QUARTZ

BBC Production Scheme
Insurance Proposal Form

Guidelines

- Please complete this document as fully and accurately as possible. Missing or incomplete information may delay the issue of insurance documents.
- Please note that cover provided under the Production Insurance Centre does not include E&O insurance. If you require E&O cover, this may be available via the BBC E&O scheme. Please confirm if you have cover in **Section 7 (Financial Information)**.
- Once completed, please send this form to **Quartz Insurance Brokers Ltd**. Contact details can be found at **quartzib.com/our-team**. Alternatively, please call 0117 360 0360.

1. Main Details

Title of production:

BBC Commissioning Department/Region:

BBC Business Affairs Manager:

Telephone Number:

Email

Production Company:

Will a Special Purpose Vehicle (SPV) be set up for this production? ..... Yes ○ No ○

If **YES**, please confirm the name of the SPV:

Employers' Reference Number (ERN)/PAYE Reference:

Names of financiers (e.g. 100% BBC):

Is this a BBC Public Service TV Commission? ..... Yes ○ No ○

Will you require an Additional Insured or Loss Payee to be noted for this production? ..... Yes ○ No ○

If **YES**, please provide full details:

Dates of Cover: From: To:

2. Production Contact Details

Production Senior Management Contact:

Company Address:

Telephone Number:

Email

Room Number (if BBC):

3. Production Infomation

Production Type (e.g. drama, documentary, reality TV etc.):

Brief Description of Content/Synopsis:

Producer Details:

Director Details:

Production Details (e.g. series, pilot, running time, number of episodes):

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 (excluding production fee, overheads and insurance premium):

Charge/SAP Code (In-house productions only):

Scheduled Number of Filming Weeks/Days:

Does the production involve studio filming? ..... Yes ○ No ○

If **YES**, please provide details including locations, number of days, and dates:

Does the production involve location filming? ..... Yes ○ No ○

If **YES**, please provide details including locations, number of days, and dates:

Will there be any non-UK filming? ..... Yes ○ No ○

If **YES**, please provide details including locations, number of days, and dates:

Will any foreign nationals be employed? ..... Yes ○ No ○

If **YES**, please provide details:

Will filming take place in the USA/Canada? ..... Yes ○ No ○

If **YES**, please note that separate cover may need to be purchased locally at an additional cost.

4. Filming Content

Does filming involve animals? ..... Yes ○ No ○

If **YES**, please provide full details:

Does filming involve action vehicles, marine craft, aircraft or trains? ..... Yes ○ No ○

If **YES**, please provide full details:

Are you filming in or around water? ..... Yes ○ No ○

If **YES**, please provide full details:

Does filming involve covert or unauthorised filming, or work in a war zone? ..... Yes ○ No ○

If **YES**, please provide full details:

Does filming involve large crowd scenes? ..... Yes ○ No ○

If **YES**, please provide full details:

Does the production involve dangerous or hazardous filming? ..... Yes ○ No ○

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)?*

Camera(s) being used:

Details of transport of kit:

Will spare camera(s) be taken if filming overseas? ..... Yes ○ No ○

If **NO**, please advise how quickly replacement can be obtained:

Are any special cameras, new filming techniques, or virtual production being used? ..... Yes ○ No ○

If **YES**, please provide full details:

Will any kit be left in unattended vehicles? ..... Yes ○ No ○

If **YES**, please provide details including value and proposed security measures:

Will a DIT Operator or wrangler be employed? ..... Yes ○ No ○

Will a stock test be carried out? ..... Yes ○ No ○

Are playback facilities available? ..... Yes ○ No ○

How often will rushes be returned for processing/editing? Please provide details of back-up/workflow procedures and transport arrangements:

Processing Laboratory/ Facilities House Details (If applicable):

Will any archive or library footage be used? ..... Yes ○ No ○

If **YES**, how many minutes?

* If media is being reused, this must be discussed with the BBC production team prior to use. Certain guidelines may apply, and failure to obtain approval may prejudice a claim.

6. Props, Sets & Effects

Will you be using any props valued in excess of £25,000? ..... Yes ○ No ○

If **YES**, please provide full details:

Please give details of where any props have been hired from:

Where will props, wardrobe, and equipment be stored, and what security measures are in place?

Estimated time required to reconstruct any sets:

Does filming involve any special effects? ..... Yes ○ No ○

If **YES**, please provide full details:

7. Financial Information

Maximum amount of cash held at any one time:

Does the production budget include delivery to the BBC of any other media (e.g. podcasts, web content etc.)? ..... Yes ○ No ○

If **YES**, please provide full details:

Limits of cover for Production Insurances:		
	Archive Footage	**Limit**
	Props, Set & Wardrobe	**Limit**
	Technical Equipment	**Limit**
	Office Contents	**Limit**

Does your production company have its own E&O policy? ..... Yes ○ No ○

Please confirm that, to the best of your knowledge, no person engaged on the production has any criminal convictions or been declared bankrupt. ..... Yes ○ No ○

If **NO**, please provide full details

Details of losses/claims during the last three years:

8. Covered Persons

Please provide details for all persons required under cast insurance. Cast cover applies to individuals aged 6-75. For anyone outside this range, please contact the BBC Production Insurance Centre.

Name:	Role:	Age:	Stop Dates*:

*A stop date is the date beyond which the individual will no longer be available due to other commitments. This must be declared so it can be incorporated into contractual arrangements between the covered person, the production company, and the BBC.

9. Declaration

If you have any further comments or declarations relating to this form, please state them below:

I confirm that the information provided in this form is accurate and true, and that any issues may be raised with the production contact named in Section 2 (Production Contact Details):

Signature of Principal/Director/Partner:

Name:

Role:

Date:

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