

Clearance procedures

When you make your film, you will need to obtain written permission from everyone and everything that appears in your film. This includes copyright material, e.g. music, story (e.g. if you want to adapt somebody else's story or idea), company logos; actors or others (including members of public who are shown prominently in a foreground shot); locations, permission from individuals or their families if you want to tell a real story.

Extremely helpful advice and examples of clearance forms you can use can be found at <http://www.bbc.co.uk/dna/filmnetwork/Filmmakersguide>

Wherever possible, we recommend you explain clearly who you are. Help people to understand that this isn't a money-making project. It's an entry in a competition for non-professional film makers, to help you develop your talent.

If you want to use music by established artists, the Performing Rights Society (PRS) will be able to answer your request or tell you who can. More information and an online form and contact details can be found on the Broadcast pages at <http://www.prs.co.uk>

If you are asked what 'channels' your film will be broadcast in, the answer is that winning films may be broadcast in the following: awards show, competition website, extract within non-commercial DVD.

If you are unsuccessful in obtaining clearances for free – or at all – you will need to look at alternatives, e.g. see if unsigned bands will let you use their music, use free music and sound effects sites [hyperlink], or just do-it-yourself.