Being in or near water
Details				

Send risk assessments

LIGHTING/CAMERA REQUIREMENTS:

- Film lighting must not run off local power without
- Crew must never remove or cover emergency exit signage or any safety devices.
- Do not cover smoke detectors without consent. Ensure they are uncovered after the shot.
- No holes or drilling into the structure of buildings unless detailed here:

Write yes or no as applicable. If yes please enter information in the details box.

Roof access		Access to plug sockets		Scaffold/Zip tower	
Cranes / Gibs		Haze / smoke effects		Exterior stand positions	
Tethering to structure		Mains electrical supply		Next door properties	
Details					

Send plans / visuals / risk assessments

SET BUILD / CONSTRUCTION REQUIREMENTS:

- Crew must never remove or cover emergency exit signage or any safety devices.
- No holes or drilling into the structure of buildings without detailing here with reinstatement measures.
- All items must be removed upon exit and site left in the same condition as when first accessed.

Write yes or no as applicable. If yes please enter information in the details box.

Large flattage		Excavations		Hot work / welding	
Tethering to buildings		Roof access		Cranes or Hoists	
Construction		Scaffold		Ladders / heights	
Details					

Add visuals / documents

DRESSING / PROP REQUIREMENTS:

- Set dressing is permitted but please list items of size that are being brought to site.
- Crew must never remove or cover emergency exit signage or any safety devices.
- No holes or drilling allowed without being detailed here and reinstatement measures noted.
- All artwork should be cleared for copyright by the production.
- Any damage caused by the production must be reinstated to the satisfaction of the owner.
- Note any painting required. The owner may ask for whole areas to be repainted, not just one section.

Further details

Add visuals / documents

MOVING / STORING OWNERS ITEMS:

- The Production should conduct an inventory and photograph the premises upon first access as it is expected to be left in the same condition as when first entered.
- Items should be wrapped when being moved.
- Artwork and antiques to be moved by professionals and stored with extra care.
- Pianos must be moved by professionals and the cost of re-tuning covered by the production.
- Do not open closed cupboards, move furniture or operate machinery unless it is noted below.

Items being moved:	
Where are items being stored?	
Access to cupboards/wardrobes?	
Further details	

VEHICLES / TRAFFIC MANAGEMENT

- The Local Council must be informed and in agreement with the parking plan and traffic management.
- Production to liaise with the local residents and businesses to mitigate problems.

Are you using a specialised camera mount?				
Are you using a lowloader?				
Are there any action vehicles on site?				
	DATE(s)	WHERE	TIME IN	TIME OUT
Tech parking:				
Facilities parking:				
Generator parking:				
Crew parking:				
Coning off:				
Street parking:				
Traffic control:				

Add parking map / traffic management plan

SECURITY:

- The Production will supply security personnel to monitor doors or gates, watch over crew and vehicles at all times.
- The Production is solely responsible for all items of equipment and vehicles, the owner does not accept responsibility for any lost or stolen items.

Overnight stay	Is security staying overnight, if so where?
----------------	---

Anything else?	
----------------	--

Add plan of security positions

CLEANING / WASTE

- The Client is responsible for removing all waste it creates and removing it off site at the end of each day within the times of hire period.
- Additional charges may occur if premises are not left in satisfactory condition.
- Consider where food rubbish is left as animals may get into it and spread it around.
- Production must ensure that everywhere is clean & tidy. If this is not done within the Period of Access extra Strike Fees will apply.
- Production must supply personnel to check the location with the owner after the shoot and complete a Sign Off Sheet.

Time of daily rubbish pick up?	
--------------------------------	--

If using a skip, where will it be placed?	
---	--

Is water jetting required?	
----------------------------	--

Are you using the owner's cleaners?	
-------------------------------------	--

Anything else?	
----------------	--

INSURANCE:

- The Production must supply evidence of public liability insurance of a minimum of £5 million UKP.

Insurance Provider	Name of insurer	Policy number	
--------------------	-----------------	---------------	--

Dates covered		Liability cover	
---------------	--	-----------------	--

Add Insurance Document

CONTACT DETAILS

PRODUCTION DETAILS			
Company name (used on contract)			
Address			
Accounts Dept - email		Tel	
Supervising Location Manager		Tel	
Location Manager		Tel	
Assistant Location Manager		Tel	
Security Contact			
First Aider (on site at all times)		Tel	