

APPLICATION TO RECORD

I would like to apply to undertake audio/visual recording and/or photography at the following meeting:

Name	
Organisation (if applicable)	
Contact details	
What will the recording be used for?	
Which meeting does this request apply to?	
When do you wish to record during the meeting?	
Where will the recording be retained by you?	

I understand that:

Any recording must take place from positions in the meeting room approved by the chair. Recording will be from a fixed camera position in normal view (ie. no zoom or panning the room is permitted). Setting up must be done before the meeting starts to ensure the view of members, officers, public and media representatives is not obstructed. The time at which the recording takes place must also be approved by the chair.

The use of flash photography or additional lighting in connection with recording will be permitted . The point at which this happens during the meeting must be agreed with the chair as part of the permissions process.

If the chair feels the recording is disrupting the meeting in any way the operator of the equipment will be required to stop. Anyone undertaking recording must comply with any requests made by the chair of the meeting in respecting the public's right to privacy.

I agree to ensure the record will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show a lack of respect.

I agree to share the recording in its original and unedited form (retained for four months) with the council's democratic services manager on request.

Failure to comply with the Council's requirements set and below may lead to the refusal of any future requests to record council meetings.

If you have any queries regarding the requirements of the application form, please contact the Democratic Services Manager on 01223 457011
gary.clift@cambridge.gov.uk