**\*Please use Production Company headed paper\***

**Company Name & Address**

**FILMING NOTIFICATION LETTER**

**DATE OF DISTRIBUTION**

Dear Resident / Business,

We would like to inform you about upcoming filming we are planning to do at **LOCATION** for **PRODUCTION NAME** by **PRODUCTION COMPANY**.

**Schedule**

Prep – DATE & TIME (24HR)

Film - DATE & TIME (24HR)

Strike – DATE & TIME (24HR)

The scenes we are filming involve (FULL DESCRIPTION OF ACTION BEING FILMED). We will have a cast and crew of (TOTAL NUMBER) and will be using (LIST ANY IMPORTANT EQUIPMENT).

We will not block the road, pavement or any of the entrances and we will make every effort to cause the minimum of disturbance.

**Parking**

In order facilitate the shoot we will be parking (DESCRIPTION OF WHERE / SUSPENSIONS IF APPLICABLE) **Please look out for yellow suspension signs and see attached map on the reverse of this letter.**

**IF MET POLICE PRESENCE** **(DELETE AS APPLICABLE).** There will be a Police Officer from the MET Police on location for public reassurance

We have been liaising with the Tower HamletsFilm Office, and on provision that we notify you of our intentions, they have expressed no reasons to object to our proposal; the Police have also been informed.

Should you have any concerns or queries, please do not hesitate to get in touch with me on **INSERT YOUR MOBILE PHONE NUMBER** Alternatively, and if you prefer, please contact the Tower HamletsFilm Office on their 24-hour monitored number, 0207 2471244.

Many thanks in advance for your support.

Your name and position