



# Application pack for student filming on Bournemouth Council Land

## How do I apply to film in Bournemouth?

1. An application form is attached for you to complete, sign and return to the Events Team **giving as much detail as possible** about your filming to include proposed date, time, location, set-up and content. Please feel free to continue on another piece of paper if you run out of room on the form. Alternatively, you can submit a separate, more detailed filming proposal along with the application form.
2. On receipt of your signed application form, Public Liability Insurance and Risk Assessment we will check the availability of your location and the suitability of the filming within that location.
3. If agreed, this application form will be signed by an events officer, and issued back to you detailing any specific conditions separate to those highlighted under 'Terms and Conditions'.
4. **Please do not confirm arrangements or commit yourself to anything costly until you have received a signed application of approval from the events team.**

**Please note, your application will not be processed until we have received the following;**

- **Signed Application**
- **Public Liability Insurance**
- **Risk Assessment.**

Contact: The Events Team, Bournemouth Borough Council, Events Department,  
Town Hall Annexe 1<sup>st</sup> Floor, St Stephen's Road, Bournemouth, BH2 6EA

E-mail: [events@bournemouth.gov.uk](mailto:events@bournemouth.gov.uk)

Tel: 01202 451718

### **What about Health and Safety?**

We require the following paperwork at least **five working days** prior to your filming taking place:

- A comprehensive and approved risk assessment, a template of which is enclosed. If you have a preferred format then please feel free to submit this. For further information on risk assessments, please refer to the Health and Safety Executive (HSE) website - [www.hse.gov.uk/risk/practice.htm](http://www.hse.gov.uk/risk/practice.htm).
- A copy of your University/College £5 million Public Liability Insurance.

### **Licensable Activities**

You will see from the application form that some activities now require the land on which the activity is to take place to be licensed. Licences have been granted for 6 locations in Bournemouth as follows:

- Meyrick Park
- Kings Park
- Shelley Park
- The Lower Gardens
- Pier Approach
- Boscombe Beach

These licences place specific conditions on the use of this land, and event organisers are now legally obliged to abide by these conditions.

If your chosen location is one of those listed we will send out the conditions specific to that location on receipt of your application form.

If the location of your filming is not one of those listed above, and the maximum number of people attending at any one time is less than 500, a temporary event notice (TEN) can be applied for. Details of this will be sent to you on receipt of this application form.

If you think that your attendance numbers will be 500 or more at any one time, please contact us for more information.



## Bournemouth Borough Council Student Filming Application

Please complete this form including as much detail as possible. If you have any queries, please contact the Events Team on 01202 451718.

**Name of Filming:**

**Organisation  
Applying:**

**Contact Name:**

**Contact number:**

**Email Address:**

**Location:** (Be  
specific, site map,  
space required etc.)

**Date(s) Required**

**Arrival Time:**

**Departure  
Time:**

**Filming Start  
Time:**

**Filming  
Finish Time:**

**Expected number  
of crew and cast  
on site:**

## **PLANNED ACTIVITIES:**

Dorset Police will not sanction or give any implied consent for the filming or otherwise of any scenarios in a public place that involves the use of firearms, imitation firearms, weapons, kidnap scenarios for others involving violence. If it is essential for you to undertake such filming in a public place, then please contact the Local Authority for appropriate road closure orders and signage etc.

Please be aware that this can take up to 28 days. Please liaise with the events team if you wish to discuss this further.

Please provide a detailed overview of the filming in this box, including all equipment being used. Please include as much detail as possible, continuing on a separate piece of paper if necessary:



## **Terms and Conditions**

I now set out hereunder the terms and conditions, subject to which the Directorate would be prepared to approve the proposal.

1. Your appointment of a sufficient number of persons to supervise the filming in the interests of public safety.
2. Your acknowledgement and undertaking that your members will observe any directions given by the Director or his staff.
3. Your organisation taking out public liability insurance in the sum of £5 million, and to produce to the Director, at least 5 working days prior to the filming being held, the insurance policy for inspection. Furthermore, your agreement to be responsible for, and release from and indemnify Bournemouth Borough Council against:
  - (i) all liability for death or personal injury (other than liability for death or personal injury resulting from the Council's negligence) arising;
  - (ii) loss of/or damage to property arising; and
  - (iii) any other loss, damage, costs and expenses which may arise in consequence of this permission to the extent that death, injury, loss, damage, costs or expenses are caused. This Agreement is given notwithstanding any supervision given or approval expressed by the Council
4. Your undertaking that the site will be left in a clean and tidy condition and all stands and equipment removed.
5. Your undertaking to comply with the Special Conditions set out below.
6. Your acknowledgement that a copy of this letter, signed by yourself and Bournemouth Borough Council Events Team, shall be treated as a formal agreement, binding on you.
7. Licensable activities will be supported with an appropriate licence of which it is your responsibility to obtain. Proof of this may be required for inspection.

### **SPECIAL CONDITIONS**

1. No fly-posting in the Borough of Bournemouth.
2. The Council reserves the right to charge the hirer for any reinstatement works required to the area due to excessive use or due to any excessive cleaning up work that has to be undertaken after the event.
3. The hirer is also responsible for the collection and disposal of all rubbish.
4. The Council will accept no liability (other than for death or personal injury caused by negligence of itself or its employees or servants) for any loss, damage or injury to any person or property however caused or arising and shall not be liable for any indirect or consequential loss whatever or however caused.

5. You must not under any circumstances approach or film unaccompanied children or anyone who appears under eighteen.
6. You must obtain the consent of the adults that you do film.
7. Your work must not obstruct the leisure users of the land.
8. Firearms and Imitation firearms are **NOT** to be used.
9. Any advice given by the Police in relation to your filming must be adhered to.
10. No structures to be erected without permission given by Bournemouth Borough Council.
11. To adhere to the Highway Code and stop for other traffic where usually required.
12. That the organiser consults with and obtains agreement from the Council's Traffic Management Team on any plans which will affect the highway.

By signing below, you are agreeing to follow and adhere to the above terms and conditions.

Yours faithfully

**Events Team**  
**Bournemouth Borough Council**

Filming Name:.....

Location:.....

Date of Event:.....

I AGREE TO THE ABOVE TERMS AND CONDITIONS ON BEHALF OF:

Signed .....

Role .....Date.....

*Please carry this signed agreement, at all times during the event. You may be asked to produce this letter by a Bournemouth Borough Council Officer as evidence that the filming has permission to take place. Failure to do so could lead to the event being refused, or stopped.*

**PLEASE NOTE, YOUR APPLICATION WILL NOT BE PROCESSED UNLESS YOU HAVE SIGNED ABOVE AGREEING TO THE TERMS AND CONDITIONS AS STATED.**

**FAILURE TO SUBMIT THE REQUESTED PUBLIC LIABILITY INSURANCE AND RISK ASSESSMENT DOCUMENTS WITH THIS SIGNED APPLICATION WILL DELAY THE APPROVAL PROCESS.**

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To be completed by Bournemouth Borough Council:

Filming Name:.....

Location:.....

Date of Event:.....

Signed by Bournemouth Borough Council: .....

Role .....Date.....

**Approval is granted subject to the following additional conditions:**

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