(please complete this form in as much detail as possible)

|  |  |
| --- | --- |
| **Brief description of filming (where will the footage be used)** |  |
| **Date(s) of event:** |  | **Start/finish time(s):** |  |
| **Filming locations required:** |  |
|  |
| **Member of staff requesting filming** |  |
|  |
| **Contact Name (staff)** |  |
| **Contact telephone number** |  |
| **Contact email** |  |
|  |
| **External company (named drone pilot)**  |  |
|  |
| **Details of Estates Services to be notified if required (for example Estate Patrol):**  | None required |
| **Health & Safety** **& Regulatory Paperwork** | Please attach the following:* Proposed flight plan
* CAA permission for commercial operations using small unmanned aircraft – i.e. a CAA licensed pilot
* Insurance policy document
* Risk assessments and company’s operations/safety manual

**Film & photography requests** I agree to seek written permission from all featured models using the Model Photographic and Video Permission formFor all group filming, posters of intent should be displayed in public areas (these are available from the Internal Comms team) |
|  |  |
| **Signature** |  |
| **Name** **Block capitals** |  | **Date** |  |

Return this form to Health and Safety Officer, Julia Gardner-Quant