

Streetworks Section, Highways and Environmental Services, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UE

Application to film in Ceredigion

Tel: 01545 572572 Email: [clic@ceredigion.gov.uk](mailto:clic@ceredigion.gov.uk)

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| *Ref no:* | *Date received:* |

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| APPLICANT’S DETAILS | | | |
| Contact name: |  | | |
| Company: |  | Mobile no: |  |
| Address: |  | Landline: |  |
| Fax: |  |
| E-mail: |  |

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| PRODUCTION SUMMARY | | | |
| Production title: |  | | |
| Location(s): |  | Date(s) and times: |  |

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| PRODUCTION DETAILS | | | |
| Production type: (tick on or more) | Feature film  TV  Photo Shoot  Radio  Documentary  Commercial  Music promo  Online  Reality  Student  Outside Broadcast | | |
| If Other: |  | | |
| Crew size: |  | Cast size: |  |
| Please tick which of the below equipment will be used on the public highway: | | | |
| Hand-held camera  Tripod  Reflectors  Hand-held lights  Lights on stands  Rails  Low-loader/Camera-car  Crane | | | |
| If Other: |  | | |
| Please tick which of the below will apply to your application and the affect the public highway. | | | |
| Signage removal  Furniture removal  Structures | | | |
| If Other: |  | | |

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| FULL DESCRIPTION |
| Please give a full description with as much detail as you have. You MUST include the following details or reason(s) as to why they are not available or your application will be rejected and you will be instructed to reapply:   * + Content of each location (e.g. street names and route (if applicable), etc.)   + Details of any infrastructure (e.g. barriers, marquees, stages, video screens, rails etc.)   Please use additional sheets where needed |
| Please describe your shoot here: |

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| ADDITIONAL INFORMATION | |
| Please see our MINIMUM processing times grid below and assess whether or not you have enough time prior to applying:  |  |  |  | | --- | --- | --- | | Activity | | Processing time | | Temporary Structure Licences  (for over three days, including hanging decorations) | | 12 weeks | | Road closure(s) | Closure for less than 5 days | 3 Weeks | | Closure for more than 5 days | 6 weeks | | |
| Road Closures  If you believe your shoot requires a road or lane to be closed, please tick here:  *If so, please complete the Road Closure Application Form available from our website (*[*www.ceredigion.gov.uk/roadworks*](http://www.ceredigion.gov.uk/roadworks)*) and attach it to this application form.* |  |

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| Further Notes / Comments |
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| * You will need to possess Public Liability Insurance to hold your event. Ceredigion County Council recommends a minimum of £5 million. Please attach a copy of it valid for the date(s) of your shoot. * I confirm that whilst operating in Ceredigion the below mentioned company will have public liability insurance with a limit of indemnity to the sum of £      in respect of any one accident or series of accidents arising out of their activities. |
| * I confirm that the below mentioned company’s insurers have been informed of all activities described in this application, and that a risk assessment has been carried out. This filming request has also been agreed with the police in advanced and a copy of our public liability insurance & risk assessment will be submitted to the authority. |
| |  |  | | --- | --- | | Signed: |  | | Date:  (dd/mm/yyyy) |  | | In the capacity of:  (producer or delegated officer) |  | | For and on behalf of:  (name of company) |  | | Email: |  | |