

**STAGE I PROFORMA**  
TO BE TYPED ON PRODUCTION COMPANY NOTEPAPER

To: [Commissioning Editor]  
Channel 4 Television  
124 Horseferry Road  
London  
SW1P 2TX

Cc: Controller of Legal & Compliance, Legal and Compliance Department, Channel 4  
[Programme Lawyer, if not Controller], Legal and Compliance Department, Channel 4

**[PROGRAMME TITLE]**

**Application for Stage 1 Secret Filming and/or Recording Permission  
under Section 8.13 Ofcom Broadcasting Code**

**DATE OF APPLICATION :** [Insert date]

**NUMBER OF APPLICATION :** [Insert sequential number for your project]

**SUBJECT(S) :** [Insert name of individual(s) or organisation(s) to be secretly filmed or recorded including their address, if known]

**BACKGROUND :** [Details of the investigation e.g. an investigation to examine how staff at a funeral parlour are disrespectful to bodies placed in their care]

**EVIDENCE FOR CONCERN :** [Details of past abuses or cause of concern e.g. evidence from former employees; concerns raised by relatives; published reports of industry regulator in which the company is criticised]

**YOUR PLANS :** [include any cover story (e.g.) to send a member of the production team undercover to work as a trainee funeral director. This includes his first interview, formal company training in the handling of bodies and on the job training and practice]

**WHY COVERT FILMING/RECORDING IS NECESSARY TO THE CREDIBILITY AND AUTHENTICITY OF THE PROGRAMME :** [Explain why evidence could not be gathered by conventional methods]

**WHY STORY IS OF ITSELF OF IMPORTANT PUBLIC INTEREST :** [Set out reasons]

**PROPOSED DATE(S) OF FILMING/RECORDING :** [Insert date(s)]

**PROPOSED LIKELY VENUE(S) FOR SECRET FILMING/RECORDING:** [Insert venue(s)]

SIGNED .....

PRINT YOUR NAME .....

TITLE (e.g. Producer) .....

DATE .....