**LICENSING TEAM – 020 8921 8018 /** [**licensing@royalgreenwich.gov.uk**](mailto:licensing@royalgreenwich.gov.uk)

**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 the Royal Borough of Greenwich that is not currently classified; or to reclassify a film already classified by the BBFC.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FILM-MAKER DETAILS:** | | | | | | | | | |
| **NAME:** | |  | | | | | | | |
| **ADDRESS:**  **POST CODE:** | |  | | | | | | | |
| **TEL:**  **MOB:**  **EMAIL:** | |  | | | | | | | |
|  | |  | | | | | | | |
| **AGENT DETAILS:** | | | | | | | | | |
| **NAME:** | |  | | | | | | | |
| **ADDRESS:**  **POST CODE:** | |  | | | | | | | |
| **TEL:**  **MOB:**  **EMAIL:** | |  | | | | | | | |
|  | |  | | | | | | | |
| **FILM DETAILS:** (use additional sheets if necessary) | | | | | | | | | |
| **TITLE:** |  | | | | | | | | |
| **LENGTH:** |  | | **Hours** | |  | | **Minutes** | | |
| **SYNOPSIS:** |  | | | | | | | | |
| ***Provide a brief outline of the plot. Please do not concern yourself with “spoiling” the film and avoid using press release or media promotion language that seeks to “sell” it. It assists us to know the main protagonist and antagonist’s name(s), the nature of any conflict (the “dramatic question” the film seeks to resolve), the major turning points of the story, and the nature of and outcome of the climax the film.*** | | | | | | | | | |
| **FOREIGN LANGUAGE / SUBTITLE DECLARATION:**  *Please* ***tick one*** *option and add the name of any additional languages spoken or signed in the film in the space provided.* | | | | | | | | | | |
| The film is entirely in English.  *[An interpreter is not required]* | | | | | | | | |  | |
| The film contains a spoken / written [**LANGUAGE OTHER THAN ENGLISH**]. These sections are subtitled, and I confirm the subtitles are wholly accurate.  *[An interpreter will be required to verify the accuracy of the subtitles – an additional fee applies]* | | | | | | | | |  | |
| ***Please note, we are unable to classify films that contain a language other than English which are not subtitled. Subtitles do not have to appear in the final public version of the film, but they are required for classification purposes. See section (B) and (D) of the guidance, below.*** | | | | | | | | | | |
|  | | | | | | | | | | |
| **ADDITION INFORMATION:** | | | | | | | | | | |
| **IS YOUR FILM CLASSIFIED BY THE BBFC?:**  (If “Yes”, what rating was it awarded?) | | | | | |  | | | | |
| **DATE(S) OF FILM EXHIBITION:** | | | | | |  | | | | |
| **PRIMARY ADDRESS(ES) OF FILM EXHIBITION:** | | | | | |  | | | | |
| **ANY ADDITIONAL ADDRESS(ES) OF FILM EXHIBITIONS WITHIN GREENWICH:** | | | | | |  | | | | |
| **CERTIFICATION SOUGHT:**  **(“U”, “PG”, “12A”, “15”, “18”)** | | | | | |  | | | | |
| ***Please note that the Certification granted may differ****.* | | | | | | | | | | |
| **DECLARATION (Please read carefully, tick to confirm and sign below)** | | | | | | | | | | |
| The information provided in this application form is accurate and correct to the best of my knowledge and belief: | | | | | | | | |  | |
| I have made or enclosed payment of the fee: | | | | | | | | |  | |
| I have enclosed a DVD copy of the film that meets the technical standards cited below: | | | | | | | | |  | |
| I have read and understood the guidance written at the end of this application form: | | | | | | | | |  | |
| **SIGNED:** | | | | **(FILM-MAKER)** | | | | **(AGENT)** | | |
| **PRINT NAME(S):** | | | | **(FILM-MAKER)** | | | | **(AGENT)** | | |
| **DATED:** | | | | **(FILM-MAKER)** | | | | **(AGENT)** | | |

**Guidance Notes for Applicants:**

This procedure applies 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.

In order to be able to guarantee that we will be able to process your application and issue you with a classification certificate your completed application, relevant fee, and a physical DVD copy of the film (that is retained by Greenwich Council) must be submitted to us at least 20 clear working days before the film is scheduled to be shown. The Licensing Authority may agree to accept applications received outside this timeframe, at its absolute discretion.

1. **Classification & Reclassification Requests:**

All requests for classification and reclassification of films will be determined by a Film Classification Panel. The panel consists of at least two officers who will view the entire film and assess the film against the BBFC guidelines.

Applicants should be aware that we classify films on an “as submitted” basis. We do not make recommendations as to cuts to the film that may result in a lower classification, though we do provide the reasoning for the certification we provide. Applicants seeking a low classification are encouraged to be mindful of the BBFC guidelines themselves 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 (etc), even where infrequent, are likely to warrant a higher classification overall. The BBFC guidelines are freely available online.

At the end of the process we will either supply you with an appropriate certification that may or may not restrict the age of the audience that can view the film, though in rare circumstances we may reject the film as being “unclassifiable”.

With regards to the latter, we will only do so in one of two scenarios:

1. If any of the Film Submission Technical Standards listed below are not met; and
2. If we consider that the film is not suitable for public viewing and would require “compulsory cuts” as described within the Intervention section of the BBFC guidance.

Where we reject a film, we will provide in writing the reasons for our decision.

1. **Film Submission Technical Standards:**

Your application must be accompanied by a DVD copy of your films. The DVD is retained by the Council, as a record of the film classified. We may be able to classify films submitted via a secure weblink, however we will still require a physical DVD copy before the certification can be released.

**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 0). Both PAL or NTSC standards are accepted.
* Footage must be encoded at a high enough bit rate to ensure acceptable picture quality and sound quality;
* Submitted works must contain all that you require classified;
* Non-English sections must contain subtitles. These can be either “hard” or “soft” coded. See section (E) for more information.

**Unless otherwise agreed, the DVD must not be:**

* A digital video file disc (i.e. containing .avi, .mov, .mpg, .mp4 etc);
* Other formats such as, but not limited to; Video-CD, DVD±RW, mini-DVD and BluRay are not accepted;

**Please note that:**

* Dual layer 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;
* Temporary menus can be added if desired to allow easy navigation 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 returned as uncertifiable and applicants shall have to reapply.

1. **Fees:**

Your request must be accompanied by the appropriate fee. The total fee payable is comprised of up to three components, dependent on the length of the film, and whether or not any part of the film contains a language other than spoken or written English. The three components are:

The “application fee”, the “viewing fee” and an “interpretation fee” (where appropriate). Fees for the financial year 2023-2024 can be calculated as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(1) Application Fee** | **(2) Viewing Fee** | **(3) Interpretation Fee** |
| **Standard Films** | £64.82 | £129.63 per hour, charged pro-rata (approximately £2.16 per minute; based on film length) | n/a |
| **Foreign Language Films** | £81.03 | As above. | £58.71 per hour. Charged for one hour, minimum, then pro-rata thereafter. (Approximately 98p per minute; based on film length) |

We have a fee calculator available on our website, to help calculating the fee. If you have any difficulty in calculating the correct fee yourself, please contact our team, where we will be able to confirm it for you. **Please note that all fees are non-refundable once the work they each relate to have been commenced.**

1. **Foreign Languages:**

To enable us to accurately classify films that contain a language that is not spoken or written English, all such films must contain a subtitle track for each of these occurrences (even if it is not intended for the subtitles to appear in the public release version of the film). The subtitles should provide a full, accurate and precise translation.

We will employ an independent interpreter to verify the accuracy of the subtitles. Films may be rejected (i.e. returned as unclassifiable) if any prominent non-English sections are found either to not be subtitled, or not adequately subtitled; for example stating “she sings a song” rather than the stating the lyrics of that song; or “He swears!” rather than providing an appropriate translation of the word(s) used.

**Determination of your Film - Classification Certificates**

Approved films will be issued with a film classification certificate under one of the following categories:

|  |  |
| --- | --- |
| **Screen Clipping** | Universal. Suitable for All |
|  | Parental Guidance. Films can be viewed by all ages, but some scenes may be unsuitable for young children. |
|  | Rated 12A. Suitable for children aged 12 and over. However, people younger than 12 may see a 12A so long as they are accompanied by an adult. |
|  | Rated 15. Suitable for children aged 15 and over. No one younger than 15 can go and see a 15 rated film. |
|  | Rated 18. Suitable for adults only. No one younger than 18 can go and see an 18 rated film |

We will provide a .PDF copy of the certificate. This needs to be displayed at the commencement of each showing of the film.

1. **Contact Us:**

**Postal Address: *Licensing Team***

***Housing & Safer Communities***

***Royal Borough of Greenwich***

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***35 Wellington Street***

***London***

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