

BBC Production Scheme Insurance
Proposal Form

Guidelines

- Please complete this document to the best of your ability. Failure to provide the appropriate responses may result in a delay of document issue.
- Please note that the cover provided under the Production Insurance Centre **does not include E&O insurance**. If you would like to obtain cover, this may be arranged via the [BBC E&O scheme](#). Please confirm if you have cover in section 7 (Financial Information).
- Once completed please send this form back together with a copy of the budget top sheet using any of the below:

By Post:

By Email:

By Fax:

BBC Production Insurance Centre
Quartz Insurance Brokers Ltd
16 Queen Square,
Bristol
BS1 4NT

carey.nicholson@quartzib.com
james.thompson@quartzib.com
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0117 372 0669

1. Main Details

| | | | |
|---|--|--|----|
| Title of Production | | | |
| BBC Commissioning Department/Region | | | |
| BBC Business Affairs Manager | | | |
| Production Company | | | |
| Will a Special Purpose Vehicle (SPV) be set up for this production? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please confirm the name of the SPV | | | |
| ERN Number (PAYE Reference) | | | |
| Names of financiers of the production i.e. 100% BBC | | | |
| Dates of Cover | From | | To |

2. Production Contact Details

| | | | |
|----------------------|--|--|--|
| Name | | | |
| Address | | | |
| | | | |
| | | | |
| Telephone | | | |
| Email | | | |
| Room Number (if BBC) | | | |

3. Production Information

| | | | |
|--|--|--|--------|
| Producer | | | |
| Director | | | |
| Production Type (e.g. drama, documentary, reality TV and a brief description of content) | | | |
| Production Description (e.g. series, pilot, running time, number of episodes, etc.) | | | |
| Pre-Production Dates | Start | | Finish |
| Principal Photography Dates | Start | | Finish |
| Post-Production Dates | Start | | Finish |
| Estimated date of final delivery to BBC | | | |
| Insurable Production Cost (excl: production fee, overheads and insurance premium) | | | |
| SAP Code (In house productions only) | | | |
| Scheduled number of filming weeks / days | | | |
| Does the production involve Studio Filming? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please provide details including locations, no. of days & dates. | | | |
| Does the production involve Location Filming? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please provide details including locations, no. of days & dates. | | | |
| Will there be any Non-UK filming? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please provide details including locations, no. of days & dates. | | | |
| Will there be any foreign nationals being employed? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If yes, please provide details. | | | |

4. Filming Content

| | |
|-------------------------------------|--|
| Does filming involve animals? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |

| | |
|--|--|
| Does filming involve action vehicles, marine craft, aircraft or trains? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |
| Does filming involve covert or unauthorised filming or work in a 'war zone'? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |
| Does filming involve large crowd scenes? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |
| Does the production involve dangerous or hazardous filming? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details including information on any stunts. | |

5. Equipment & Filming Processes

| | |
|--|--|
| What format/film type is being used?* | |
| What type of media is being used (e.g. film/card/tape, etc.)?* | |
| Camera(s) being used | |
| Will a DIT Operator or wrangler be employed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will a stock test be carried out? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are Playback facilities available? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Laboratory Details (if applicable) | |
| Process Frequency (if applicable) | |
| Transport to Lab (if applicable) | |
| Are any special cameras being used (e.g. motion control, etc.) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please give details | |
| If filming abroad, please give the frequency of rushes whilst filming abroad and transport details. | |
| Will any archive or library footage be used in the programme? If so how many minutes? | |
| Has any equipment been hired? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, where has the equipment been hired from? (Please forward lists of the dry hired equipment to be insured) | |

* = If media being reused then this must be discussed with the BBC production team prior to use, as there are certain guidelines to follow and without the BBC production team agreeing, this may prejudice a claim

6. Props, Sets & Effects

| | |
|--|--|
| Will you be using any props valued in excess of £25,000.00? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |
| Please give details of where any props have been hired from. | |
| Where will props/ wardrobe/ equipment be stored and what security is in place? | |
| What is the estimated time to reconstruct any sets? | |
| Does filming involve any special effects? If so please provide details | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide full details | |

7. Financial Information

| | | |
|--|---|-------|
| What will be the maximum sum of cash in your possession at any one time? | | |
| Does the production budget include delivery to the BBC of any other media (e.g. podcasts, web content, etc.)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, please provide full details | | |
| Limits of cover for Production Insurances Please estimate the total replacement value for items within each adjacent section. | Archive Footage | Limit |
| | Props, Set & Wardrobe | Limit |
| | Technical Equipment | Limit |
| | Extra Expense | Limit |
| | Office Contents | Limit |
| | Petty Cash | Limit |
| Does your production company have its own E &O policy? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Please confirm that no person engaged on the production has or has had any Criminal Convictions or been Declared Bankrupt? | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Full Details:- | |

8. Covered Persons

Please provide details for all persons covered under cast insurance (use additional paper if required):

| Name | Role | Age | Stop Dates?* |
|------|------|-----|--------------|
| | | | |
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| | | | |

* = A stop date is defined as a date beyond which the covered person will no longer be available due to other commitments. This must be declared so it can be incorporated into the contract between the covered persons and the production company/BBC.

Please note that Cast cover can only be provided for those aged 6–75 as standard. For those outside this please contact the BBC Production Insurance Centre.

9. Declaration

If you have any further comments or declarations to make with regards to this form, please state them below: I confirm that the information given in this form is accurate and true and any issues can be raised with the production contact person given in Section 2 (Production Contact Details).

Signed.....

Name.....

Role.....

Date.....