



**UGANDA  
COMMUNICATIONS  
COMMISSION**

### REQUEST FORM FOR FILMING PRODUCTION SERVICES PERMIT IN UGANDA

This form is designed to provide you with the necessary permits needed to do your filming activities in Uganda. The information you provide in this request form will help the Commission to guide you about accessing the relevant Permissions.

**(Please fill this form to enable the Commission advise you appropriately on your upcoming project to be carried out in Uganda).**

<b>1. PARTICULARS OF APPLICANT</b>	
<b>a) Category Of Applicant</b>	<ul style="list-style-type: none"><li>▪ Individual</li><li>▪ Company</li></ul>
<b>b) Name Of Applicant</b>	
<b>c) Passport No/ National ID No. (Attach a copy)</b>	
<b>d) Cover Letter Of Applicant</b>	
<b>e) Country of Origin:</b>	
<b>f) Contact Details:</b> <ul style="list-style-type: none"><li>i. Telephone no:</li><li>ii. Mobile No:</li><li>iii. Email:</li><li>iv. Website:</li></ul>	
<b>2. PARTICULARS OF PROJECT</b>	
<b>a) Title of Project /Working Title</b>	
<b>b) Category of Project/Work</b> <ul style="list-style-type: none"><li>▪ Commercial</li><li>▪ Non –Commercial (Academic etc.)</li></ul>	
<b>c) Type of Project/work</b> (For instance Still Photography, Feature-length film, Short film, Animation, TV Series, Music Videos, Student film, Documentary, Travel Show Promotion Video, web series, Corporate Video, Commercial video and others.)	
<b>d) Brief Synopsis</b>	

**e) Dates of Project/Work**

- Start date of Project/Work:
- End Date of Project/Work:
- Filming start time
- Filming end time.

**3. KEY STAFF ( CAST AND CREW)**

- a) Name & Contact of Director.....
- b) Name & Contact of Producer.....
- c) Name & Contact of Scriptwriter.....
- d) Number of people attending (including service providers, cast and crew).....

**e) Cast and Crew Category (Attach a list of all crew and cast )**

- No. of Foreign Crew & Cast ( )
- No. of Local based Crew & Cast( )

**4. FILMING EQUIPMENT SPECIFICATIONS**

- a) List of Filming Equipment (Attach a list)
- b) Specify type of Animals, Weapons, Special effects and Unusual scenes (Attach a list)
- c) List of Filming Autos to be used including vehicles, planes etc. (Attach a list)
  - [ ] Bus(es)
  - [ ] Passenger Vehicle(s)
  - [ ] Truck(s)
  - [ ] Van(s)
  - [ ] Other (Specify)
- d) Expected Film Release / Broadcast date
  - i. Date:
  - ii. Venue:

**5. FILMING LOCATION SPECIFICATIONS**

**LOCATION DETAILS**

- a) List of Planned Key Filming Location Sites to be used (Attach a list)
- b) Description of location e.g. Centenary Park
- a) Scene/Action to be filmed

Please provide any relevant information to support your application such as script, storyboard etc.

## 6. BUDGET OF PROJECT

a) Total Budget of Project/work:-

b) Amount of Budget to be spent:-

## 7. INFORMATION REGARDING OTHER TYPE OF SUPPORT

**Will the shoot or location include or require any of the following (tick only those that apply):**

- Traffic management/alteration (lane or road closures, road markings, traffic signals)
- Resource consents (building permits, amplified sound, noise, glare/lights)
- Environmental consents (potential adverse environmental effects)
- Fire permit (beach/bonfires, torches)
- Pyrotechnics (explosions, gunfire, flares, fireworks)
- Water access (action in/on sea, harbour or waterway)
- Air access (drone, aircraft or helicopter shoot or action)
- Public spaces (Town roads, Park, Museums, waterfront/beaches, playgrounds etc)
- Guns and/or violence

Please give any details available about other requirements on the shoot:

## 8. DESIRED SUPPORT (Tick relevant)

- Selection of filming location, Support for location scouting
- Accompanying for location scouting and/or location filming
- Provision of materials relating to location filming (maps, photographs)
- Introduction of filming support facilities
- Support for negotiations to film at private and public facilities
- Support for permit procedures relating to filming
- Support for arranging accommodations
- Requesting support from local residents
- Support for arrangement of local extras, performers, and staff
- Support for arrangement of dialect coaching
- Support for arrangement of vehicles, equipment and other materials
- Catering support
- Others (Specify:

**8.INDICATE ATTACHED MATERIAL**

- Schedules
- Script, Screenplay
- List of Key Staff including the Cast and Crew
- List of Planned Filming Location Sites
- List of Filming Autos to be including vehicles, planes etc.
- List of Animals, Weapons, Special effects, Unusual scenes
- Others(Specify)

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

**END**