

# British Certification Co-production Application Form

Film



Version: April 2011

This is the application form for a film to be granted a British Film Certificate under one of the UK's official Co-production Agreements or the European Convention on Cinematographic Co-production. Applicants should also read the relevant agreement and the accompanying guidance notes which are available on-line at: <http://www.bfi.org.uk/about/certification/> under the heading "British Films and Tax Relief", then under the sub-heading "Co-production".

For further details on co-productions 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 the completed form, together with accompanying documentation to: Certification Unit, British Film Institute (BFI), 21 Stephen Street, London W1T 1LN.

## **Please Note:**

- Information in your application may be disclosed to the Department for Culture, Media and Sport (DCMS), HM Revenue & Customs (HMRC) and the BFI.
- The BFI requires supporting material as listed below to complete its assessment of your application. Please tick the boxes below to show which documents are enclosed.

Tick

## Contact Details

Please give details below of who the BFI should contact 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?

Is this application for a documentary film?

Is this application for any other kind of film?

Is this application for a series of films? (If 'Yes', please complete Annex A)

Is this application for interim certification or final certification?

Film title (provisional if not known):

International Standard Audiovisual Number (ISAN) where known:

Which co-production agreement(s) are being used for this film?

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

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

Language(s) in which a direct sound recording of the film is made:

**Is the film intended for theatrical exhibition to the paying public in a commercial cinema?**

No      Yes

**PART 2    Archive Footage** (see paragraph 32 of the guidelines)

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

No

Yes

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

No

Yes

**PART 3 - Details of the UK co-producer(s)**

If there is more than one UK co-producer the co-producer listed here should be the one that is most directly engaged in the making of the film. Please give details of any other UK co-producer on a separate sheet.

**Name of the UK co-producer/Film Production Company (FPC):**

**Address of the principal place of business of the UK co-producer/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):**

Is the UK's co-producer's business managed and controlled in the UK?

No      Yes

Do the board meetings of the UK film production company take place in the UK?

No      Yes

#### **PART 4 - Details of the second co-producer(s)**

If there is more than one co-producer from the second co-producing country, the co-producer listed here should be the one that is most directly engaged in the making of the film. Please give details of any other second country co-producer on a separate sheet.

**Country of the second co-producer:**

**Name of the second co-producer:**

**Address of the second co-producer:**

**The address of the registered office of the FPC:**

**If you there are more than two Party Co-producers please provide the appropriate details on a**

#### **PART 5 Third-party Co-producer(s)**

Please complete this section if there is a Third-party Co-producer. If there is more than one Third-party Co-producer please give details on a separate sheet.

**Country of the Third-party Co-producer:**

**Name of the Third-party Co-producer:**

**Address of the Third-party Co-producer:**

**The address of the registered office of the FPC:**

**PART 6 Non-party Co-producer(s)**

Please complete this section if there is a Non-party Co-producer. If there is more than one Non-party Co-producer please give details on a separate sheet.

**Country of the Non-party Co-producer:**

**Name of the Non-party Co-producer:**

**Address of the Non-party Co-producer:**

**The address of the registered office of the FPC:**

**PART 7 Finance-only co-producers**

Please complete this section if there are any finance-only co-producers

**List the co-producers who contributed finance-only**

**Please state why each co-producer is making a finance-only contribution: :**

If there is any film-making or creative spend in the country of the “finance-only” co-producer

How does the co-production help to promote a European identity? (for European Convention o

**PART 8 - Common management, control or ownership**

Are any of the co-producers named in Parts 3, 4, 5, 6 and 7 linked by any of the following:

Common management	No	Yes
Control	No	Yes
Ownership	No	Yes

If YES, please give details below.

**PART 9 - Financial contributions (include summary of non-cash budget)**

The total cash budget of the film is (£ sterling)

The contracted exchange rate for the production is:

(please specify other currency)

Name of co-producer	Name of co-producer	Amount in £ sterling	% of total cash budget
Total financial contribution of UK co-producer			
Total financial contribution of 2nd co-producer			
Total financial contribution of 3 <sup>rd</sup> co-producer			
Total financial contribution of 4th co-producer			

Please provide a complete breakdown of all the finance provided by each of the co-producers to the total cash budget.

**Sources of the UK co-producer's financial contribution**

Name the parties providing finance to the UK co-producer


Total

**Sources of 2<sup>nd</sup> Co-producer's financial contribution**

Name the parties providing finance to the 2<sup>nd</sup> co-producer


Total

**Sources of 3<sup>rd</sup> Co-producer's financial contribution**

Name the parties providing finance to the 3<sup>rd</sup> co-producer


Total

**Sources of 4<sup>th</sup> Co-producer's financial contribution**

Name the parties providing finance to the 4<sup>th</sup> co-producer


Total

**Finance from sources which are not cash flowed**

**Please provide a complete breakdown of all the non-cash flowed sources of finance**

Name of co-producer responsible for bringing this part of the “financing”


## PART 10 - Expenditure on the film-making contributions

Please provide a complete breakdown showing the cash expenditure on film-making facilities, goods and personnel. (This is also available as a separate excel document).

	Total £	UK goods and services	2nd co-producing countries goods and services	Other EU/EAA labour costs	3rd country spend
<b>Part A: Above The Line. Pre-Rights To New</b>					
1 Story/Script	£	£	£	£	£
2 Scenario/Story	£	£	£	£	£
3 /Script Writing	£	£	£	£	£
4 Development	£	£	£	£	£
5 Costs	£	£	£	£	£
6 Producer Fee	£	£	£	£	£
7 Director Fee	£	£	£	£	£
8 Principal Cast	£	£	£	£	£
9 ATL Living Expenses	£	£	£	£	£
ATL Travel Expenses	£	£	£	£	£
Other (Specify)	£	£	£	£	£
Part A Subtotals	£	£	£	£	£

<b>Part B: Below The Line.</b>					
10 Supporting Cast	£	£	£	£	£
11 Casting	£	£	£	£	£
12 Director Stunts & Extras	£	£	£	£	£
13 Specialist Advisors	£	£	£	£	£
14 Production Management	£	£	£	£	£
15 Assistant Director/Conti	£	£	£	£	£
16 Art Department	£	£	£	£	£
17 Set Construction	£	£	£	£	£
18 Construction Staff	£	£	£	£	£
19 Construction Materials	£	£	£	£	£
20 Props & Set Dressing	£	£	£	£	£
21 Set Dressing Labour	£	£	£	£	£
22 Special Effects	£	£	£	£	£
23 Grip Labour/Standby	£	£	£	£	£
24 Grip Equipment	£	£	£	£	£
25 Camera Crew	£	£	£	£	£
26 Camera Equipment	£	£	£	£	£
27 Lighting/Spotting labour	£	£	£	£	£
28 Electrical Equipment	£	£	£	£	£
29 Sound Crew	£	£	£	£	£
30 Sound Equipment	£	£	£	£	£

31	Wardrobe Staff	£	£	£	£	£
32	Costumes and Wigs	£	£	£	£	£
33	Hair	£	£	£	£	£
34	Make-Up	£	£	£	£	£
35	Locations	£	£	£	£	£
36	Production Office	£	£	£	£	£
37	Studio	£	£	£	£	£
38	Travel and Transportatio	£	£	£	£	£
39	Film Stock	£	£	£	£	£
40	Videotape Stock	£	£	£	£	£
41	HD stock	£	£	£	£	£
42	Film & Lab & Telecine	£	£	£	£	£
43	Other (Specify)	£	£	£	£	£
	Part B	£	£	£	£	£

**Part C: Post-production**

44	Editorial Labour	£	£	£	£	£
45	Film Post - picture	£	£	£	£	£
46	Visual Effects	£	£	£	£	£
47	Film Post - Sound	£	£	£	£	£
48	Music Composer & Studio for	£	£	£	£	£
49	Music	£	£	£	£	£
50	Travel & Expenses	£	£	£	£	£
51	Other (Specify)	£	£	£	£	£
	Part C: Sub-	£	£	£	£	£

**Part D:**

**Sundries**

52	Equity Fees (UK Actors' Social Security/Fring Skills	£	£	£	£	£
53	Investment	£	£	£	£	£
54	Legal Fees on Production	£	£	£	£	£
55	Other (Specify)	£	£	£	£	£
56	Part D: Sub-Totals	£	£	£	£	£

**Part E: Other Costs**

**NB: please enter all costs in the total (£)**

57	Rights To Underlying Works	£
58	Rights To Pre-Existing Formats	£
59	Rights To Pre-Existing Music	£

60	Rights To Pre-Existing Film	£
61	Rights To Trademarks	£
62	Production Fee	£
63	Executive Producer Fees	£
64	Unit Publicity	£
65	Entertainment Costs	£
66	The Film's Web-Site	£
67	Trailers	£
68	Trade Association Fees	£
69	Financing Costs	£
70	Audit	£
71	Legal Fees On Non-Production Activity	£
72	Insurances	£
73	Completion Bond	£
74	Contingency	£
75	Other (Specify)	£
		£

1	<b>PART A TOTAL</b>	£	£	£	£	£
2	<b>PART B TOTAL</b>	£	£	£	£	£
3	<b>PART C TOTAL</b>	£	£	£	£	£
4	<b>PART D TOTAL</b>	£	£	£	£	£
5	<b>TOTAL OF A+B+C+D</b>	£	£	£	£	£
6	<b>Percentage share of A, B, C, D</b>	100%	%	%	%	%
7	<b>PART E</b> (pro-rated in same)	£	£	£	£	£
8	<b>GRAND TOTAL OF A+B+C+D+E</b>	£	£	£	£	£
9	<b>% share of A+B+C+D+E</b> (this will be the	100%	%	%	%	%

**PART 11 - Where the film is made**

Please complete details of work taking place in the co-producing countries only.

**Location Shooting**

Location (town)


**Studio**

Name of facility


**Animation**

Name of facility


**Laboratories**

Name of facility


**Picture and Sound Editing**

Name of facility


**Visual Effects/Special Effects**

Name of facility


**Sound Recording, Dubbing and ADR**

Name of facility


**Music Recording**

Name of facility


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**PART 12 - Work carried out in a “third country”**

Does the film involve any film-making activity in any third countries?

No

Yes

**Location shooting**

Location (town)


**Studio**

Name of facility


**Animation**

Name of facility


**Laboratories**

Name of facility


**Picture and Sound Editing**

Name of facility


**Visual Effects/Special Effects**

Name of facility


**Sound Recording, Dubbing and ADR**

Name of facility


**Music Recording**

Name of facility


**Location Shooting**

Why is it necessary to undertake location shooting in a third country?

--

Whilst on location, will any construction of sets be involved?

**PART 13 - Key Personnel**

Please complete the names, nationality and residency of the key personnel as listed below.

**PRODUCERS GROUP**

**Producers**

Executive producer

Other

**CREATIVE GROUP**

**Director**

**Scriptwriter(s)**

**Music composer**

**PERFORMING GROUP**

**Leading artist 1**

**Leading artist 2**

**Leading artist 3**

**Leading artist 4**

**Leading artist 5**

**Musicians performing for the soundtrack**

**Total number of remaining cast**

**UK**

**2<sup>nd</sup> Co-producing country**

**3<sup>rd</sup> Co-producing country**

**EU/EEA**

**3<sup>rd</sup> Country**

**TECHNICAL GROUP**

**1st Assistant Director**

**2<sup>nd</sup> Assistant Director**

**Camera Operator /recordist**

**Director of Photography Second assistant director Lead editor**

**Editor**

**Lead Production Designer**

**Art Director**

Set Decorator

Lead Costume Designer

Lead Hair and Make-up supervisor

Lead SFX Supervisor

Lead VFX Supervisor

Animation Director

Senior Animator

Production Accountant

Line Producer

Production Manager

Lead Sound Designer

Sound Operator

Boom Operator

Key Grip

Best Boy (Grip)

Best Boy (Electrical)

Gaffer

Stunt Co-ordinator

Total number of remaining crew

UK

2<sup>nd</sup> Co-producing country

3<sup>rd</sup> Co-producing country

EU/EEA

3<sup>rd</sup> Country

## PART 14 - Personnel from a “Third Country”

Does the film-making involve any personnel from a “third country”?

No

Yes

### Producers Group

(e.g. producers, executive producers, associate producers, etc.)

### Creative Group

(e.g. writers, directors, composers)

	Function of personnel	Nationality	Country of residence
Producers Group (e.g. producers, executive producers, associate producers, etc.)			
Creative Group (e.g. writers, directors, composers)			

**Performing Group**

(e.g. actors, voice artists, stunt artists, extras, crowd artists, musicians, etc.)

**Technical Group**

(technical and craft staff in broad terms. e.g. assistant director, etc.)


**Please give reasons for employing third country personnel.**

**PART 15 - European Convention Points Table**

Please only complete this section if you are applying under the European Convention.

**EUROPEAN ELEMENTS**

**Creative Group:**

**Director**

**Scriptwriter**

**Composer**

**Performing Group:**

**Lead artist 1**

**Lead artist 2**

**Lead artist 3**

**Technical Group:**

**Director of photography**

**Sound mixer/recordist**

**Film editor**

**Production designer**

**OTHER ELEMENTS**

**Studio / shooting location**

**Post-production location**

**If the total number of points is less than 15 (the minimum normally permitted) please state how**

**Part 16 - Statutory declaration by applicant**

This form and the particulars in it must be verified by a Statutory Declaration. This is required under paragraph 2(4) of Schedule 1 to the Films Act 1985. Please see guidance notes page 31.

**Statutory declaration**

I (name)

Of (address)

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

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)


## ANNEX A: Series of films

Please complete this section only if you are applying for a series of films

Please provide the following information if your project comprises of a series of films:

Each episode of a series should be treated as a separate film unless the following 3 conditions are all met:

- the films form a series with not more than 26 episodes,
- the combined playing time of the series is not more than 26 hours,
- the series constitutes a self-contained work or is a series of documentaries with a common theme

Is the whole series to be treated as a single film?

or

Is each episode of the series to be treated as a separate film in its own right?

If yes, is the information given in this application form applicable to each episode?

If no, separate application forms should be completed for each episode.

How long is the total playing time of the series?

Hrs	Mins

How many episodes are you applying for on this application?

Is the series a self contained work?

No Yes

If yes please give further details

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Is the project a series of documentaries with a common theme?

Yes No

If yes please give further details

--

**Title and/or number of each episode**

**Running time of each episode**

Title and/or number of each episode	Running time of each episode

## **ANNEX B: 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
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Production company

Street address

Town / city

Postcode

Tel

Fax

Email address

Web address

## **Previous credits**

<b>Name of film 1</b>
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Role on film

Did the film qualify as British?

If yes, did it qualify:

(a) under Schedule 1 / Cultural Test? or

(b) under a Co-production Treaty?

If yes, please specify Treaty(ies):

## **Name of film 2**

Role on film

Did the film qualify as British?

If yes, did it qualify:

(a) under Schedule 1 / Cultural Test? or

(b) under a Co-production Treaty?

If yes, please specify Treaty(ies):