

## LOCATION REGISTRATION FORM - Page 1 of 2

North West Vision is the regional screen agency for England's Northwest established to promote the region to film and television companies, to raise a positive profile and to encourage inward investment into the local economy. North West Vision provides a completely free film liaison service and therefore does not charge production companies, local businesses or private individuals for registration, or use of its services.

A major attraction to film and television programme makers is the regions diverse architecture, which enables it to impersonate other cities, countries and eras with apparent ease. North West Vision maximises upon this strength through the maintenance of our Locations Library, containing thousands of photographic images. However, in attempting to continually improve the service we offer we are constantly seeking new locations – which is where you come in.

If you would like to register on the NWV Location Database then please complete this form and return, it, together with some photographs of your property, to your nearest NWV office (details at end of form). We are unable to accept tapes or other supporting evidence with your application, so please retain these for your own use/circulation. Once we are in receipt of your form and photographs they will be processed and added to the database. Please note that NWV reserves the right to make any final decisions regarding which properties are registered onto the Database & Website, and can also delete entries where necessary.

All production companies requesting assistance with sourcing local locations are advised of the NWV Database and Website, and are provided with details accordingly. Decisions regarding which locations are chosen for a project are made totally at the discretion of the Production Company involved, and as such, NWV has no jurisdiction or influence over such decisions.

North West Vision is continuously responding to production related enquiries, and wherever possible, encourages production companies to use the full range of registered locations. As such, it is imperative that once registered, you keep your entry details as up-to-date as possible. All updates must be sent in writing to your nearest NWV office, and the onus for making any necessary amendments/updates lies with you.

Should you need any assistance, NWV staff are available to offer advice or answer any queries you may have regarding registrations/updates. In order for NWV to promote local locations accurately, it is important that your registration form is correctly completed, so please contact us if you have any queries or require further information.

Please complete form in BLACK ink using BLOCK CAPITALS. All registrants must provide name, full NORTH WEST address and telephone number.			
<i>New registration</i>		<i>Update to existing registration</i>	<i>(Please tick as appropriate)</i>
<b>Name of Location</b>			
<b>Address of Location</b>			
		<b>Postcode</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Fax</b>		<b>Website</b>	
<b>Property Description</b>			
			<b>Year Property Built</b>

This should be the person designated to contact for all enquiries.			
<b>Representatives Name</b>			
<b>Title/Responsibility</b>			
<b>Telephone</b>		<b>Mobile</b>	
<b>Fax</b>		<b>Email</b>	

**LOCATION REGISTRATION FORM** - Page 2 of 2**PRODUCTIONS FILMED AT LOCATION**

Please include details of previous filming (if any) that has taken place at the property.

<i>Production Title</i>	<i>Production Company</i>	<i>Year Filmed</i>

**NOTES**

\* The information supplied on this form and any attachments hereto, will be held by North West Vision and its successors in title for the purpose of maintaining a database of film locations to assist filmmakers who wish to work in or around the North West of England. North West Vision intends but does not undertake to make the information available worldwide through telephone enquiries made to the office, in published and unpublished hard copy form, on CD-ROM and database access via internet.

\* **Only the Property Description from this form will appear on the website. Any additional information will only be given once the production enquiry has been validated.**

\* North West Vision reserves the right to make any final decisions regarding which individual locations are registered onto the database and website and can also delete entries where necessary.

\* North West Vision can only register and accept completed forms from locations situated in the North West. All photographs accompanying the form should be dated, numbered and have name of property and contact number written on the back of each photograph.

\* North West Vision warrants that the information shall be held in accordance with the terms of the Data Protection Act 1984 and any statute or other instrument enacting or modifying the act or any enacted in substitution for the act.

\* It is your responsibility to maintain the information for the database. If it is not updated within 18 months the entry will automatically be deleted from the database. (Update your information by requesting a new form from North West Vision).

\* I, the undersigned, hereby grant North West Vision all rights, including all copyrights and all other rights, title and interest in to the information and all consents required to enable North West Vision to exploit the same in all media. I hereby warrant and represent to North West Vision that the information provided is true and accurate, will not infringe upon the rights of any third party nor to the best of my knowledge and belief be defamatory of any person. I understand that North West Vision undertakes to use reasonable endeavours to ensure the accuracy of the information contained on the database but accepts no responsibility for any errors or omissions or liabilities howsoever arising.

<b>Signature</b>		<b>Date</b>	
<b>Name in Capitals</b>		<b>No. of photographs attached</b>	
<b>Name of Local Authority in which you reside</b> (authority you pay your council tax to). This information is <b>ESSENTIAL</b> in order that we can ensure you are registered correctly on our database.			
If you do <b>NOT</b> wish your location to be entered onto our on-line database please please tick here			

**RETURN ADDRESSES**

Please return the form, fully completed and signed, together with images of the property, to your nearest North West Vision Office. In compliance with the Data Protection Act, all registration forms must be signed & dated. Any unsigned or incomplete forms will be returned for completion before processing.

<b>Cheshire &amp; Warrington</b>	Warrington Borough Council, Internatinal Business Centre, Delta Crescent, Westbrook, Warrington WA5 7WQ	t: 01925 715108 f: 01925 715111 e: emmaw@northwestvision.co.uk
<b>Cumbria</b>	Cumbria Tourism, Windermere Road, Staveley, Kendal, Cumbria, LA8 9PL OR Cumbria Institute of the Arts, Brampton Road, Carlisle, Cumbria, CA3 9AY	t:015398 22 222 t:01228 51 4491 f:01228514491 e: alans@northwestvision.co.uk
<b>Lancashire</b>	Lancashire County Developments Ltd, Robert House, 2 Starkie Street, Preston, Lancashire, PR1 3LU	t: 01772 551876 f: 01772 886513 e: lyndab@northwestvision.co.uk
<b>Liverpool</b>	Liverpool Film Office, Liverpool City Council, P O Box 2008 Municipal Buildings, Dale Street, Liverpool, L2 2DH	t: 0151 233 6380 f: 0151 233 6333 e: kevb@northwestvision.co.uk
<b>Greater Manchester</b>	Ground Floor, BBC New Broadcasting House, Oxford Road, Manchester, M60 1SJ	t: 0161-244 3451 f: 0161 244 3755 e: susanw@northwestvision.co.uk