



APPLICATION FOR A FILM CLASSIFICATION

This application is to request that the Hertsmere Borough Council classify a film that is not currently classified, or to re-classify a film already classified by the BBFC, for showing to the public within the Borough of Hertsmere.

| NATURE OF THE EVENT/ FILM SHOWING | |
|---|--|
| DATE OF SHOWING | |
| NATURE OF EVENT | |
| PREMISES/VENUE OF SHOWING (FULL ADDRESS) | |
| IS THIS VENUE LICENSED ? | YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE <input type="checkbox"/> |
| TARGET AUDIENCE: | |
| EXPECTED CAPACITY | |
| TIMES(S) OF SHOWING | |

| ABOUT THE FILM | |
|---|--|
| FILM NAME | |
| LEGNTN (in minutes) | |
| COUNTRY OF ORIGIN | |
| GENRE | |
| LANGUAGE(S) SPOKEN | |
| ENGLISH SUBTITLES | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| HOW IS THE COPY OF FILM PROVIDED: | DVD (ENCLOSED) <input type="checkbox"/> VIDEO FILE (ENCLOSED) <input type="checkbox"/> DOWNLOAD LINK <input type="checkbox"/> OTHER <input type="checkbox"/> |
| IS THE COPY THE EXACT VERSION THAT WILL BE SHOWN <input type="checkbox"/> | |
| DOES THE COPY CONTAIN ANY ADVERTS <input type="checkbox"/> | |
| CERTIFICATION SOUGHT | U <input type="checkbox"/> PG <input type="checkbox"/> 12A <input type="checkbox"/> 15 <input type="checkbox"/> 18 <input type="checkbox"/> R <input type="checkbox"/> |
| DOES THE FILM HAVE A BBFC CLASSIFICATION | YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, WHAT IS IT: |

SYNOPSIS

PLEASE GIVEN AN OVER VIEW OF WHAT THE FILM IS ABOUT AND INCLUDE EITHER A LINK TO A SYNOPSIS OF THE FILM OR PROVIDE A FULL WRITTEN SYNOPSIS ON A SEPARATE SHEET.

APPLICANT DETAILS

NAME:

ADDRESS:

PHONE:

EMAIL:

FEE

The fee is made up of 2 parts – the processing of an application and issuing of a certificate, and of an officers time viewing the film. For instance a 90 minute film that has not been certified by the BBFC will be £175 (£110 + 3 x£25). A film that is 91 minutes will need to pay a further £25. Decisions will take a minimum of 20 working days. If you wish for the answer before that time limit you can pay an additional fee of £100.

| TYPE OF FILM | | APP FEE | VIEWING (TIME) FEE | TOTAL |
|-------------------------|--------------------------|---------|--------------------------------------|-------|
| FILM WITHOUT BBFC CERT. | <input type="checkbox"/> | £100 | £25 per 30 minutes of film (or part) | |
| FILM WITH BBFC CERT. | <input type="checkbox"/> | £200 | £25 per 30 minutes of film (or part) | |
| EXPEDITE REQUEST | <input type="checkbox"/> | £100 | | |

DECLARATION (Please read carefully and sign below)

The information in this form is accurate and correct to the best of my knowledge and belief. I have enclosed or provided a link to a copy of the film which is exactly as will be shown at the date, time and place noted above.

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.

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, the Licensing Authority cannot guarantee it will be able to classify the film in time for the first screening. I

SIGNED:

DATED:

Guidance notes for applicants:

This procedure applies where the Council is requested to classify a film for public exhibition from premises within the Borough of Hertsmere. Applicants must pay the relevant fee and provide:

- A completed application form;
- A synopsis of the Film;
- Any history or background of the film and the themes it contains;
- Any certification given by any other authority in any other jurisdiction;
- The certification requested and the reason why;
- The measures that will be in place to control admission in line with the certification;
- A copy of the film or means for the Council to view it;
- Confirmation that they have copyright permission to exhibit the film.

Copy of the Film

The film must be provided in a format capable of reasonably being viewed by the Council. This may be DVD, Blue-Ray or digital format. Applicants should either agree with the Council the format the film will be provided in and consider that potential displays can occur as the Council will not necessarily have all technology solutions instantly available to. The applicant may be required to arrange for the film to be viewed at the location the film intends to be exhibited at. The copy to be viewed by the Council:

- Must be in English or with English Sub-titles;
- 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;
- Must be the exact version of the film to be shown from start to finish;
- May contain security markings, such as a watermark, are acceptable provided they do not inhibit the viewing and assessment of the film.

The applicant must confirm the format that will be used to exhibit the film, explain any difference between that format and that provided to the Council.

Foreign language films

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.

The applicant should confirm the source of the subtitles to warrant for their accuracy.

If there is any doubt the applicant will be required to pay the costs of an independent interpreter – this could delay the film being certified by the time it is due to be shown.

Editing films/Scene Cutting

The Council shall only view and rate the footage provided to it. It will not make recommendations as to the effect of any scenes being cut. If an applicant is seeking a lower rating than that given by the Council, the BBFC or that their own assessment indicates, the applicant should provide an edited version of the films themselves that meets the required standard first.

Time Limits

An application and the means to view the film must be provided to the Council at least 20 working days prior to the expected showing. The Council cannot guarantee that it can process and make a decision with less than 20 working days' notice due to the need for certain Officers and resources to be available. In some instances an expedited process may be available but no application with less than 5 working days' notice will be processed.

An application will not be deemed to have been made until the Council has been provided with all required documents and a copy of the film.

Whilst the Council provides an appeal route for any one aggrieved at the certification given, this will take much longer. Applicants seeking to override a BBFC classification or who are not certain whether the certificate they require will be given, should consider applying well in advance of 20 working days to allow sufficient time for a decision to be made.

Time Limit for Decision

The Council will make a decision within 20 working days unless otherwise agreed with an applicant. Where less than 20 working days' notice is given or an expedited decision is requested the Council will endeavour to give a decision within that timescale.