**Request to Film/Photograph **

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| 🞏 Filming  | 🞏 Photography |
| Production title: |  |
| Where do you want to film (e.g. on a Metrolink tram, tram stop, bus station?): |
| Please describe your project and how this footage or photography will feature: |
| List of shots required (if known):1.2.3. |
| Proposed date:  |
| Proposed timings: (Please note some locations may be restricted during peak commuting hours) |
| Number of people in your crew (please include any cast/crew/photographers/extras in total):  |
| List of equipment you will be using: |
| Production company name and address (this is for contract purposes and note that your insurance certificate provided must be in the same name) |
| Contact name: |  |
| Contact mobile: |  |
| Contact landline: |  |
| Contact email: |  |

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| Additional documentation required:🞏 Relevant copy of script/storyboard/brief🞏 Certificate of insurance (must be in the same name of the applicant)You must send these documents with your request otherwise this may delay processing. Please email your completed form with the additional documentation to: filming@tfgm.com  |

Please note filming and photography requests may require at least 10 working days to process and arrange.  Please ensure that you have attached all the requested documentation so that we can review your request. On approval of your request, risk assessments will be required before activity is due to take place.