

Commercial Filming Request Form



Date of Application:	
Contact Name:	
Contact Job Title:	
Contact Email Address:	
Telephone Number:	
Contact for Shoot Days:	

Programme/Publication Title: (or working title)	
Production Company Name:	
Type of Shoot: (and if photo shoot then the use of the images) Commercial, promo, short film, editorial stills, advertising stills, documentary, drama- documentary, viral, corporate, reality, music video, ident	
If TV, Genre of Programme:	
Broadcast Channel/Publication Date:	

Producer Name:	
Producer Mobile Number:	
Producer Email Address:	
Location Manager Name: (if different to above)	
Location Manager Mobile Number:	
Location Manager Email Address:	

Company Trading Name:	
Company Invoicing Address: (this will be used on contract and invoice)	
Business Type: Sole trader, partnership, limited company, other (please specify)	
Company Registration Number:	
Company VAT Number/Charity No.:	

Contact Name Of Person To Send Invoice To:	
Contact Telephone Number:	
Contact Email Address:	
Purchase Order Number:	

Proposed locations for filming:	(please tick all appropriate)
<ul style="list-style-type: none"> • Inside the hovercraft passenger cabin 	
<ul style="list-style-type: none"> • Inside pilots' cockpit (only available whilst the craft is stationary) 	
<ul style="list-style-type: none"> • Inside Southsea Terminal 	
<ul style="list-style-type: none"> • Inside Ryde Terminal 	
<ul style="list-style-type: none"> • On Southsea Pad 	
<ul style="list-style-type: none"> • On Ryde Pad 	
Date (s) of Filming:	
Times On Site From and To:	
Number of Cast and Crew:	
Presenters Name:	
Recce Date and Time:	

Details of Camera Equipment:	
Details of Lighting Equipment:	
Use of Cherry Pickers, Genie Booms, Cranes, Lighting Towers, Scaffolding:	
Details of Props/Set Dressing:	
Would you like to use our power or will you be bringing a generator?:	
Any marquees/easy-ups?:	
No. of vehicles and their sizes? I.e. honeywagons, catering, make-up, wardrobe, winnebagos or any other specialist vehicles	

If the shoot involves any of the following please describe:	
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Drones, explosions, fire, stunts, firearms, gunfire sounds, playback, wet down, wind machines, smoke machines, use of child actors, animals, nudity, actors dressed as members of the emergency services, any other special effects	
Does the shoot involve reconstruction of the following: Crime, emergency, need for emergency assistance e.g. ambulance, police, fire	

Public liability insurance number:	
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Signature:	
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Please note the following:

- This form must be completed and digitally signed before any filming or photography is permitted.
- Please complete this form and return it as a Word document or PDF (not a scan).
- Risk assessment and method statements will also be required.
- This application form is subject to contract.
- We require 10 working days notice to process applications.
- Hovertravel does not provide interviews.
- There can be no filming in the pilot's cockpit whilst the hovercraft is moving.
- The use of tripods is not permitted inside the passenger cabin whilst the hovercraft is moving.

Please send a completed copy of this form to stephen@communicationmatters.co.uk at least ten days prior to your proposed filming date.