



NORTHERN LIGHTHOUSE BOARD

APPLICATION FORM (Section One)

FOR ACCESS TO NORTHERN LIGHTHOUSE BOARD PROPERTY AND USE OF FACILITY

GUIDANCE NOTES

Definitions: NLB: Northern Lighthouse Board

Client: Organisation/person making request

The NLB will consider requests for activities, visits and filming at some of their locations. The type of event can vary but previous approved events have included charity abseils at selected sites, educational visits from schools/associations and filming of factual documentaries. The NLB has a limited number of lighthouse stations open to the public during the summer season and these premises are usually the preferred location for activity based events.

Points to consider before deciding to proceed with an Application:

- **Timescale**, the NLB require 60 days notice of the date of any event, unless there are exceptional circumstances.
- Consider all **Health & Safety** risks associated with this request and prepare a **Risk Assessment** (in accordance with the Management of Health and Safety at Work Regulations 1999). Your Risk Assessment must accompany this application. At lighthouse locations consider extreme weather conditions, slips, trips and falls, working at height. Towers usually have a long climb with narrow stairs, therefore anyone with breathing difficulties should not be permitted to go up the tower. There is also a height restriction of 1m. You will also be responsible for providing your own emergency/first aid procedures.
- Your organisation must hold relevant **Public Liability Insurance** (minimum cover of £5,000,000) to cover your suggested event. You must indemnify the NLB and keep it fully indemnified from and against all actions, claims, proceedings, costs, expenses, damages, losses, judgements, decrees, liability and awards made against or incurred by NLB in consequence of or arising out of any actual or alleged breach or non performance by the Client of all or any undertakings, warranties and obligations given by the Client under this agreement. A copy of your Public Liability Insurance certificate must accompany this application. You will be required to sign an Agreement if permission is granted.
- At most lighthouse locations the NLB have sold the former keepers cottages and these are now in private ownership. Any application must have the **property owners and any other land owners** (whose properties may be accessed/crossed as a result) **written approval**. Copies of these approvals must accompany this application. Please also supply full details of the efforts that will be made to avoid disturbing their privacy and the removal of any litter and other debris that arises from your request.
- If you require use of any **power sources** for equipment on site, any equipment used by or on behalf of the Client must have a current certification of Portable Appliance Testing and evidence of this must be provided to NLB prior to its use. Full details of equipment to be used must be supplied at the time of application.
- At lighthouse locations the **number of people entering the tower** at any one time is restricted; in most cases this this will be 6-8 people, please take this into account. No access is permissible when the light is in operation.
- The **NLB will have to recover any costs** associated with this request and may charge an additional Fee for this service. Note: No access is given to NLB properties without an NLB trained person being present throughout.
- The NLB has a specific Contract for **filming at NLB premises**, it is suggested that a copy of this contract be requested in advance of any request. Please contact the Information Officer at enquiries@nlb.org.uk.

NOTE: If your request is a Commercial venture you should contact the NLB Business Development Manager at enquiries@nlb.org.uk.

1. CLIENT DETAILS

Name of Organisation:

Full Postal Address:

Name and Title of Contact:

Telephone number:

Fax number:

Mobile number:

Email address:

Type of Organisation, if a Charity please include Registered name and number.

Please indicate if you have made any previous requests for the use of an NLB facility YES NO
If yes, please indicate when and nature of request

2. LOCATION AND TYPE OF EVENT

Please specify name of preferred location:

Reason for location choice:

Type of event:

Fundraising Activity Educational/interest Group Filming
Press Name of Publication Other Please specify

3. DATE AND TIMING OF EVENT

NOTE: The NLB require 60 days notice of the date of any event.

Date of event:

Alternative dates:

Estimated time required on site:

4. OUTLINE DETAILS OF ACCESS REQUIREMENT/ACTIVITY

(FOR FILMING REQUESTS PLEASE PROVIDE FURTHER INFORMATION AT 5.)

Please provide full details and reason for request, include details of proposed activity, areas of location to be accessed, number of people involved, details of any equipment required on site. If proposed activity is an abseil or similar full details of professional events provider to be supplied along with their Public Liability Insurance. If relevant please also provide details of participant control, clearance of litter and other debris from site. Note: Some requests may result in a pre site visit with Client representative.

For Press/media activities please specify reason/background to request:

What other NLB resources are required?

For groups involving children please specify the planned Guardian/Child ratio:

Please detail how and where the event will be promoted/publicised:

Public Liability Insurance is held to cover such an event YES NO
(see Guidance Notes)

5. FILMING ACTIVITY AT NLB PREMISES

Note: The NLB has a specific Contract for filming at any of its premises, it is suggested that a copy of this contract be requested in advance of any request.

Programme Title:

Purpose of Filming:
(where footage will be used/broadcast)

Proposed Broadcast date and Channel (if appropriate):

Please provide full details of filming activity, include details of film scenes/areas, proposed activity to be captured, how the location/NLB will be portrayed, other NLB resources required, number of people in crew, details of any equipment required on site. Please attach any supporting scripts/scenarios.

6. CHECK LIST AND PROCESS

Before sending your application please ensure you have enclosed all the relevant supporting documentation (see Guidance Notes).

- **Risk Assessment** **Enclosed**
(in accordance with the Management of Health and Safety at Work Regulations 1999).
- **Public Liability Insurance Certificate**
- **Adjacent property owners and any other land owners (whose properties may be accessed/crossed as a result of request) written approval. (f appropriate)**
- **Details of equipment that is intended to be connected to the power supply.**

Signature of Client:

Date:

You can send your completed Application Form by email to usefacility@nlb.org.uk or post to the Northern Lighthouse Board, 84 George Street, Edinburgh EH2 3DA.

The information provided by you and by other relevant parties will be used to help determine whether or not your application should be approved. Your application will be acknowledged, processed by employees of the NLB and an appointed NLB Project Manager will make contact with you in the near future. In the meantime if you require any further information/advice please contact the Information Officer in the first instance at enquiries@nlb.org.uk or Tel: 0131 473 3100.