

# British Film Certification

## Schedule 1 to the Films Act 1985

### Cultural Test - Application Form



Version: April 2011

Obtaining a British Film Certificate is a condition for making claims to HM Revenue & Customs (HMRC) for film tax relief under the Finance Act 2006. In addition:

- Á The film must be intended for theatrical release
- Á Not less than 25% of the core expenditure on the film must be UK expenditure
- Á The film production company (FPC) responsible for the film needs to be within the UK corporation tax net

Further information is available at: <http://www.hmrc.gov.uk/manuals/fpcmanual/Index.htm>

This is the application form for a film to be granted a British Film Certificate under Schedule 1 to the Films Act 1985 as revised in 2007. Applicants should also read the accompanying guidance notes which are available on-line at: <http://www.bfi.org.uk/about/qualifying/> under the heading "British Films and Tax Relief", then under the subheading "Cultural Test".

For further details on the Cultural Test or to arrange a meeting to discuss a particular project please contact the Certification Unit via email [certifications@bfi.org.uk](mailto:certifications@bfi.org.uk) or telephone the Certification Manager, Anna Mansi on 0207 173 3214.

Please return your completed application form, together with accompanying documentation to: **Certification Unit, British Film Institute, 21 Stephen Street, London, W1T 1LN.**

Please Note:

- You only need to complete the parts of the application form for which you are claiming points.
- Information in your application may be disclosed to Department of Culture, Media and Sport (DCMS), HMRC and the British Film Institute (BFI).
- The BFI requires supporting material as below to complete its assessment of your application. Please tick the boxes below to show which documents are enclosed.

Tick	Document	Notes
<input type="checkbox"/>	Shooting script in English language	The most up-to-date copy
<input type="checkbox"/>	A complete synopsis or treatment of the screenplay (in English).	The most up-to-date copy
<input type="checkbox"/>	Shooting schedule	The most-up-to date information.
<input type="checkbox"/>	Production budget/Final cost report	The most-up-to-date copy of the total long-format budget.
<input type="checkbox"/>	A copy of the chain of title	The most up-to-date [if applying for points under section A3(b)].
<input type="checkbox"/>	A DVD copy of the finished project	Required only with applications for Final Certification, not for interim.
<input type="checkbox"/>	This application form	With every section completed, even if some sections are marked N/A. Including a signed statutory declaration.
<input type="checkbox"/>	Accountants report	Required only with applications for Final Certification, not for Interim.

## Contact Details

Please give details below of whom and where you would prefer BFI to contact you about your application:

Name of your preferred contact:

Daytime telephone number:

Mobile phone number:

Fax number:

E-mail address:

Postal address:

## PART 1 - Summary of the project

Please tick yes to only one of these three boxes:

Is this application for an animation film?

Yes

Is this application for a documentary film?

Yes

Is this application for any other kind of film?

Yes

Is this application for Interim Certification, Final Certification or Letter of Comfort?

Interim Certification

Final Certification

Letter of Comfort

Film title (provisional if not known):

International Standard Audiovisual Number (ISAN), where known:

Date of start of principal photography (DD/MM/YYYY):

Date of film's completion (DD/MM/YYYY):

If your film commenced principal photography before 1 January 2007 and completes after that date, and your application fails (or is likely to fail) the Cultural Test, do you want your film to be assessed against the previous Cultural Test introduced in April 2006 to determine eligibility for the old tax relief schemes?

No  Yes (If yes, please contact the BFI)

## PART 2 - Details of the applicant

The name of the Film Production Company (FPC):

The address of the principal place of business of the FPC:

The address of the registered office of the FPC:

The company number of the FPC:

The date of registration of the FPC at Companies House (DD/MM/YYYY) :

The name of the distributor, if known:

## PART 3 - Archive Footage (see paragraph 32 of the guidelines)

1. Do you expect to use any archive footage in any part of this film?

- No If NO, please go to part 4  
 Yes IF YES, please go to question 2 below

2. Does archive footage comprise more than 10% of the film?

- No  
 Yes If YES please explain how much archive footage has been used in the film and why it was necessary to use this footage

## PART 4 - Cultural Test Summary

Does the application score at least 16 out of 31 points in the Cultural Test?

No The application fails

Yes

In the 'points claimed' column, applicants need only enter the points they want to claim, not necessarily under every category.

	MAXIMUM POINTS AWARDED	POINTS CLAIMED	TOTAL POINTS CLAIMED
<b>CULTURAL CONTENT</b>			
A1. Film set in the UK	4		
A2. Lead characters	4		
A3. Subject matter and/or underlying material	4		
A4. Language of original dialogue	4		
<b>CULTURAL CONTRIBUTION</b>			
B. Contribution of the film to British Culture	4		
<b>CULTURAL HUBS</b>			
C1. Principal photography/Visual effects/Special effects/Research and Development/ Shooting/Visual design/Layout and Storyboarding	2		
C2. Music recording/Audio post production/Picture post production/voice recording for animation	1		
<b>CULTURAL PRACTITIONERS</b>			
D1. Director	1		
D2. Scriptwriter	1		
D3. Producer	1		
D4. Music composer	1		
D5. Lead actors	1		
D6. Majority of cast	1		
D7. Key staff	1		
D8. Majority of crew	1		
<b>CULTURAL TEST SUMMARY</b>			
	MAXIMUM POINTS		TOTAL POINTS CLAIMED
	31		points

## PART 5 - Cultural Test: Cultural Content

### Section A1: Film set in the UK

a) Total number of pages of the shooting script:

pages

b) Total number of pages in the script which are set in the UK:

pages

c) The number of pages that are set in the UK as a percentage of the total number of pages: i.e. (b) above as a percentage of (a) above

%

If it is not immediately clear that the film is set in the UK, please give more information here to help determine where the film is set.

#### A1: Set in the UK

at least 75%  
at least 66%  
at least 50%  
at least 25%

POINTS AVAILABLE

4  
3  
2  
1

POINTS CLAIMED

points

**Section A2: Lead Characters - British nationals or residents**

Please list the three main characters in the film, their nationality and their country of residence

Character	Nationality	Country of residence

Explain how these characters, more than any other characters, have centrality or prominence in the story, and, if not immediately clear, why they should be considered to be British:

Lead character 1	
Lead character 2	
Lead character 3	

**A2 : Lead characters**

	POINTS AVAILABLE	POINTS CLAIMED
If 2 or 3 lead characters are British	4	points
If 1 of 2 lead characters are British	2	
If 1 of 3 lead characters is British	1	

**Section A3: Film based on British subject matter or underlying material**

**(a) Explain how the film depicts a British story:**

**AND/OR**

**(b) Provide the following details for the writer of the underlying material:**

The underlying material is entitled:

The underlying material is:

(book, story, game, original screenplay, article, comic etc)

The name of the writer(s) of the underlying material:

The nationality of the writer(s):

The country of ordinary residence of the writer(s):

If completing option (b), please include with your application a copy of the chain of title.

**A3 : Film based on British subject matter and/or underlying material**

POINTS AVAILABLE

POINTS CLAIMED

4

points

**Section A4: Language of original dialogue**

**Which of the UK's languages is the dialogue recorded in?**

**What percentage of the total number of pages includes dialogue in that language(s)?**

%

**A4 : Percentage of the original dialogue recorded in the English language or a recognised regional or minority language of the UK?**

POINTS AVAILABLE

POINTS CLAIMED

at least 75%

4

at least 66%

3

at least 50%

2

at least 25%

1

points

## **PART 6 - Cultural Test: Cultural Contribution**

### **Section B: Contribution of the film to British Culture**

**Please set out below how the film reflects or represents British culture:**  
(Continue on a separate sheet of paper if necessary)

**Creativity:**

**Heritage:**

**Diversity:**

## PART 7 - Cultural Test: Cultural Hubs

### Section C1

#### Principal Photography

a) How many calendar days of principal photography are there?

days

b) How many of those calendar days were shot in the UK?

days

c) Percentage of the total days of principal photography carried out in the UK:

%

#### Film studio/locations

Name of place(s)

Address

Name of place(s)	Address

AND/OR

#### Visual Effects

a) Visual effects total expenditure:

£

b) Expenditure on visual effects work carried out in the UK:

£

c) Percentage of the total (£) visual effects work carried out in the UK:

i.e. (b) above as a percentage of (a) above

%

#### Facility housing visual effects work

Name of place(s)

Address

Name of place(s)	Address

AND/OR

#### Special Effects

a) Special effects total expenditure:

£

b) Expenditure on special effects work carried out in the UK:

£

c) Percentage of the total (£) special effects work carried out in the UK:

i.e. (b) above as a percentage of (a) above

%

#### Facility housing special effects work

Name of place(s)

Address

Name of place(s)	Address


**DOCUMENTARY FILMS ONLY**

**Research & Development**

a) Research & development total expenditure:

£
---

b) Expenditure on research & development carried out in the UK:

£
---

c) Percentage of the total (£) research & development carried out in the UK:

%
---

**Research & development facilities**

Name of place(s)                      Address


**ANIMATION FILMS ONLY**

**Shooting**

a) Shooting total expenditure:

£
---

b) Expenditure on shooting carried out in the UK:

£
---

c) Percentage of the total (£) shooting carried out in the UK:  
i.e. (b) above as a percentage of (a) above

%
---

**Shooting locations**

Name of place(s)                      Address


**AND/OR**

**Visual Design**

a) Visual design total expenditure:

£
---

b) Expenditure on visual design work carried out in the UK:

£
---

**c) Percentage of the total (£) visual design work carried out in the UK:**  
 i.e. (b) above as a percentage of (a) above

%
---

**Visual design facilities**

Name of place(s)                      Address


**AND/OR**

**Layout & Storyboarding**

**a) Layout & storyboarding total expenditure:**

£
---

**b) Expenditure on layout & storyboarding work carried out in the UK:**

£
---

**c) Percentage of total (£) layout & storyboarding work carried out in the UK:**

%
---

**Layout & storyboarding facilities**

Name of place(s)                      Address


**C1 : Principal Photography/Visual Effects/Special Effects**

**Research & Development (Documentary)**

**Shooting/Visual Design/Layout & Storyboarding (Animation)**

POINTS AVAILABLE

POINTS CLAIMED

50% Cultural Hubs

2

points
--------

**Section C2**

**Music Recording**

a) Music recording total expenditure:

£
---

b) Expenditure on music recording work carried out in UK:

£
---

c) Percentage of total (£) music recording carried out in UK:  
i.e. (b) above as a percentage of (a) above

%
---

**Facility used for music recording**

Name of place(s)                      Address


**AND/OR**

**Audio Post Production**

a) Audio post production total expenditure:

£
---

b) Expenditure on audio post production work carried out in the UK:

£
---

c) Percentage of total (£) audio post production work carried out in UK:  
i.e. (b) above as a percentage of (a) above

%
---

**Audio post production facilities**

Name of place(s)                      Address


**AND/OR**

**Picture Post Production**

a) Picture post production total expenditure:

£
---

b) Expenditure on picture post production work carried out in the UK:

£
---

c) Percentage of total (£) picture post production work carried out in UK:

%
---

**Picture post production facilities**

Name of place(s)                      Address

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**ANIMATION FILMS ONLY**

**Voice Recording**

**a) Voice recording total expenditure:**

£
---

**b) Expenditure on voice recording work carried out in the UK:**

£
---

**c) Percentage of total (£) voice recording work carried out in UK:**  
i.e. (b) above as a percentage of (a) above

%
---

**Voice recording facilities**

Name of place(s)                      Address


**C2: Music Recording/Audio Post Production/Picture Post Production/Video Post Production/Voice Recording For Animation**

POINTS AVAILABLE

POINTS CLAIMED

50% CulturalHubs

1

points
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## PART 8 - Cultural Test: Cultural Practitioners

### Section D1: Director

	Name	Nationality	Country of ordinary residence
Lead Director	<input type="text"/>	<input type="text"/>	<input type="text"/>

	MAX. POINTS AVAILABLE	POINTS CLAIMED
Is the lead director a qualifying person?	1	<input type="text"/> points

Explain why the Director above should be regarded as a lead Director:

### Section D2: Scriptwriter

	Name	Nationality	Country of ordinary residence
Scriptwriter	<input type="text"/>	<input type="text"/>	<input type="text"/>

	MAX. POINTS AVAILABLE	POINTS CLAIMED
Is one of the 3 lead scriptwriters a qualifying person?	1	<input type="text"/> points

Explain why the scriptwriter above should be regarded as one of the 3 lead scriptwriters:

**Section D3: Producer**

	Name	Nationality	Country of ordinary residence
<b>Producer</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	MAX. POINTS AVAILABLE	POINTS CLAIMED
<b>Is one of the 3 lead producers a qualifying person?</b>	1	<input type="text"/> points

**Explain why the producer above should be regarded as one of the 3 lead producers:**

**Section D4: Lead Music Composer**

	Name	Nationality	Country of ordinary residence
<b>Lead composer</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	MAX. POINTS AVAILABLE	POINTS CLAIMED
<b>Is the lead composer a qualifying person?</b>	1	<input type="text"/> points

**Explain why the composer above should be regarded as a lead composer:**

**Section D5: Lead Actors**

	Name	Nationality	Country of ordinary residence	Character's name
Lead actors				

	MAX. POINTS AVAILABLE	POINTS CLAIMED
Is one of the 3 lead actors a qualifying person?	1	points

Explain why the actors above should be regarded as the 3 lead actors:

**Section D6: Majority of Cast**

a) What is the total head count of cast?

No .

b) How many of the cast are qualifying persons?

No .

c) Qualifying persons as a percentage of the total cast  
i.e. (b) above as a percentage of (a) above

%

	POINTS AVAILABLE	POINTS CLAIMED
Are at least 50% of the cast qualifying persons?	1	points

**Section D7: Key Staff**

	Name	Nationality	Country of ordinary residence
1Lead cinematographer			
1Lead production designer			
1Lead costume designer			
1Lead editor			
1Lead sound designer			
1Lead visual effects supervisor			
Lead hair and makeup supervisor			

	POINTS AVAILABLE	POINTS CLAIMED
Is at least one of the Heads of Department a qualifying person?	1	points

**Section D8: Majority of Production Crew**

a) What is the total head count of production crew?	No.
b) How many of the production crew are qualifying persons?	No.
c) Qualifying persons as a percentage of the total production crew i.e. (b) above as a percentage of (a) above	%

	POINTS AVAILABLE	POINTS CLAIMED
Are at least 50% of crew qualifying persons?	1	points

## PART 9 - Production Expenditure

### NOTES

1. The BFI is not checking whether the HMRC's 25% spend test is met.
2. The definitions of "core" and UK expenditure requested in this summary are the same as the HMRC definitions set out in section 34 and 35 of the Finance Act 2006  
<http://www.hmrc.gov.uk/budget/fa06.htm> . Please also see the HMRC guidance:  
<http://www.hmrc.gov.uk/manuals/fpcmanual/Index.htm>

<b>Total budget</b>	£
<b>Total core expenditure</b>	£
<b>UK expenditure</b>	£
<b>Estimated non UK spend</b>	
Country	Spend
	£
	£
	£

<b>Non core expenditure</b>	£
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In addition to the information above the applicant may voluntarily provide the following information which would be helpful for the BFI:

**To assist the BFI in categorising films for statistical purposes, does the finance for the film come predominantly from the UK or overseas sources?**

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### Sources of Public Subsidy:

Is the film expected to receive public subsidy (e.g. tax relief, lottery funds) from the UK/EU? If so, please give approximate amounts and the country from which they are expected to be received:

Country	Amount
	£
	£
	£

### Sources of other Finance

Source of finance	Amount
	£
	£
	£

## PART 10 - Statutory declaration by applicant

This form and the particulars in it must be verified by a Statutory Declaration. It is required under paragraph 2(4) of Schedule 1 to the Films Act 1985. Please see guidance notes page 12.

### Statutory declaration

I (name)

--

Of (address)

--

do solemnly and sincerely declare that I (please tick correct box below)

am the secretary

am a director

have another position (please specify)

--

of the Film Production Company (FPC) called:

--

this being the FPC of the film project entitled:

--

and that I have been duly authorised to make this declaration on behalf of the FPC.

I further declare that I have made inquiries as to the truth of the particulars set out in this Application Form and that to the best of my knowledge and belief the said particulars are true and complete in all respects.

I make this solemn declaration conscientiously believing it to be true by virtue of the Statutory Declaration Act 1835.

Signature of above individual making the declaration for the FPC:

--

declared at (address)

--

Stamp of the office where the Statutory Declaration is made

(or write the address if no stamp is available)

--

on this date

--

Signature of person administering Statutory Declaration (e.g. a practising solicitor, general notary or other officer authorised by law to administer a Statutory Declaration including justices of the peace)

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## ANNEX A - List of UK producers

The BFI would like to put a list of UK producers, their contact details and other related information on our website, as a resource for foreign producers looking for a co-producer in the UK.

Please give the following information if you would like your details added to the list. (There is no obligation to do so).

### Contact details

Name of producer

Production company

Street address

Town /city

Postcode

Tel

Fax

Email address

Web address

### Previous credits

Name of film 1

Role on film

Did the film qualify as British?

Yes

No

If yes, did it qualify:

(a) under Schedule 1 / Cultural Test? or

Yes

No

(b) under a Co-production Treaty?

Yes

No

If yes, please specify Treaty(ies):

Name of film 2

Role on film

Did the film qualify as British?

Yes

No

If yes, did it qualify:

(a) under Schedule 1 / Cultural Test? or

Yes

No

(b) under a Co-production Treaty?

Yes

No

If yes, please specify Treaty(ies):