



LICENSING TEAM – 020 7641 6500 /

[licensing@westminster.gov.uk](mailto:licensing@westminster.gov.uk)

**APPLICATION FOR A FILM CLASSIFICATION**

I/We \_\_\_\_\_  
[Insert Applicant/Festival Name(s)]

Hereby apply to the licensing authority to classify a film to be shown within Westminster that is not currently classified; or to reclassify a film already classified by the BBFC.

<b>TYPE OF APPLICATION:</b>	
<i>Please <b>tick one</b> option and complete the correction sections</i>	
A single one off feature film certification <i>[please complete section A of the application form]</i>	<input type="checkbox"/>
A Film Festival certification <i>[please complete section B of the application form]</i>	<input type="checkbox"/>

**PART A – Single one off feature film**

<b>FILM-MAKER DETAILS: One off film</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POST CODE:</b>	
<b>TEL:</b>	
<b>MOB:</b>	
<b>EMAIL:</b>	

<b>AGENT DETAILS:</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POST CODE:</b>	
<b>TEL:</b>	
<b>MOB:</b>	
<b>EMAIL:</b>	

<b>FILM DETAILS: (use additional sheets if necessary)</b>			
<b>TITLE:</b>			
<b>LENGTH:</b>		<b>Hours</b>	<b>Minutes</b>



**SYNOPSIS:**

***Provide a brief outline of the plot. Please do not concern yourself with “spoiling” the film and avoid using press release or media promotion language that seeks to “sell” it. It assists us to know the main protagonist and antagonist’s name(s), the nature of any conflict (the “dramatic question” the film seeks to resolve), the major turning points of the story, and the nature of and outcome of the climax the film.***



<b>FOREIGN LANGUAGE / SUBTITLE DECLARATION:</b>	
<i>Please <b>tick one</b> option and add the name of any additional languages spoken or signed in the film in the space provided.</i>	
The film is entirely in English.	<input type="checkbox"/>
The film contains a spoken / written [ <u>LANGUAGE OTHER THAN ENGLISH</u> ]. These sections are subtitled, and I confirm the subtitles are wholly accurate.	<input type="checkbox"/>
<i>Please note, we are unable to classify films that contain a language other than English which are not subtitled. Subtitles do not have to appear in the final public version of the film, but they are required for classification purposes.</i>	

<b>ADDITION INFORMATION:</b>	
<b>IS YOUR FILM CLASSIFIED BY THE BBFC?:</b> (If "Yes", what rating was it awarded?)	
<b>DATE(S) OF FILM EXHIBITION:</b>	
<b>PRIMARY ADDRESS(ES) OF FILM EXHIBITION:</b>	
<b>ANY ADDITIONAL ADDRESS(ES) OF FILM EXHIBITIONS WITHIN WESTMINSTER:</b>	
<b>CERTIFICATION SOUGHT:</b> ("U", "PG", "12A", "15", "18") <i>Please note that the Certification granted may differ.</i>	

*Please complete part c.*

**PART B – Film Festival**

<b>FILM FESTIVAL APPLICANT DETAILS:</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>POST CODE:</b>	
<b>TEL:</b>	
<b>MOB:</b>	
<b>EMAIL:</b>	

<b>FOREIGN LANGUAGE / SUBTITLE DECLARATION:</b>	
<i>Please <b>tick one</b> option and add the name of any additional languages spoken or signed in the film in the space provided.</i>	
Number of films to be certified	
Number of total minutes of all films to be certified	



ADDITION INFORMATION:	
DATE(S) OF FILM FESTIVAL EXHIBITION:	
PRIMARY ADDRESS(ES) OF FILM FESTIVAL EXHIBITION:	
ANY ADDITIONAL ADDRESS(ES) OF FILM EXHIBITIONS WITHIN WESTMINSTER:	
TOTAL NUMBER OF FILMS TO BE CERTIFIED	

*Please complete part c.*

**PART C**

DECLARATION (Please read carefully, tick to confirm and sign below)		
The information provided in this application form is accurate and correct to the best of my knowledge and belief:		<input type="checkbox"/>
I have made or enclosed payment of the fee:		<input type="checkbox"/>
I have enclosed a copy of the film that meets the technical standards cited below:		<input type="checkbox"/>
I have read and understood the guidance written at the end of this application form:		<input type="checkbox"/>
<b>SIGNED:</b>	(FILM-MAKER/FILM FESTIVAL)	(AGENT/APPLICANT)
<b>PRINT NAME(S):</b>	(FILM-MAKER/FILM FESTIVAL)	(AGENT/APPLICANT)
<b>DATED:</b>	(FILM-MAKER/FILM FESTIVAL)	(AGENT/APPLICANT)



## **Guidance Notes for Applicants:**

This procedure applies both where you would like us to reclassify a film already classified by the BBFC, and where you require us to classify a film that is not currently classified.

In order to be able to guarantee that we will be able to process your application and issue you with a classification certificate your completed application, relevant fee, and a copy of the film (that is retained by Westminster City Council) must be submitted to us at least 4 weeks (28 days) before the film is scheduled to be shown for a one off feature film or 6 weeks for a film festival. The Licensing Authority may agree to accept applications received outside this timeframe, at its absolute discretion.

### **A) Classification & Reclassification Requests:**

All requests for classification and reclassification of films will be determined by a Senior Licensing Officer, who will view the entire film and assess the film against the BBFC guidelines.

Applicants should be aware that we classify films on an “as submitted” basis. We do not make recommendations as to cuts to the film that may result in a lower classification, though can provide the reasoning for the certification we provide upon further request, administration fee will be applicable. Applicants seeking a low classification are encouraged to be mindful of the BBFC guidelines themselves when editing their film prior to submission for classification.

Applicants should also be aware that individual scenes containing bad language, violence, drug-use, discrimination, or scenes of a sexual nature (etc), even where infrequent, are likely to warrant a higher classification overall. The BBFC guidelines are freely available online.

At the end of the process we will either supply you with an appropriate certification that may or may not restrict the age of the audience that can view the film, though in rare circumstances we may reject the film as being “unclassifiable”.

With regards to the latter, we will only do so in one of two scenarios:

- (1) If any of the Film Submission Technical Standards listed below are not met; and
- (2) If we consider that the film is not suitable for public viewing and would require “compulsory cuts” as described within the Intervention section of the BBFC guidance.

Where we reject a film, we will provide in writing the reasons for our decision.

### **B) Film Submission Technical Standards:**

Your application must be accompanied by a secured website link of USB. If submitted with a USB then this will be retained by the Council, as a record of the film classified.

- Non-English sections must contain subtitles.

#### **Please note that:**

- Security markings such as a watermark are permitted but must be subtle and not obscure the centre or a large part of the screen, or distract from the viewing of the film. I.e. full-screen, scrolling security marks stating “COUNCIL COPY” or similar are likely to be returned as unclassifiable and applicants shall have to reapply.



**C) Fees:**

Your request must be accompanied by the appropriate fee. The total fee payable can be found below:

You will pay an application fee and a film viewing fee charged at £1.60 per minute.

Type of film	Application fee	Film viewing fee
<b>Standard film</b>	£96.00	£1.60 per minute
<b>Film festival (1-25 films)</b>	£120.00	£1.60 per minute
<b>Film festival (26-50 films)</b>	£144.00	£1.60 per minute
<b>Film festival (51+ films)</b>	£168.00	£1.60 per minute
<b>Foreign language feature film with subtitles</b>	£96.00	£1.60 per minute
<b>Administration fee Applicable to additional requests</b>	£10.50	N/A

Fees based on Officer Band 3.5 £96.00 per hour, at 1.60 per minute

**Reconsideration of the classification decision**

Type of film	Film viewing fee
<b>Standard film</b>	£1.85 per minute

Fees based on Team Manager Band 4.4 at £1.85 per minute

If you have any difficulty in calculating the correct fee yourself, please contact our team, where we will be able to confirm it for you. **Please note that all fees are non-refundable once the work they each relate to has been commenced.**

**D) Foreign Languages:**

To enable us to accurately classify films that contain a language that is not spoken or written English, all such films must contain a subtitle track for each of these occurrences (even if it is not intended for the subtitles to appear in the public release version of the film). The subtitles should provide a full, accurate and precise translation.



**E) Determination of your Film - Classification Certificates**

Approved films will be issued with a film classification certificate under one of the following categories:

	Universal. Suitable for All
	Parental Guidance. Films can be viewed by all ages, but some scenes may be unsuitable for young children.
	Rated 12A. Suitable for children aged 12 and over. However, people younger than 12 may see a 12A so long as they are accompanied by an adult.
	Rated 15. Suitable for children aged 15 and over. No one younger than 15 can go and see a 15 rated film.
	Rated 18. Suitable for adults only. No one younger than 18 can go and see an 18 rated film

We will provide a PDF copy of the certificate. This needs to be displayed at the commencement of each showing of the film.

**F) Contact Us:**

Licensing Team  
Westminster City Council  
15th Floor Westminster City Hall  
64 Victoria Street  
London  
SW1E 6QP

Telephone **0207 641 6500**  
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