



Epping Forest

Registered Charity

Filming and Photography Licence Enquiry Form

Personal details

Please give details for yourself or, if applying for a company, the best point of contact for discussing your application.

Contact name	
Telephone number	
Email address	
Company name	
Company registration number	
Address	
Billing address (if different)	

Shoot details

Please give details of the shoot you're applying to conduct. Please be as specific as possible as this will allow us to process your application more quickly.

Do you know where you plan to film or would you like us to advise a site?

☐ We would like Epping Forest to advise a site suitable for filming and have attached a mood board and photos to help with this

☐ We know the site at which we plan to film (please specify below)

What dates and times do you plan shoot?

Do you request use of any of our buildings for your shoot?

☐ The Temple

☐ Queen Elizabeth's Hunting Lodge

☐ Other (please specify _____)

☐ No, we do not wish to use any buildings in our shoot

Are you applying for a film licence or a photography licence?

☐ Filming

☐ Photography

If you are applying to film, what do you plan to shoot?

☐ Film

☐ Student project

☐ TV

☐ Documentary

☐ Advertisement

☐ Documentary-Drama

☐ Promo

☐ Film stills

☐ Short

If you are applying to photograph, what do you plan to shoot?

☐ Advert

☐ Student project

☐ Non-commissioned student photography

Please give a brief description of what you plan to shoot (e.g. still photos for a printed car advertisement; or filming a foot chase scene for a TV docu-drama)

Location staff details

Please give names and contact details for your location staff so that we can

contact them on the day if needed.

Producer

Name	
Mobile number	
Email address	

Location Manager

Name	
Mobile number	
Email address	

Filming or photography requirements

Please let us know what your requirements are likely to be on the day

Detailed description of shoot <i>(please include scene content and nature of production)</i>	
Production budget (£)	
Location budget (£)	
Number of cast and crew	
Number of vehicles <i>(please specify types)</i>	
Parking requirements	

Detailed requirements

Please tell us whether your shoot will utilize any of the following, giving details for each. Please continue on separate sheets if necessary.

Special effects requirements

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Stunts | <input type="checkbox"/> SFX |
| <input type="checkbox"/> Wet-down | <input type="checkbox"/> Smoke effects |
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Firearms |
| <input type="checkbox"/> Gunfire | |

Details

Temporary structure requirements

- | | |
|---|--|
| <input type="checkbox"/> Cherry pickers | <input type="checkbox"/> Lighting towers |
| <input type="checkbox"/> Camera cranes | <input type="checkbox"/> Camera tracks |
| <input type="checkbox"/> Dollies | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Scaffolding | |

Details

Traffic, road and vehicle requirements

- | | |
|--|---|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Road closures |
| <input type="checkbox"/> Street dressing | <input type="checkbox"/> Disguising street markings |
| <input type="checkbox"/> Car chases | <input type="checkbox"/> Driving sequences |
| <input type="checkbox"/> Low loaders | <input type="checkbox"/> Helicopters |

Details

Reference and use of nudity requirements

- | | |
|--|---|
| <input type="checkbox"/> References to royalty | <input type="checkbox"/> References to public figures |
| <input type="checkbox"/> References to politicians | <input type="checkbox"/> Use of nudity |

Details

Police and security requirements

- | | |
|---|---|
| <input type="checkbox"/> Emergency services | <input type="checkbox"/> Crime scene reconstruction |
| <input type="checkbox"/> Crowd control | <input type="checkbox"/> Need for police assistance |
| <input type="checkbox"/> Security | |

Details

Mobile facility requirements

- | | |
|--|--|
| <input type="checkbox"/> Catering facilities | <input type="checkbox"/> Make-up trucks |
| <input type="checkbox"/> Honey wagons | <input type="checkbox"/> Wardrobe trucks |

Details

Other requirements

- | | |
|--|--|
| <input type="checkbox"/> Use of children | <input type="checkbox"/> Use of playback |
| <input type="checkbox"/> Use of animals | |

Details

Application Checklist

Please confirm that each of the following documents is included in your application

- ☐ Public Liability Insurance (minimum £5,000,000)
- ☐ Risk Assessments
- ☐ Location map or photographs/mood board
- ☐ Proof of student status (if applicable)

Payment

To arrange payment, please call us on 020 8532 1010 or visit our head office at:
The Warren, Nursery Road, Loughton, Essex, IG10 4RW

Declaration

I declare that the information listed in this application is accurate and acknowledge that this application does not constitute an agreement to proceed with the event/activity.

Signed	
Date	

Returning your application

Please return this form together with all supporting documentation by email to:

eppling.forest@cityoflondon.gov.uk

Alternatively, return your application and documentation by post to:

Epping Forest,
The Warren,
Loughton,
Essex,
IG10 4RW

This is one of
14 green spaces
managed by the
City of London at
little cost to the
general public.