

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL: APPLICATION TO RECORD

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

My 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?	

By completing this application, I understand and agree 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 (i.e., no zoom or panning the room is permitted). Setting up must be done before the meeting starts to ensure that the view of members, officers, public and media representatives is not obstructed. The time at which the recording will take place must also be approved by the Chairman (Leader in the case of Cabinet meetings).
- If the Chairman 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 Chairman of the meeting in respecting the public's right to privacy.
- I will ensure that 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.
- In the event that the Council receives an allegation that the recording has been edited in such a way as to misrepresent proceedings, I will share the recording in its original and unedited form (retained for four months) with the Council's Democratic Services Team Leader.
- Failure to comply with the Council's requirements may lead to the refusal of any future requests to record the authority's meetings.

If you have any queries regarding the requirements of the application form, please contact the Democratic Services Team Leader on 01954 713030 democratic.services@scambs.gov.uk

Completed applications must be received by the Council no later than three working days before the meeting.