## Business Requirement Form for Filming and Photography

**Section 1: Sponsor details**

|  |  |
| --- | --- |
| **Name** |  |
| **Business area** |  |
| **Telephone number** |  |
| **Email address** |  |

**Section 2: Filming and Photography details**

|  |
| --- |
| 1. **Purpose of Photography or Filming** |
|  |
| 1. **Details of where the footage and/or photographs will be published or appear (internal government or external)?** |
|  |
| 1. **Details of all those participating in the filming including Staff, crew members / photographers (identity and contact details)?** |
|  |
| 1. **Dates, duration and timings of the filming event?** |
|  |
| 1. **The content of any dialogue (where this relates to sensitive or work-related matters, the wording should be agreed by the relevant Senior Civil Servant).** |
|  |
| 1. **The specific area(s) where filming or photography is intended?** |
|  |
| 1. **How and where the footage and/or photographs will be stored and by whom (digitally and/or hard copy) as well as, the duration that the information will be kept?** |
|  |
| 1. **Any other relevant information?** |
|  |

*Please complete form and return to* [mojgroupsecurity@justice.gov.uk](mailto:mojgroupsecurity@justice.gov.uk)*to obtain permission* ***prior to*** *commencement of filming.*