Location release (UK)

The owner's or occupier's written permission to film on their property. Fill in every blank, then sign and date it before the crew arrives. Keep a signed copy with the call sheet on the day.

A starting template, not legal advice. Check it suits your production, and take advice for anything unusual.

1. The owner and the production

Owner or occupier (legal name)	*[full legal name of the person or company]*
Property address	*[full address, including postcode]*
Authorised signatory (name)	*[the person who can sign for the property]*
Signatory's position	*[e.g. owner, landlord, managing agent, company director]*
Production company (legal name)	*[name of the company filming]*
Production contact on the day	*[name, mobile number, email]*

2. Areas to be used

[List every room, field or road frontage you will use, then the areas that are off limits.]

Area (room, field or frontage)	What it will be used for	Off limits? (Yes or No)
[[e.g. kitchen, rear yard]]	*[[e.g. interview, b-roll]]*	*[[e.g. Yes for first-floor flat]]*

3. Dates and times

[Include set-up and pack-down, not only the hours of filming. Owners look for these first.]

Date	Set-up from	Filming from	Filming until	Pack-down finished by
[[dd/mm/yyyy]]	*[[time]]*	*[[time]]*	*[[time]]*	*[[time]]*

4. Permitted uses

Tick each use the owner agrees to. If the footage will go online or into an advert, say so here.

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[ ] Film or drama
[ ] Advert or brand film
[ ] Training or corporate video
[ ] Photo shoot
[ ] Online use (name the platforms): _____
[ ] Other (describe): _____

5. Fee and overtime

Fee for the shoot	*[amount, and whether VAT applies]*
Overtime rate	*[rate per hour, and from what time]*
If the shoot runs over	*[what happens, and who agrees it on the day]*
When the fee is paid	*[payment terms]*

6. Insurance

Cover held by the production	*[type of cover, e.g. public liability]*
Insurer and policy number	*[name and number]*
Certificate available to the owner	*[Yes or No, and by when]*

7. Conditions

Changes to the property	*[are any changes allowed, such as moving furniture or fixing items? describe them]*
Stunts, hazards or special effects	*[state any, or write None]*
Noise and working hours	*[any limits on noise, music or hours]*
Parking and vehicle access	*[where vehicles may park and load in]*
How the site is left	*[how the area is put back, and who checks it]*
Confidentiality and publicity	*[anything the owner wants kept private or not named]*

8. Cancellation

Notice the production must give	*[number of days]*
Notice the owner must give	*[number of days]*
Fee if the shoot is cancelled	*[what is payable, and when]*

9. Personal information

Personal data on this form is used only for this shoot. *[state how long it is kept, who holds it and how to ask for it to be deleted, in line with UK GDPR]*

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This release covers the place only. People who appear on camera need their own consent or a talent release.

10. Signatures

[Check the person signing has authority over the property. A member of staff on site may not have it, so confirm with the owner or landlord first.]

For the owner or occupier	For the production company
Signature:	**Signature:**
Name:	**Name:**
Position:	**Position:**
Date:	**Date:**

How to fill it in

1. Name the owner or occupier using their legal name and the property address. A name on a sign is not enough.
2. Describe the areas. List the rooms, fields or road frontages you will use, and any areas that are off limits.
3. Write the dates and times, including set-up and pack-down.
4. State the uses. Say whether it is for a film, an advert, a training video or a photo shoot, and whether you will use the footage online.
5. Agree the fee, any overtime rate and what happens if the shoot runs over.
6. Confirm the insurance: what cover you hold, and what the owner can ask to see.
7. Set out the cancellation terms, with the notice each side must give.
8. Sign and date. Keep a signed copy with the call sheet on the day.

Common mistakes

- Signing with a staff member who has no authority to approve filming.
- Leaving out the pack-down. Equipment left in the yard after the shoot can be a bigger problem than the filming.
- Forgetting the footage use. If the film will go online or into an advert, say so in the uses.
- Skipping the insurance line. Owners often ask for it before they sign.
- Treating the template as the end of the job. Check any local permit rules as well.

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