

FILMING REQUEST FORM

Please enter the required information clearly in the form provided and return it the Head of Law, Council Offices, Kiln Road, Thundersley, Benfleet, Essex SS7 1TF or email to legal@castlepoint.gov.uk

PLEASE NOTE

In order to process your application an initial application fee of £100 must be paid prior to any work being commenced. This fee is non-refundable but will be, however, deducted from the overall filming fee if your application is successful.

Payment can be made by bank transfer or cheque, please make cheques payable to Castle Point Borough Council.

<u>Section A – DETAILS OF THE APPLICANT</u>	
NAME	
ADDRESS	
DAYTIME TELEPHONE NUMBER	
E MAIL ADDRESS	
<u>Section B – LOCATION OF THE LAND PROPOSED TO USE.</u> <u>NB: Please provide us with the full address of the location(s) in which you wish to film and a Google Maps print out or photos of the land.</u>	
<u>Section C – PLEASE PROVIDE US WITH A COPY OF YOUR PUBLIC LIABILITY INSURANCE</u>	
<u>Section D – Signature:</u>	
Date:	

Applications are processed as quickly as possible, but it can be up to 10 working days before an application can be processed, once we have received full details.

Advisory Note:

It is advised that you check with the Land Registry in the first instance prior to making an application to the Council. If the land is not owned by the Council the application shall be refused, but you will still be charged the initial application fee of £100.

Please find below a link to the Land Registry website:

<https://www.gov.uk/government/organisations/land-registry>

Please also note that the licence fees are available to view on our website and it is advised that you look at these before making your application.

Please find a link to Castle Point Borough Council's website below:

<https://www.castlepoint.gov.uk/>

Additional Fees

If your initial application is successful there will be additional costs involved in completing your request for example; legal drafting costs and the licence fee.

If you wish to pay by bank transfer our details are:

Account name: Castle Point BC no.1 Account

Account number: 00463301

Sort code: 30-91-56

Lloyds Bank plc
Sidney Street Cambridge Branch
CSC Department 2534
1 Legg Street
Chelmsford
Essex CM1 1JS

Please reference it as: FILMING – (please enter surname)