

# FilmApp – An Applicant’s Guide



For use with Filmapp v4

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## Introduction

FilmApp is a simple, intuitive and user-oriented online film application process. 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. Using 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 or feedback, please let us know at [support@apply4.com](mailto:support@apply4.com).

### FilmApp Front Page

To see an example of a Front Page, go to: <https://app.apply4.com/filmapp/nz/demonz>

Most applicants start on the FilmApp front page. If the permitting authority you are applying to has directed you to FilmApp this is where you will arrive.

This page contains:

- Any information from the permitting authority that you need to know before you start,
- **'Useful Documents'** in the bottom right-hand corner - you can download them by clicking on them,
- The button to start your application: **'Apply for Permit'**.

'Useful documents' are documents that the permitting authority thinks are necessary for you to access. This may include:

- Location specific guidelines
- Information about fees and charges
- Supplementary application forms that you may need.

### Registering as a new user

The registration page can be reached via the following link: [https://app.apply4.com/users/sign\\_up](https://app.apply4.com/users/sign_up)

If you are at a **FilmApp front page** you can reach the registration page by clicking **'Apply for Permit'** and then **'Register'** in the top right of the page.

If you are at <https://app.apply4.com/> you can reach the registration page by clicking **'Register'** in the top right of the page.

Once you are on the registration page please:

- Enter all your details
- Read our terms and conditions and confirm that you have
- Read our privacy policy
- Confirm that you are not a robot

When you have done this **click 'Create'**.

Once submitted you will receive an email asking you to confirm account creation. To do this you need to click on the link in the email. This link is in the text: 'Confirm my account'. You need to do this before you can access the account. If you do not receive a confirmation email you can get it resent from the following page: <https://app.apply4.com/users/confirmation/new>.

As the confirmation email is automated, it can sometimes be incorrectly identified as spam or junk, and not appear in your inbox. Please be sure to check your spam or junk folders if the email does not appear in your inbox. We also have some difficulty with our confirmation emails being received on Yahoo email accounts, and we would recommend using a different email provider if possible.

When you click on the link, it will direct you to the permitting authority you were applying to. There will be a green bar at the very top of the page that confirms you have been successful. You will also receive an email letting you know you have been successful.

## Before you start your application

### Logging In

The login page can be reached via the following link: [https://app.apply4.com/users/sign\\_in](https://app.apply4.com/users/sign_in).

From the front page you can reach the login page by **clicking 'Apply for Permit'**.

From <https://app.apply4.com/> you can reach the login page by clicking 'Login' in the top right-hand corner of the page.

If you have forgotten your password, you can click '[Forgot your password?](#)'. This will take you to a page where you reset your password by writing in the email you used to register. This will then send that email address an email. This email will contain a link to a page where you can change your password.

**We will never ask for your password** in an email or send it to you. If you get an email like this, please forward it to us so we can investigate.

### The Basics

Throughout the application, fields marked with an asterisk (\*), are mandatory.

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

You can navigate through the application by clicking on the different tabs on the left-hand side of the page. When you have completed all the necessary information, the tab will have a green circle with a tick to its left. If more information is required, then the circle will remain grey.

Click 'Next' to progress to the next section or 'Previous' to go back from the bottom of each section. You can also navigate between sections by clicking on the different tabs. Progress is saved as you move between sections.

You can save your application as a draft at any time by clicking 'Save as draft'. Having done this, you can log out and come back to the application at a later date. The application is also saved at regular intervals whenever you navigate between tabs.

The 'Submit Application' button is shown as you progress through the application, but you will not be able to submit until all required fields have been completed.

### Production

When you click 'Apply for Permit' in you will be presented with a new application form.

The first thing you need to do is select new or existing production. When a new production is selected you will be asked to type in the production title, type and a short synopsis.

Selecting an existing production will present a list of existing productions to choose from. Existing productions are productions that you have already submitted applications for in the past.

When you select the production you are working on the application will automatically fill out with the general information of the production. You will then need to add more shoots to complete the application.

### **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.

### **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.

If you don't provide insurance, you will not be issued a permit to film.

## Shoot Type

We use the word 'shoot' to describe elements of an application. For example, your application may contain a unit base, a main unit shoot, and a second unit shoot. These would be three separate 'shoots' within the one application.

Click on the 'Add shoot' link.

Up to 11 shoots can be added to one application.

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

## Location

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.

You can move the pin that appears on the map by clicking and dragging to the exact location if necessary.

## Schedule Information

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

Clicking in the date fields will display a calendar. Clicking on time fields will give you the option of selecting hours, minutes, and AM or PM.

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.

### **Shoot Information**

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

Once a requirements box is ticked further fields will appear to capture information about that requirement.

The emergency contact field is mandatory and completes the shoot form.

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

### **Shoots List**

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

From here you can:

Add shoots

Edit or delete 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 before submission.

### **Summary**

A high-level view of the application is presented.

Check that all the information is correct.

### **Declaration**

You are asked to read and agree to follow the terms and conditions set by the local authority 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

**Your Dashboard** - This page displays drafts and previously submitted applications. It allows you to see the documents you have submitted as well as the dates of your applications.

The screenshot shows the FILMAPP - APPLICATIONS dashboard. At the top left is the FILMAPP logo. The main header includes 'My Applications' and 'Archive' links, a 'New application' button, and a 'Location Manager' dropdown. A search bar is present with the placeholder text 'Search e.g. Application name, reference...'. Below the search bar, it displays '11 Applications 0 Drafts'. A table lists applications with columns for Application, Reference, Start/duration, Payment, Status, Documents, Messages, Permit, and Archive. Callout boxes provide additional information: 'Any application archived by an applicant can be found here. It is not possible to delete a submitted application.' points to the 'Archive' link; 'Click here to start a new application. Authorities applied to previous will appear first.' points to the 'New application' button; 'The status of the application is displayed here.' points to the 'Status' column; 'All documents relating to an application can be retrieved at any time. New documents can also be provided.' points to the 'Documents' column; and 'Any messages relating to an application can be viewed here.' points to the 'Messages' column.

Application	Reference	Start/duration	Payment	Status	Documents	Messages	Permit	Archive
<b>Superhero Movie 2021</b> , Apply4 Productions LTD St James Park	SUKFIL000020	30/04/2021 - 346h	- None	approved	2	0		
<b>Untitled Horror Movie 2021</b> , Apply4 Productions LTD Great Suffolk Street, Pocock Street, Blackfriars Station	SUKFIL000010	01/06/2019 - 22h	- None	approved	2	0		
<b>Corporate Training Video</b> , Apply4 Productions LTD Canary Wharf, South Quay DLR Station, Jubilee Park, London	SUKFIL000009	01/10/2019 - 16h	- None	info req	1	1		
<b>Romantic Comedy 2020</b> , Apply4 Productions LTD Doggett's Coat and Badge, King's College London, Globe Theatre, Southwark Cathedral	SUKFIL000008	01/02/2020 - 31h 30m	- None	info req	1	1		
<b>Documentary</b> , Apply4 Productions LTD Piccadilly Circus, New Scotland Yard	SUKFIL000007	21/12/2019 - 13h	- None	current	1	0		

## Process Details

### Application status'

Reference	Start/duration	Payment	Status	Documents	Messages	Permit	Archive
SUKFIL000020	30/04/2021 - 346h	– None	approved	2	0		
SUKFIL000010	01/06/2019 - 22h	– None	approved	2	0		
SUKFIL000009	01/10/2019 - 16h	– None	info req	1	1		
SUKFIL000008	01/02/2020 - 31h 30m	– None	info req	1	1		
SUKFIL000007	21/12/2019 - 13h	– None	current	1	0		
SUKFIL000006	01/08/2020 - 638h	– None	new	4	0		
SUKFIL000005	01/04/2020 - 16h	– None	current	1	0		
SUKFIL000004	01/11/2019 - 18h	– None	approved	1	0		

### Application status

Each application will have a status assigned to it:

**Draft** – An Application that has not yet been submitted.

**New** – A completed application that can still be edited.

**Current** – An application that is being reviewed and is now locked.

**Info Required** – Additional information or changes to your application are required.

The application is no longer locked and will appear as it did when originally completing the application.

**Resubmitted** – An application that has been resubmitted, following being in 'info required' Status.

**Approved** – The application has been approved and the filming date has yet to take place.

**Completed** – The permit was issued, and the filming date has passed.

**Cancelled** – The application has been cancelled.

**Declined** – The application has been declined.

## Locked applications

You are viewing SUKFIL000007

Last Saved on 27/05/2020 [Save as draft](#) [Submit Application](#)

Your application is being reviewed, you can not make changes to your answers at this time. If you need to make changes, you can ask the reviewer to unlock your application.

You can still upload new documents by [clicking here](#).

You can also send a message to the reviewer in the box below.

Type your message here.

[Send](#)

Depending on the status of an application, it may not be editable. Applications in the status of Current, Approved, Completed, Cancelled or Declined are not editable, and the page above will display if you try to access. You can message the reviewer of the application and provided additional documents to locked applications, by following the on-screen instructions.

## Info Required

If your application is placed into the status of 'Info Required', you need to amend or provided additional information. You'll received an email notification containing a link to your application, along with details as to why the application has been placed into 'Info Required' status. Simply click the link to start editing your application.

Application SUKFIL000007 requires further information because the dates must be changed.

**Please change the application dates**

Please go to <https://app.apply4.com/filmapp/uk/demosalesuk/applications/SUKFIL000007/edit> and login and re-submit your application.

Your application will be editable and will appear in the same way as when you were originally completing the application.

You can also access your application from the applicant dashboard. Once you've made the requested changed, click the 'Submit Application' button to change the status to 'Resubmitted' – this will notify the admins / reviewers that your application has been updated.

## Permits and Invoices

Any invoices or filming permits / licences will be emailed through to you and can be accessed via your dashboard at any time.