



Stratford Cross
5 Westfield Ave, London E20 1HZ
stratfordcross.co.uk

FILMING & PHOTOGRAPHY PERMIT APPLICATION

Version 5.0 | September 2022

Application forms must be submitted **at least 7 working days** before your requested date(s) or **1 month in advance when using a drone or UAV** to allow sufficient time to obtain stakeholder consent.

Before completing this form, please review guidelines on page 6.

Please note that fields marked * are mandatory.

Date application submitted*		
GENERAL INFORMATION		
APPLICANT NAME*	First Name:	Surname:
PRODUCTION / COMPANY NAME*		
REGISTERED COMPANY NO		
POSITION IN ORGANISATION*		
ADDRESS*		
TELEPHONE NUMBER*		
EMAIL*		
COMMISSIONED BY*		

PRODUCTION INFORMATION		
PRODUCTION TITLE		
DATE(S)*		
TIMES*	(from)	(to)
NAMES OF ALL CAST AND CREW WHO WILL BE ONSITE*		
SHOOT TYPE*	FILMING	PHOTOGRAPHY
PRODUCTION/SCENE BRIEF* (Please describe in as much detail as possible the nature and purpose of the filming/photography request. Including any specific images/angles/areas to be captured.)		

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LOCATION INFORMATION*	
SPECIFIC LOCATIONS REQUIRED (please refer to the below map, by grid reference)	
EQUIPMENT (please provide information about what equipment you will be bringing including any props)	
VEHICLE PARKING REQUIREMENTS (please provide information on the number and type of vehicles) Please note that there is very limited parking at Stratford Cross so vehicle requests should be kept to an absolute minimum.	
ADDITIONAL REQUIREMENTS (please provide details of any other specific requirements you might have e.g. road closures, water, electricity, catering etc)	



USAGE INFORMATION

(Please move to the next section if this is not relevant)

PLEASE SET OUT HOW YOU INTEND TO USE THE FOOTAGE.						
WHAT COMMERCIAL BRANDS (IF ANY) DOES THIS SHOOT RELATE TO? DO YOU INTEND TO RELATE IT TO STRATFORD CROSS? PLEASE SET OUT ANY ASSOCIATION						
WHERE WILL THE RESULTING FILM OR IMAGES BE SEEN? (e.g. social media, YouTube, TV, editorial, print ad, billboards etc)						
WHICH TERRITORIES WILL THE FOOTAGE BE USED IN?	UK ONLY		EUROPE		WORLD WIDE	
HOW LONG WILL THE FOOTAGE BE USED FOR?						

(e.g. one off programme, one year campaign etc)

DRONES/UNMANNED AIR VEHICLES

I hereby confirm that as the pilot I am directly responsible for ensuring the safe flying operation of the drone/ UAV. Including but not limited to ensuring I have visual contact with the drone/UAV during every part of the flying operation.

SIGNATURE

NAME

DATE

RETURNING THIS FORM

For your application to be processed you will need to complete all mandatory fields in this Application Form. It is important that you provided as much detail as possible, as this will help determine how we progress your application. Please return your completed form accompanied by RAMS and insurance to SeniorEstateManager@stratcross-estates.co.uk plus drone/Unmanned Air Vehicles (UAV's) requirements if applicable.

Terms and Conditions for application submission

This process is open to anyone aged 18 or over:

- 1. We will only consider your proposal if you confirm to us that you are at least 18 years old.*
- 2. Application forms must be submitted at least 7 working days in advance of your filming/photography date.*
- 3. If you believe that any part of your proposal is confidential or business sensitive and say so, we will pay due attention to that view and may contact you to discuss this further. However, we will be free to decide if we agree with your view, and if we do not, we will contact you and allow you the chance to withdraw your submission (or the relevant part of it). However, we will still be free to implement similar proposals if they do not infringe your (or any third party's rights).*
- 4. We will review all proposals we receive, but must be free to pursue or reject any suggestion. We will exercise our discretion in deciding whether we decline, accept or provisionally accept; whatever our decision is, it will be taken about the identified strategies for the Park. We will not be required to give any reasons to you for our decision.*
- 5. A member of our team will be in touch if we require any further clarification. We may pass the information you give us in response to any clarification question to a stakeholder and we may make your clarification available to general view on our website if we think that it would be beneficial to do so.*
- 6. There is no registration fee to participate in this process, however, all cost and disbursements which you may incur in preparing a submission are your sole responsibility.*

PLEASE NOTE:

YOUR REQUEST IS NOT APPROVED UNTIL YOUR SIGNED APPLICATION IS RETURNED TO YOU AND FULL PAYMENT (if applicable) SUFFICIENT RAMS AND VALID PUBLIC & EMPLOYERS' LIABILITY INSURANCE (MIN 5MILLION) HAS BEEN RECEIVED BY STRATFORD CROSS (IF APPLICABLE).

BEFORE THE COMMENCEMENT OF ANY FILMING/PHOTOGRAPHY PERMIT WILL NEED TO BE SIGNED IN THE STRATFORD CROSS CONTROL ROOM AND FOLLOWING COMPLETION THE STRATFORD CROSS CONTROL ROOM TEAM WILL NEED TO BE MADE AWARE.

For the use of Stratford Cross ONLY

APPLICATION APPROVAL

I confirm that the filming and/or photography detailed above may proceed.

SIGNATURE	
NAME	
POSITION	
DATE	
CONDITIONS OF APPROVAL	

Application Guidelines

Last updated@ 05/09/2022

Introduction

The purpose of this document is to act as a guide for those undertaking filming and photography at Stratford Cross including the use of drones.

Before applying to film at Stratford Cross please consider the following:

Filming, photography, news and current affairs:

The term 'filming' refers to all forms of moving image production. This includes feature films, television, commercials, music videos, drama documentaries, corporate productions, video and interactive media.

The term 'photography' refers to all forms of still, digital and photo imaging. This includes advertising, editorial, fashion and corporate photography.

For avoidance of doubt, material intended for news programmes should be discussed in the first instance with Stratford Cross Senior Estate Manager – 075 1472 8045

Low-budget, amateur and student photographers/filmmakers:

Stratford Cross supports filming and photography for private portfolio, educational coursework or other non-commercial use and will permit work free of charge or at a reduced rate for these purposes. However, the application form will still need to be completed and Method statements, risk assessments and evidence of public liability insurance will need to be provided.

Tripods:

Stratford Cross monitors the use of tripods and may stop individuals using them if they think that there is a safety concern, particularly in busy areas. Please bear this in mind when planning your time at Stratford Cross.

Drones/Unmanned Air Vehicles (UAV's)

General recreational use of drones and unmanned air vehicles (UAV's) is not permitted at Stratford Cross but Stratford Cross does permit the use of Commercial Drone activity provided certain requirements are met.

Stratford Cross hosts a number of commercial and residential buildings all under different management. Across these buildings are large windows with businesses running and residents living. It is important to ensure their privacy is upheld whilst in their own domains. We have great relationships with our stakeholders and want to ensure they are aware of all events that may affect them. Therefore, prior conversations and e-mail confirmation must take place with our stakeholders to address any concerns before any permit will be approved.

Approval of Filming

To obtain these approvals please contact the following individuals:

- **Senior Estates Manager** – Kenneila Quashie – SeniorEstateManager@stratfordcross-estates.co.uk

**Please note the Estate team will obtain the required approval from Stratford Cross' occupiers and notify our neighbours; Westfield's and the QEOP.*

As per the Air Navigation Order (ANO) legislation which comprehensively details the restrictions and requirements the following documents should accompany your permit application.

- Sufficient RAMS in line the GOV drone guidance
- Proof of Public & Employers Liability Insurance
- Proof of CAA License for commercial purposes
- A map marking the location of what is being filmed and where the drone will be flown
- Proof of written confirmation that the above stakeholder has been informed with no objections
- Proof of written confirmation that Network Rail have been informed with no objections

The application processes

The application should be put in writing to the Senior Estate Manager,
SeniorEstateManager@stratfordcross-estates.co.uk

A copy of Public Liability Insurance (minimum expectation of £5 million per incident/each occurrence. £10 million for large-scale production) should be included along with a method statement and risk assessment.

Requests with less than 7 days' notice however cannot be guaranteed. Stratford Cross will acknowledge receipt of applications within 24 hours and no later than 48hours (office hours only).

Each application will be assessed on a case-by-case basis, considering the various sensitivities and other commitments of Stratford Cross Depending on the scale of filming, a planning meeting(s) and/or site visit(s) to confirm logistical arrangements may be advised at this stage once the request has been generally agreed.

Fees

Stratford Cross reserve the right to charge a fee for commercial filming and photography. When applicable a representative of Stratford Cross will be in contact to confirm the amount and provide a formal Agreement.