

**STAGE II PROFORMA**  
**CHANNEL 4 MEMO**

To: Dorothy Byrne, Head of News & Current Affairs

From: Commissioning Editor

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 II Secret Filming and/or Recording Permission  
under Section 8.13 and 8.14 of the Ofcom Broadcasting Code**

**BACKGROUND** : [Brief description of the investigation/purpose of the film and the issues for concern or being addressed. Indicate who the film maker(s) are and name the Producer/Executive Producer and their experience]

**MATERIAL TO BE BROADCAST** : [State who carried out the secret filming, the dates during which filming took place, and what the footage reveals (e.g. *Unhygienic food handling practices, including not washing hands after using the toilet and sneezing over food preparation surfaces*)].

**THE SECTION 8.13 TEST** : [You will need to show that the secret filming was warranted, which must include: 1) Why the filming was done in the **public interest** – i.e. what is the public interest element? 2) Why the filming was necessary to the **credibility and authenticity** of the programme; 3) Whether **further material evidence** (additional to that obtained prior to the Stage I application) was obtained.]

**RIGHT OF REPLY** : [If applicable, you should indicate whether any parties filmed for the programme were given an opportunity for a right of reply, and if so, how any such replies will be dealt with in the programme. If any injunction proceedings have been issued as a result of giving a right of reply, then include the status of those proceedings.]

**PRIVACY ISSUES** : [If there are any issues regarding privacy, such as concealing identities of subjects, then please indicate briefly why and how this will be achieved.]

SIGNED .....

PRINT YOUR NAME .....

TITLE .....

DATE .....