# FilmApp – A User's Guide

**For use with FilmApp v4**

## Introduction

FilmApp is a simple, intuitive and user-oriented online film application process, used by many authorities across the UK and USA. The system provides filmmakers with a fast and efficient way to apply for permissions, allowing you to get on with making your film.

You can apply for your film permit then request changes as production requirements evolve. Film officers can respond to your applications and additional requests at the click of a mouse. Also, once you have set up your production profile in FilmApp, you can make multiple applications without having to re-enter the same information.

This document describes how to use the system to make an application to film. We hope you find this process intuitive and simple; the following guidance will guide you through each step and explain anything which may be unclear. If you have any questions, don't hesitate to contact apply4 at support@apply4.com.

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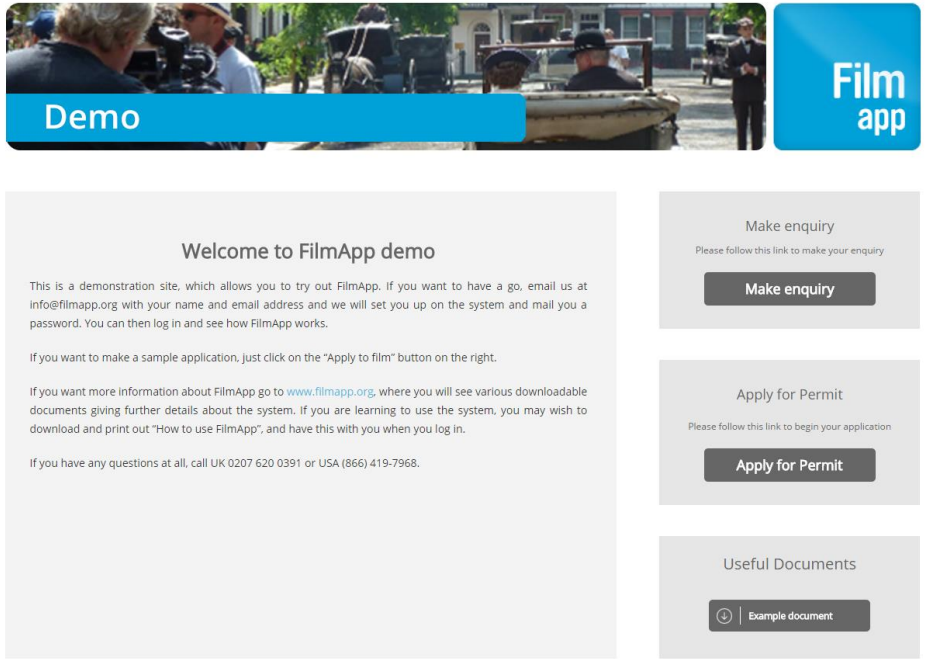
# Launch Page




**FILMAPP LAUNCH PAGE**

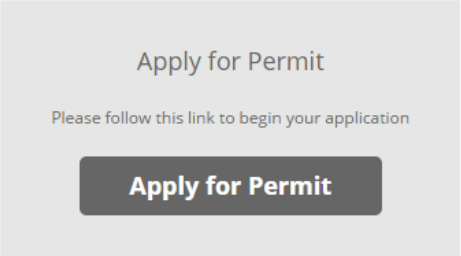
The FilmApp launch page provides information from the local film office and allows you to make an enquiry, begin an application or download useful documents.

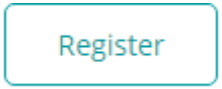
To send an enquiry to the film office, click on the 'Make Enquiry' button.

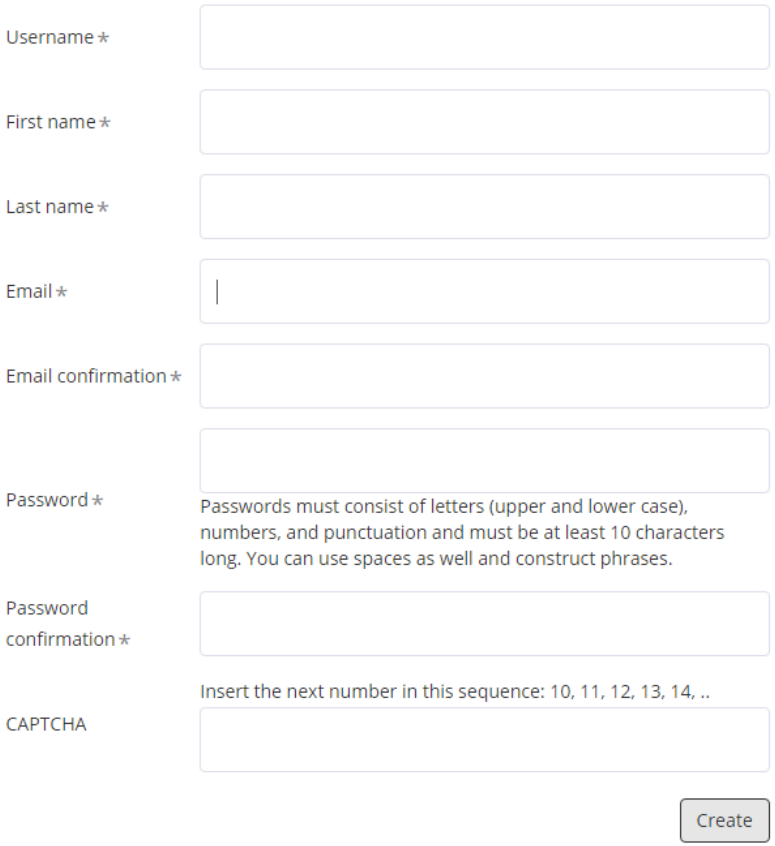
To start an application, click on the 'Apply for Permit' button.

To download a document, click on the named button in the Useful Documents box. These may include location specific guidelines, information about fees and charges or supplementary application forms that you may require.

# Registering as a new user




**ACCESING THE REGISTRATION PAGE**

Go to the FilmApp home page

To register as a new user click on 'Apply for permit'

Then 'Register' in the top right of the page

**NEW USER DETAILS**

Clicking 'Register' will open a page with a new user registration form

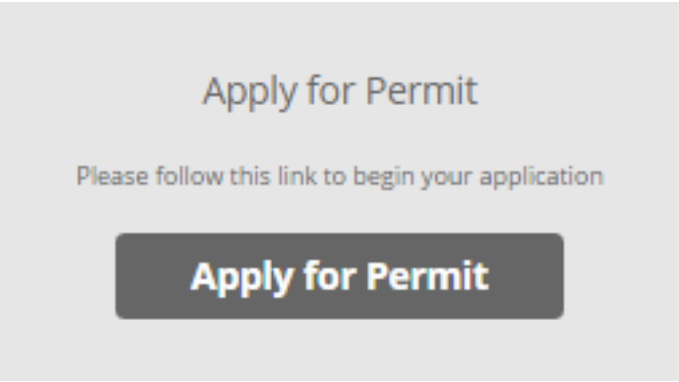
Enter requested details

The password must contain one upper and one lower case letter as well as numbers and punctuation. It must me at least 10 characters long.

Remember to answer the CAPTCHA question

Once submitted using the 'Create' button you will receive an email asking you to confirm account creation. You need to do this before you can access the account.

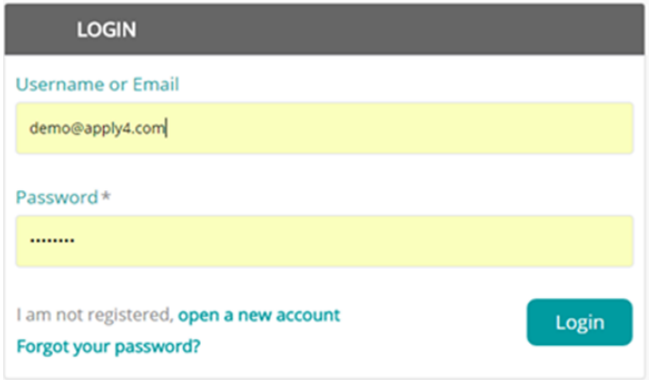
# Logging In




**APPLY FOR PERMIT**

*If you are not logged in to the system, the demo landing page can be accessed at [http://preview.apps.apply4.com/Filmapp/uk/DemoUK](http://preview.apps.apply4.com/Filmapp/uk/DemoUK)*

Click on the button, 'Apply for Permit'.




**LOGIN PAGE**

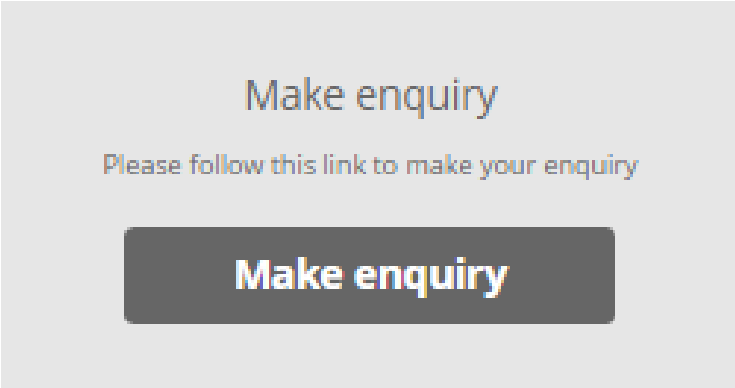
The next page allows you to register or log in (if you have used FilmApp before).

*For the demo site you can use the following credentials:*

*Email address = demo@apply4.com*

*Password = 'password'*

# Making an Enquiry




**MAKING AN ENQUIRY**

Click on 'Make enquiry' on the home page

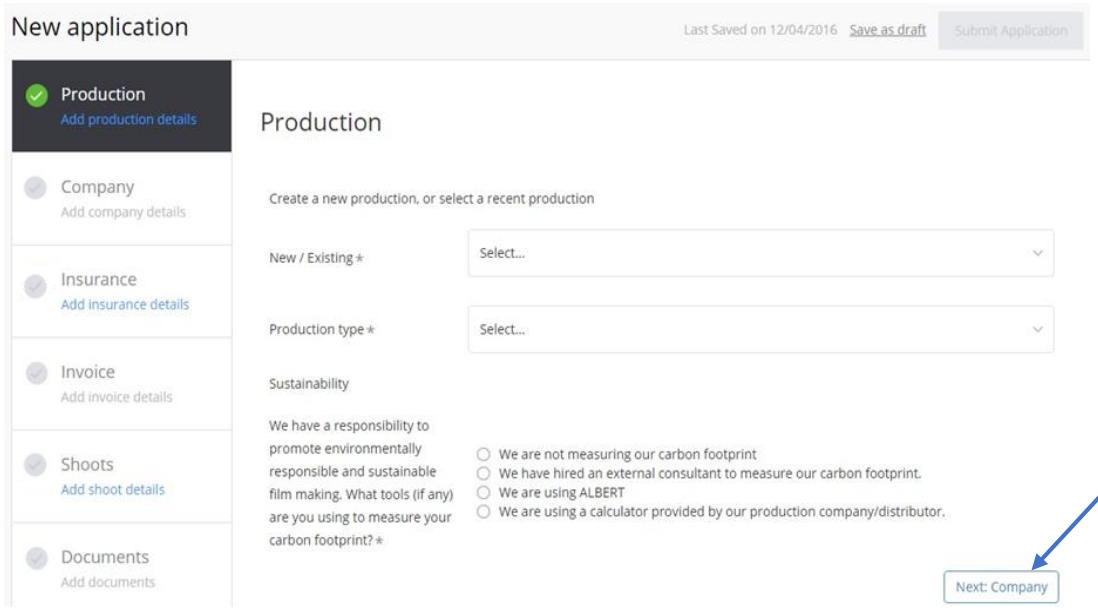
Different questions are asked for each type of enquiry.

**Location Enquiry**: location advice from the local film office.

**Application Enquiry**: for advice on making an application or enquiries about a submitted application.

**General Enquiry**: for any other questions.

# Making an Application – Production and Company




**PRODUCTION**

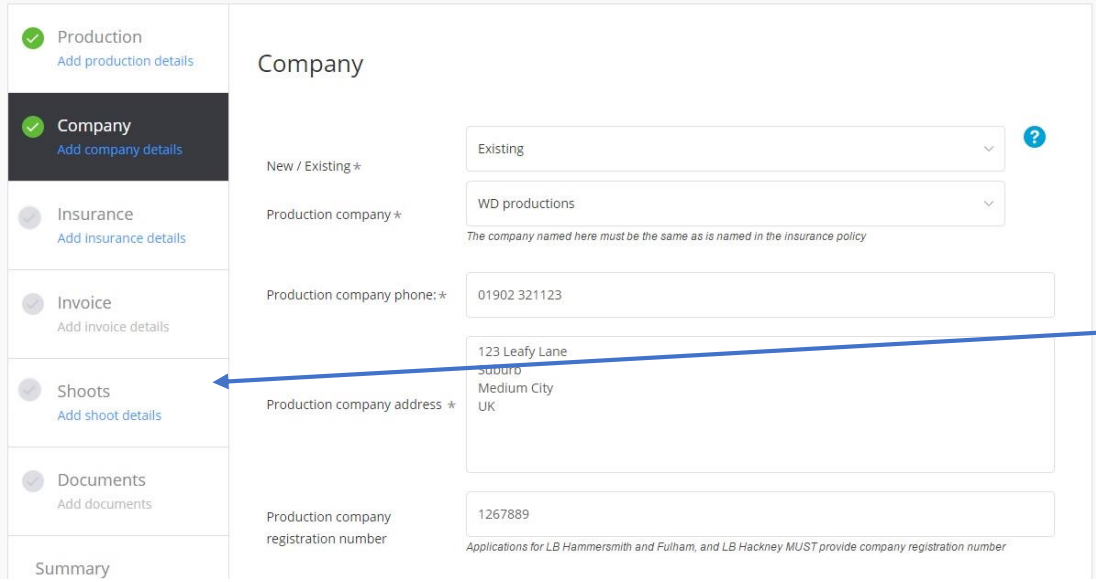
When you first log in you will be presented with a new application form

Select new or existing production:

When a new production is selected you will be asked to type in the production name.

Selecting an existing production will present a list of existing productions to choose from.

** Throughout the application fields marked with an asterisks are mandatory.*




**COMPANY**

Here you can select an existing company if details were entered on the user account previously.

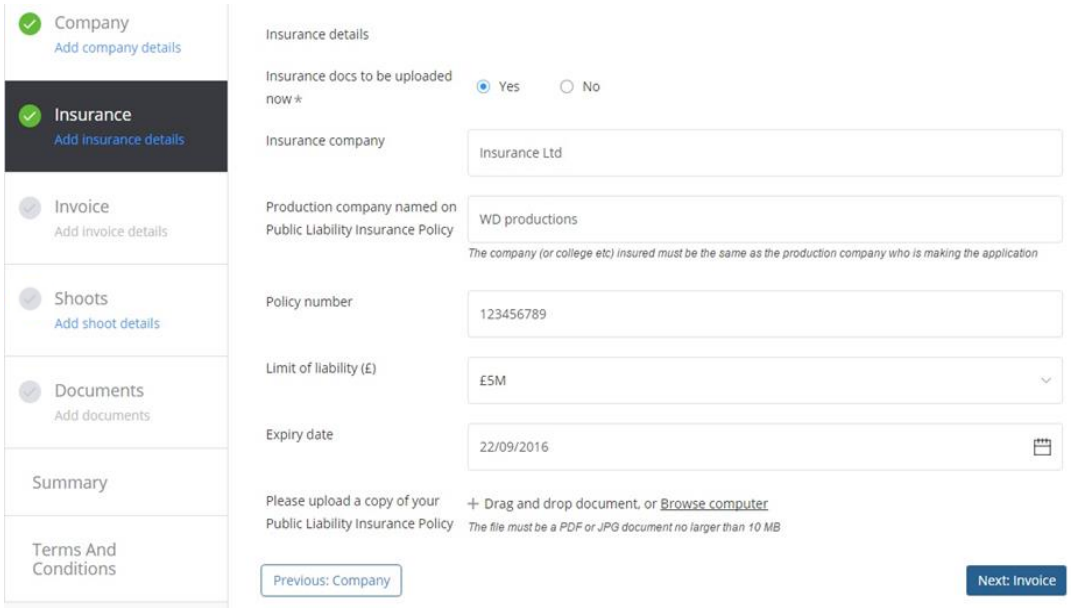
Contact details will be prepopulated if this is the case.

Selecting 'new' will prompt the user to enter details into the fields.

*You can navigate through the application by clicking on the different section tiles on the left hand side of the page.*

*Click 'Next' to progress to the next section or 'Previous' to go back. Progress is saved as you move between sections.*

# Making an Application – Insurance and Invoice

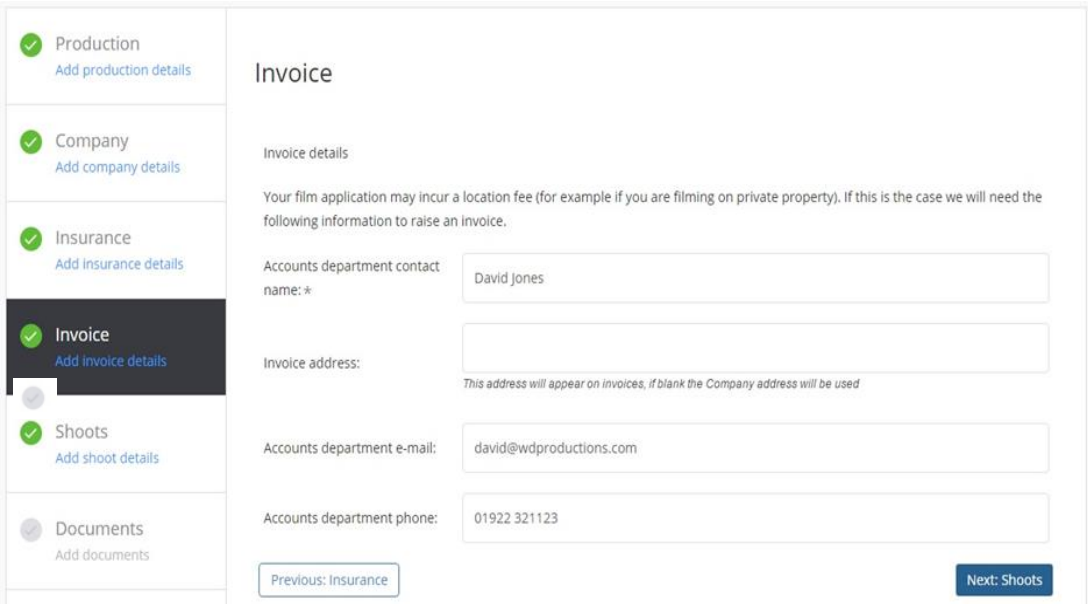



**INSURANCE**

Here you can elect to enter insurance details or defer this until later.

Selecting 'Yes' will open fields to enter insurance details.

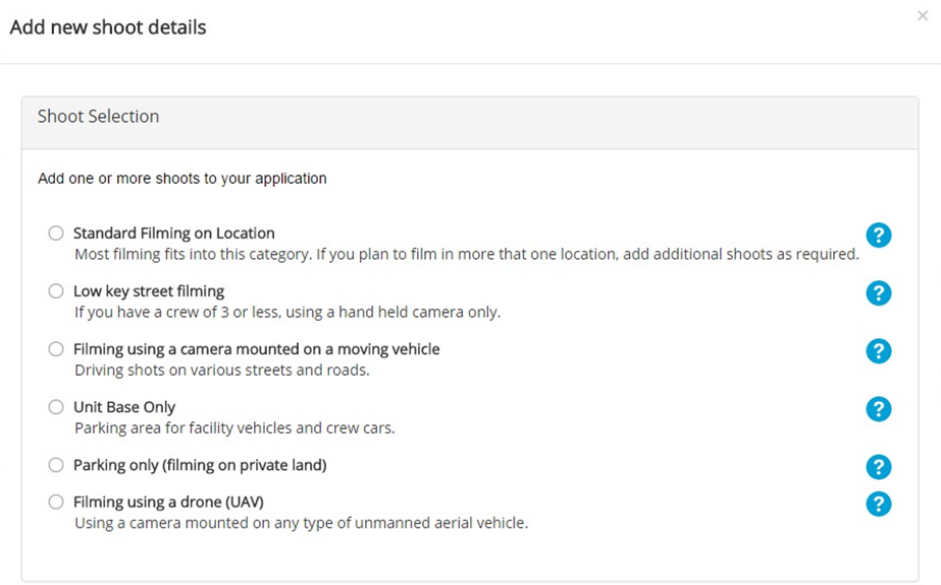
Policy documents can be uploaded now or at a later point; the application can be saved and revisited at another time.




**INVOICE**

These details are needed so that any invoice that needs to be raised can be sent to the accounts payable department.

# Making an Application – Shoot Type and Location

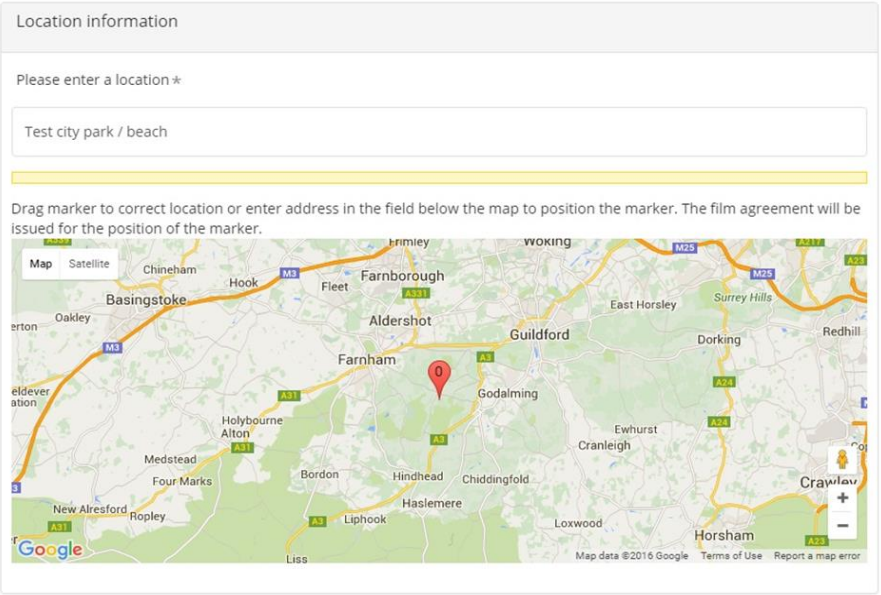



**SHOOT DETAILS**

Click on the 'Add shoot' link.

Several shoots can be added to one application; select the first type of shoot.

The information for each type of shoot is different and the form will change depending on the shoot selected.



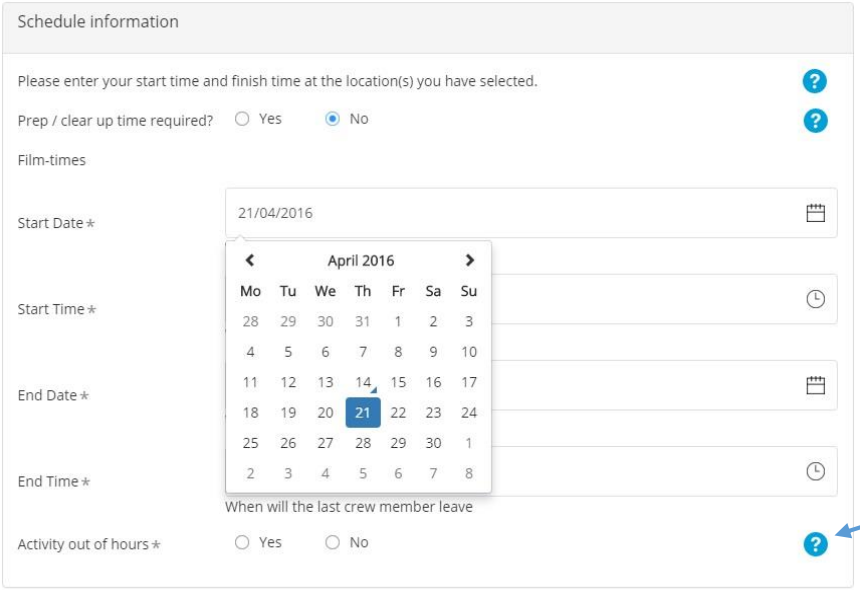

**LOCATION INFORMATION**

Typing the first part of the location will bring up a list of locations in the database.

If your location is not in the database, the location can be added. Select "find on map" from the drop down list and enter information about the location.

Some of the shoot types enable several locations to be entered.

# Making an Application – Schedule and Shoot Information




**SCHEDULE INFORMATION**

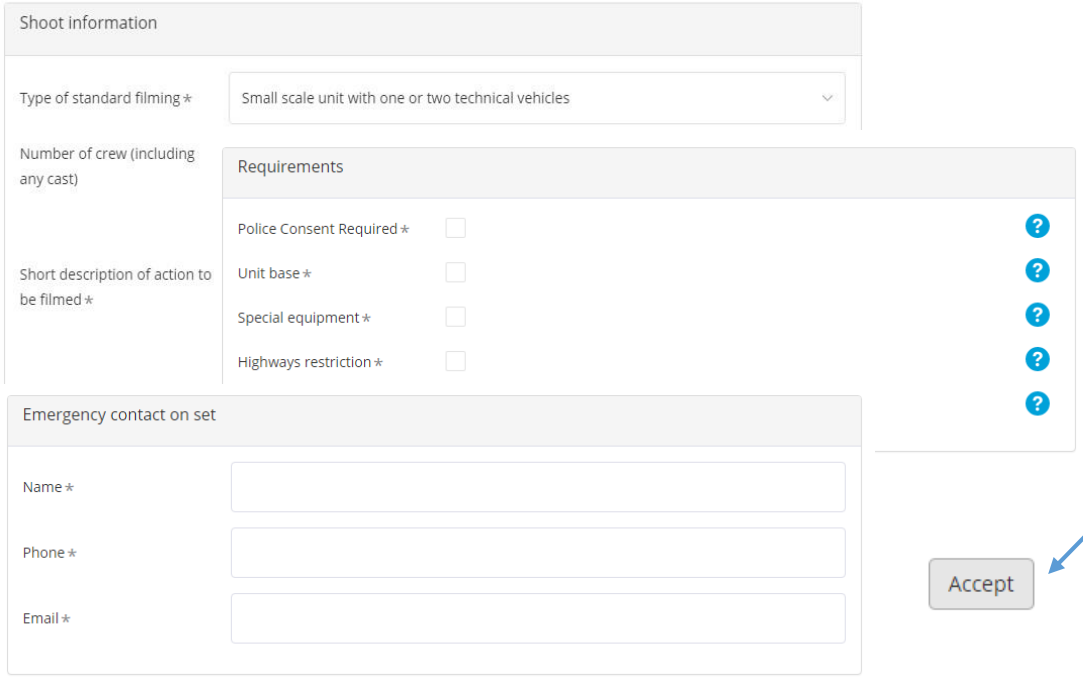
Start and end dates and times are specified in this section.

Clicking in the date fields will display a calendar. The same is the case for the time fields.

If preparation time is needed further fields will be displayed to capture this information.

If there is filming out of hours a free text field will appear to capture details about this.

*Hovering over the blue question mark gives further instructions about the question or field.*




**SHOOT INFORMATION**

Further details about the shoot are requested. Select filming sub type and enter number of crew and short description of shoot.

**REQUIREMENTS**

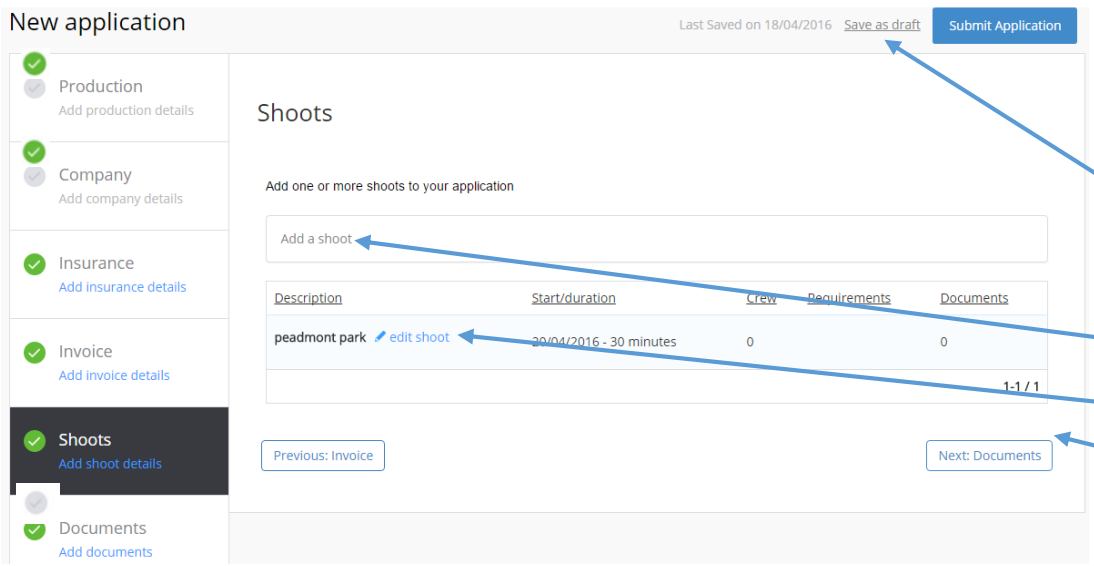
Hovering on the blue question mark will explain each requirement. Once ticked further fields will appear to capture information about the requirement.

**EMERGENCY CONTACT**

This field is mandatory and completes the shoot form.

Once all the information is entered click on '**Accept**'.

# Making an Application – Shoots List and Documents



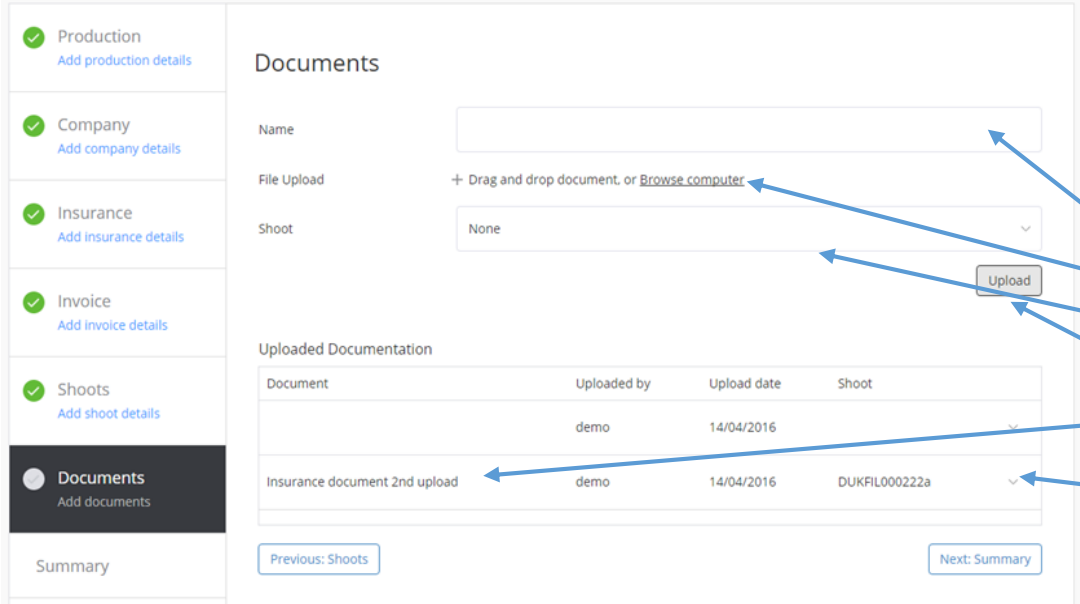

## SHOOTS

Once the information for the first shoot has been entered it will be listed on the shoots page.

*You can save the application as a draft at any time using the 'Save as draft' link at the top of the page.*

From here you can:

- Add shoots
- Edit existing shoots
- Proceed to the next section of the application




## DOCUMENTS

Additional documents such as parking applications, residents' letters, traffic management plans or anything else which is relevant to the application should be uploaded at this point.

Enter the document name
Drag and drop the document
Select which shoot it relates to
Click on 'Upload'

The document will then appear in the list.

The drop down arrow can be used to download or delete uploaded documents.

# Making an Application – Summary and Declaration

**SUMMARY**

A high level view of the application is presented.

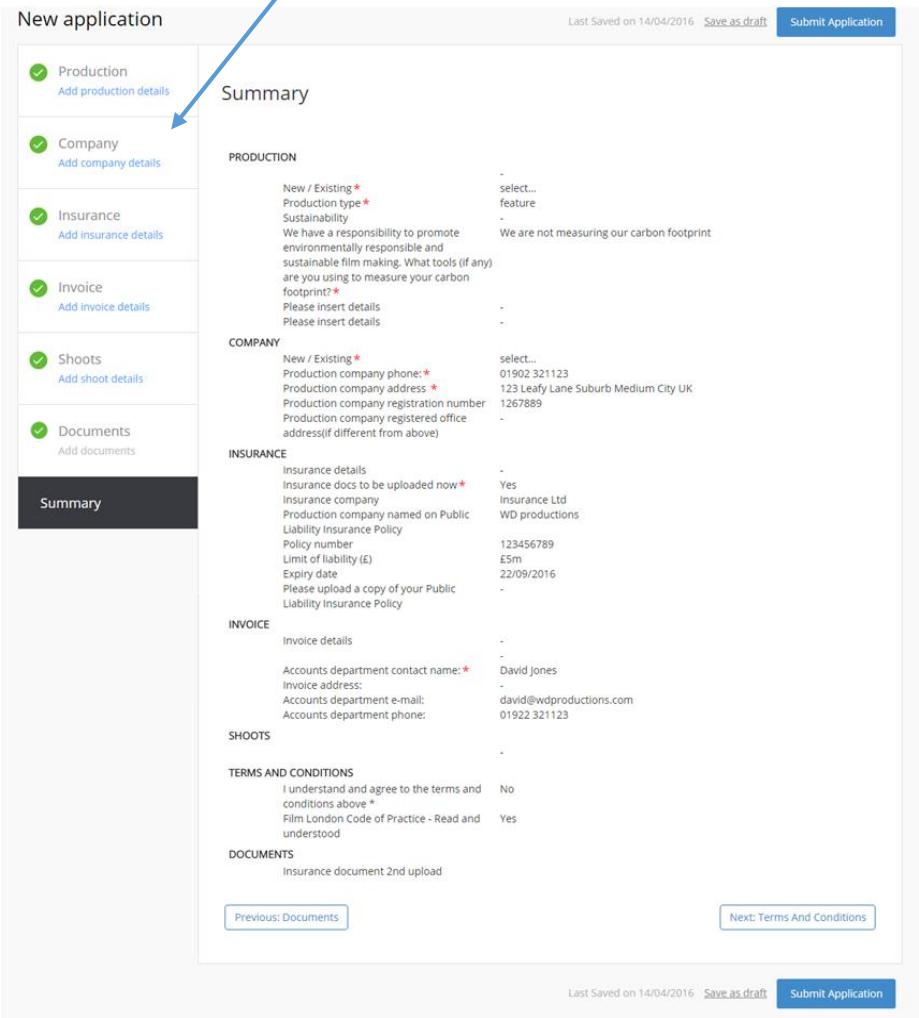
Check that all the information is correct.

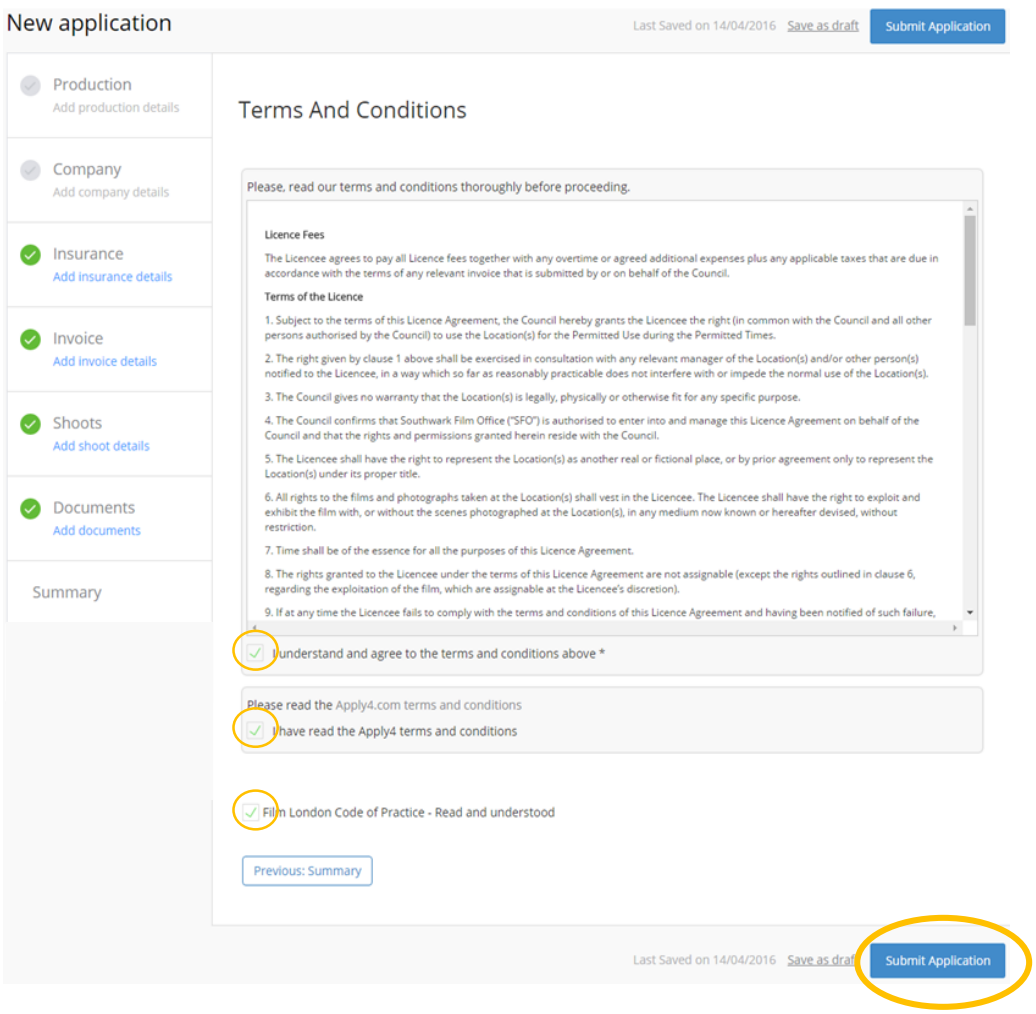
*You can navigate to any part of the application using the tiles.*

**DECLARATION**

You are asked to read and agree to follow the terms and conditions set by the local authority, the relevant Health and Safety body, and Apply4.

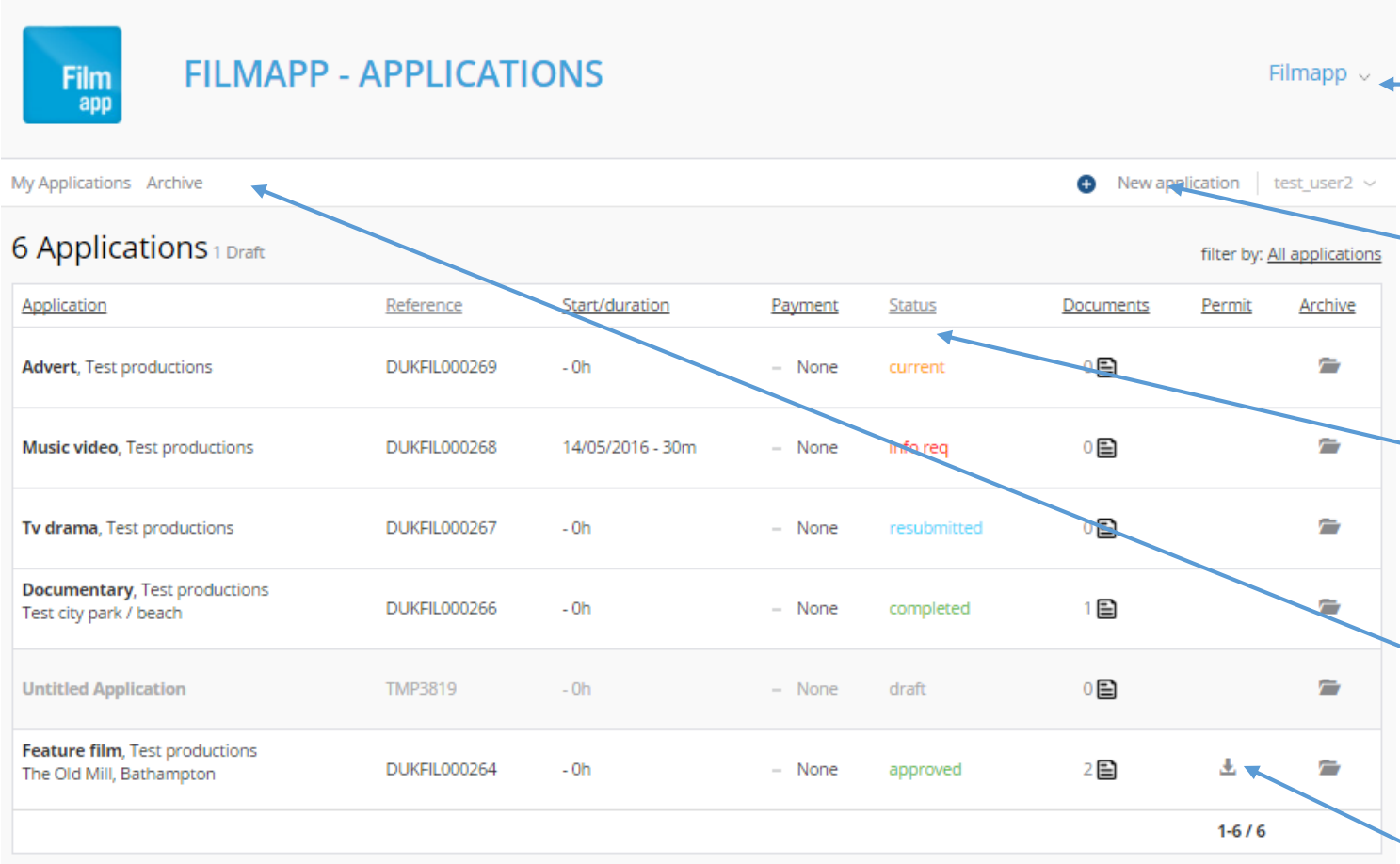
The text of the terms and conditions is displayed and available using links provided. Tick to agree and 'Submit' the application.



# Managing your Applications – User Dashboard

**USER DASHBOARD**
This view displays previously submitted applications.




To view and edit user settings click on the drop down arrow

Click here to create a **new application**

The status quick view shows the status of each form

Users can also view archived applications

When a licence has been issued you can download it, view and print by clicking on this icon.

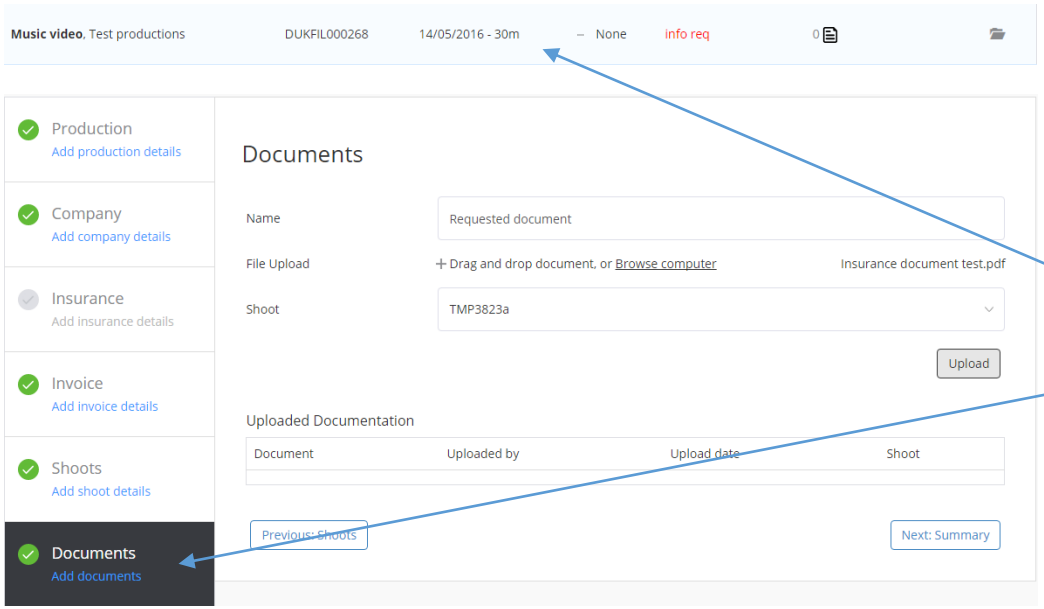
# Application Statuses – Requesting Changes

| Application | Reference | Start/duration | Payment | Status ▲ |
|---|---|---|---|---|
| **Documentary**, Test productions<br>Test city park / beach | DUKFIL000266 | - 0h | – None | completed |
| **Advert**, Test productions | DUKFIL000269 | - 0h | – None | current |
| **Untitled Application** | TMP3819 | - 0h | – None | draft |
| **Music video**, Test productions | DUKFIL000268 | 14/05/2016 - 30m | – None | info req |
| **Feature film**, Test productions<br>The Old Mill, Bathampton | DUKFIL000264 | - 0h | – None | new |
| **Tv drama**, Test productions | DUKFIL000267 | - 0h | – None | resubmitted |
| **Feature film**, Test productions<br>The Old Mill, Bathampton | DUKFIL000264 | - 0h | – None | approved |

**APPLICATION STATUS**

Each application will have a status assigned to it:

draft – an application has not been submitted
new – a completed application has been created and is awaiting review by administrator
current – the application has been received and is being processed
approved - a licence for the production has been issued
completed – the licence was issued and the filming date has passed
info req – the licencing authority has requested some additional information, an email would have been sent to you with details
resubmitted – an application you resubmitted having provided additional information or documents




**UPLOADING ADDITIONAL DOCUMENTS (info req)**

When the licencing authority has requested additional information, it will frequently require you to upload additional documents.

To do this follow the link in the notification email or log in and click on the application in the 'My applications' view.

Once opened, use the navigation bar on the left and select 'Documents'.

Enter the document name, browse for the document on your computer, select to which shoot it relates and click 'Upload'.

After any changes you will need to RESUBMIT the application by **Submit Application** button