

## Filming Permission Questions V4\_18.11.2025

Please answer all of the following questions.

### General Information

1. Confirmation that this is part of your academic studies?
2. If not, have you completed the ISARR Event Management Platform application?  
<https://kent-events.e-dob.com/>
3. Have you considered the advice from the Purple Guide? <https://www.thepurpleguide.co.uk/>  
the University currently has a number of licences to access this on-line guidance.
4. Exact location(s) of filming? Please supply a map if necessary.
5. Date(s) and timing(s)?
6. Expected time line of each proposed days filming?
7. Have you considered 1st Aid?
8. **If yes**, what are the arrangements?
9. Have you completed Risk Assessment?
10. **If yes**, please submit.

### Filming Information

11. Nature of the script/plot and the use of any firearm, pyrotechnics, weapons, vehicles, buildings, drones etc.?
12. Are there any contentious wordings, imagery, clothing or phraseology that could cause harassment, alarm or distress that could bring you within the criminal justice system process?
13. **If yes** to the above, please elaborate?
14. What is the presentation to any third party viewing of the filming taking place e.g. hostage, robbery, assaults, disorder or violent situations etc.
15. **If yes** to the above, please elaborate?

### Weapons involved.

16. Does the filming include the deployment of firearm, pyrotechnics, weapons, explosions etc.?
17. **If yes**, what type e.g. description of any knives, edged weapon, hand gun, carbine, rifle, explosives, flares, IED's etc.?
18. Are there any visual or audible effects i.e. discharge in terms of noise and/or visual effect?
19. Where are the firearms, pyrotechnics, weapons etc. being obtained from?
20. How are the firearms, pyrotechnics, weapons etc. transported to and from University?
21. How are the firearms, pyrotechnics, weapons etc being transported around campus?
22. Under what specific supervision are the firearms, pyrotechnics, weapons etc?
23. Who will have access to the firearms, pyrotechnics, weapons etc?
24. How is the firearms, pyrotechnics, weapons etc being stored/managed whilst on campus?
25. How long will the firearms, pyrotechnics, weapons etc be stored on campus – this will need to be broken down into individual days of each filming? **Please note the last question in that no firearm, imitation firearm, air-soft weapon or anything having the appearance of a firearm, ammunition, component parts, pyrotechnics, explosives, offensive or prohibited weapons etc., are permitted to be stored or kept on Campus apart from with express permission from the Head of Security and not in accommodation overnight.**

### Vehicle(s) Involved

26. Are you using a vehicle?
27. **If yes**, please state what type?
28. Does the vehicle require insurance and will it cover the vehicle(s) use in the filming?
29. If on the public Highway, have you sought permission from the Highway Authority <https://www.kent.gov.uk/roads-and-travel> and the Police?
  - Please quote any reference and the date/time/person spoken or corresponded with.
30. Have the Police and/or Highway Authority approved the filming and have they imposed any conditions?
31. If on University roads, have you spoken with the University Traffic Team <https://www.kent.ac.uk/transport/who-we-are> ?
32. **If yes**, have they approved the filming and have they imposed any conditions?
  - Please quote any reference and the date/time/person spoken or corresponded with.

**Please note that the Road Traffic Act still applies to University private roads.**

### University Buildings Involved

33. Will you be filming in a University building?
34. **If yes**, have you sought permission from any of the following: Time Tabling, CS&E (licenced premises) , Kent Union (tenants), farming land owned by University (tenant farmers) etc.?
  - Please quote any reference and the date/time/person spoken or corresponded with.

### Drones Involved

35. Will your filming involve the use of a drone?
  - If yes**, have you contacted the SHE Unit and obtained permission?  
[https://livekentac.sharepoint.com/:w:/r/sites/hses/\\_layouts/15/Doc.aspx?sourcedoc=%7B3EC0F69E-3FC7-40F1-A54E-4C4DEB7A6ADA%7D&file=Use%20of%20Drones%20Policy%20HSES%202015.docx&action=de-fault&mobileredirect=true](https://livekentac.sharepoint.com/:w:/r/sites/hses/_layouts/15/Doc.aspx?sourcedoc=%7B3EC0F69E-3FC7-40F1-A54E-4C4DEB7A6ADA%7D&file=Use%20of%20Drones%20Policy%20HSES%202015.docx&action=de-fault&mobileredirect=true)
  - Please quote any reference and the date/time/person spoken or corresponded with.

### Environmental considerations

36. Is there any use of or proximity to ponds, water or river courses during your filming?  
<https://www.hse.gov.uk/pubns/watindx.htm>
  - If yes**, please confirm the nature and mitigations in place?
    - Please quote any reference and the date/time/person spoken or corresponded with.
37. Is there any working at height involved during your filming? Working at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury? <https://www.hse.gov.uk/pubns/indg401.htm>
38. **If yes**, please confirm the nature and mitigations in place?
  - Please quote any reference and the date/time/person spoken or corresponded with.
39. Is there any working in confined spaces involved during your filming? A confined space is one which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to persons of: fire, explosion, loss of consciousness, asphyxiation or drowning?  
<https://www.hse.gov.uk/confinedspace/introduction.htm>
40. **If yes**, please confirm the nature and mitigations in place?
  - Please quote any reference and the date/time/person spoken or corresponded with.
41. Will you cause any impact or damage to the environment by your filming?
42. **If yes**, please confirm the nature and mitigations in place?
  - Please quote any reference and the date/time/person spoken or corresponded with.

**General considerations**

43. You will need to consider signage and how this will be actioned and managed? Simple as A4 poster with filming and a contact mobile number.
44. You will need to consider stewards for the safe management of the scene location and how this will be actioned and managed? Numbers, identifiable communications e.g. use of SafeZone and mobile phones etc.
45. You will agree to contact at the beginning and end of each filming session Campus Security on 01227 823300.
46. Any other information you consider pertinent or relevant?

**Please note, we are unable to agree to the “Property Release Form” based on legal advice.**