



APPLICATION FOR A FILM CLASSIFICATION

I / WE _____

[Insert applicant name(s)]

Hereby apply to the licensing authority to classify a film to be shown within Hertsmere Borough Council that is not currently classified, or to re-classify a film already classified by the BBFC.

APPLICANT DETAILS	
NAME:	
ADDRESS:	
POST CODE:	
TELEPHONE:	
MOBILE:	
EMAIL:	

FILM DETAILS (use additional sheet(s) if necessary)		
TITLE:		
LENGTH:	Hours:	Minutes:
GENRE:		
SYNOPSIS:		

ADDITIONAL INFORMATION	
IS THE FILM CLASSIFIED BY THE BBFC? [if 'yes' what rating was it awarded?]	
HAS THE FILM BEEN CLASSIFIED BY ANY OTHER COUNCIL? IF SO, WHAT COUNCIL(S) AND WHAT CLASSIFICATION WAS THE FILM AWARDED?	YES / NO
INTENDED SCREENING DATE(S):	
INTENDED ADDRESS OF SCREENING:	
LANGUAGE(S) SPOKEN IN FILM:	
DOES THE FILM HAVE SUBTITLES IN ENGLISH?	
CERTIFICATION SOUGHT: (U, PG, 12, 12A, 15, 18)	

DECLARATION (Please read carefully and sign below)	
<p>The information in this form is accurate and correct to the best of my knowledge and belief.</p> <p>I have enclosed a suitable DVD copy of the film which I understand will be retained by Hertsmere Borough Council.</p> <p>I understand that if my film is either partly or entirely in a foreign language, it must contain a subtitled track for all non-English speaking sections. If there is any doubt in regard to the authenticity of the subtitles within the film, I may incur the cost of an independent interpreter before Hertsmere Borough Council will agree to classify it.</p> <p>I understand that if my application and all supporting items are not submitted correctly and at least 20 clear working days in advance of the first screening of the film, then the Licensing Authority cannot guarantee it will be able to classify the film in time for the first screening. I understand that the Licensing Authority can, at its absolute discretion, accept or reject an application received outside of this timeframe.</p> <p>I confirm that to the best of my knowledge and belief that the subtitles, if any, used in the film are an accurate representation of the audio dialogue.</p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>DATED: _____</p>	

Guidance notes for applicants:

This procedure applies to both where you would like us to reclassify a film already classified by the BBFC and where you require us to classify a film that is not currently classified.

All requests to classify or reclassify films must be made at least 20 clear working days before the film will be screened. You must provide a written synopsis of the film and provide a DVD copy of the film and agree to Hertsmere Borough Council retaining the DVD.

If the film(s) is not submitted correctly at least 20 clear working days in advance of the first screening, then we cannot guarantee that the film(s) will be classified in time of the first screening. The Licensing Authority may agree to accept applications received outside this timeframe at its absolute discretion.

Foreign languages

Films that are submitted for classification that are either partly or entirely in a foreign language must contain a subtitled track for all non-English speaking sections. We will employ an independent interpreter to verify the accuracy of the subtitles if there is any doubt that the subtitles are not a true account of the words spoken.

We will not view the film and the 20 working day timescales will not commence until you have agreed to pay for the cost of an interpreter. If you do not wish to pay for the cost of an independent interpreter, you can withdraw your classification request at this time.

Classification and Reclassification

All requests for classification and reclassification of films will be determined by the Licensing Committee who will view the entire film, assess the film against the BBFC guidelines and issue the appropriate classification.

Applicants should be aware that, unlike the BBFC, we do not make recommendations as to cuts to the film that may result in a lower classification. Therefore, applicants seeking a low classification should themselves be mindful of the BBFC Guidelines when editing their film prior to submission for classification. Applicants should also be aware that individual scenes containing bad language, violence, drug use, discrimination or scenes of a sexual nature, even where infrequent, are likely to warrant a higher classification overall.

Here is the link to the BBFC Guidelines:

http://www.bbfc.co.uk/sites/default/files/attachments/BBFC%20Classification%20Guidelines%202014_0.pdf

Where we receive a request to reclassify a film already classified by the BBFC but consider reclassification not necessary, the distributor or party requesting the classification will be notified of the decision in writing giving the reasons why the request was rejected.

Film submission format

Your application must be accompanied by a DVD copy of the film(s) which will be retained by the Licensing Authority as a record of the film classified. Unless expressly agreed otherwise, the DVD must meet the following criteria:

- It must play on a standard commercial DVD player;
- Works can be submitted on DVD ± R discs (single or dual layer) or replicated (factory pressed) check discs;
- Submitted DVDs should be region 2 or region free (region 1). Both PAL or NTSC standards are accepted;
- Digital video files (.avi, .mov, .mpeg, etc) burnt to a DVD are not acceptable;
- Other formats such as, but not limited to, video CD, DVD RW, mini DVD etc., and BlueRay are not accepted;
- Footage must be encoded at a high enough bit rate to ensure acceptable picture quality and sound quality;
- Dual player discs have been noted to have a high degree of playback failure. Submitting long works split over multiple single layer discs may be preferable to avoid this issue;
- Submitted works should contain all that you require to be classified;
- The submitted footage must contain an on-screen title within the body of the work. If the work does not include a title by design, then a title slate or menu must be placed before the start of the disc;
- Security markings , such as a watermark, are permitted but must be subtle and not obscure the centre or a large part of the screen, or distract from the viewing of the film, i.e. full-screen, scrolling security marks stating 'COUNCIL COPY' or similar are likely to be rejected.

Contact details

Address: Licensing Team
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 Civic Offices
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 Herts
 WD6 1WA

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Email: licensing.services@hertsmere.gov.uk