



HAPPISBURGH LIGHTHOUSE TRUST

Registered charity: 1001070

www.happisburgh.org.uk/lighthouse

APPLICATION FORM FOR ACCESS TO HAPPISBURGH LIGHTHOUSE AND USE OF FACILITY

GUIDANCE NOTES

Happisburgh Lighthouse Trust will consider requests for activities, visits and filming. The type of event can vary but previous approved events have included educational visits from schools/associations and filming of factual documentaries. Happisburgh Lighthouse is open to the public during the summer season.

Points to consider before deciding to proceed with an application:

- Any company or individual using the lighthouse for events/filming purposes must be made aware that the lighthouse is primarily a **working navigational aid**, and no actions may arise that cause interference with its primary purpose.
- Happisburgh Lighthouse was built in 1791, and is a listed building, and as such, some of the structure does not conform to current building standards with regard to stair widths, handrail heights etc.
- **Timescale** -The lighthouse is run by volunteers, so please allow sufficient notice when requesting use of the lighthouse. Happisburgh Lighthouse Trust ideally require 30 days' notice of the date of any event.
- All **Health and Safety** risks associated with this request must be considered, a Risk Assessment prepared (in accordance with the Management of Health and Safety at Work Regulations 1999). Your Risk Assessment must accompany this application. Consider extreme weather conditions, slips, trips and falls, working at height. The tower has a long climb with 96 steps to the Service Room (with no floors between the ground floor and Service Room), followed by a further 16 steep steps up to the lantern. These stairs should not be climbed by anyone suffering from heart/respiratory conditions or vertigo (fear of heights). There is also a height restriction of 1 metre. The client will be responsible for providing their own emergency/first aid procedures. Any individual climbing the tower does so at their own risk, and attention should be drawn to the Health and Safety Guidelines displayed at the lighthouse (copy attached).
- Whilst Happisburgh Lighthouse Trust has public liability insurance, access to the external gallery of the lighthouse is not normally permitted to members of the public. However, access to the gallery may be permitted in certain circumstances to members of the media and contractors on production of evidence of suitable liability insurance. The gallery is 70cm wide and the rail is 90cm high. Users of the gallery are warned to take special care and in using the gallery do so at their own risk. It should also be noted that access to the gallery is via a low door measuring 57 x 73cm. Happisburgh Lighthouse Trust accepts no responsibility for any injury or damage

caused whilst on the gallery. If access to the gallery is required, users must also complete the relevant Access to Gallery form, available at the lighthouse (copy attached).

- **Insurance** - The organisation must hold relevant public liability Insurance (minimum cover £5,000,000) to cover the suggested event, and a copy of the insurance certificate must accompany this application. The company must indemnify Happisburgh Lighthouse Trust 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 Happisburgh Lighthouse Trust 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.
- The Company will indemnify and keep indemnified the Happisburgh Lighthouse Trust against all actions, proceedings, costs, claims and demands which may be brought or made against the Owner in respect of personal injury, and/or damage to property arising directly or indirectly out of the activities in connection with the filming/photography.
- The Company, its employees and persons authorised by it for the purposes of the event/filming, shall at their own risk have permission to enter up and use those parts of the property discussed and expressly agreed between the company or its nominated representative and the Happisburgh Lighthouse Trust.
- The proposed facilities/arrangements for filming/photography on the property are set out in this letter of agreement. No filming/photography beyond what appears in this document shall take place without the prior agreement of the Happisburgh Lighthouse Trust or its representative.
- The terms and conditions of this agreement shall remain in full force and effect during any further period the Happisburgh Lighthouse Trust may permit for the completion of the event/filming.
- The former lighthouse keepers' cottages at Happisburgh are both in private ownership. Any application must have written approval from the property owners and land owner if their properties may be accessed or crossed as a result. 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 the request.
- **Drones/aerial photography** - Any aerial filming or photography must conform to Civil Aviation Authority guidelines, and permission from the adjacent property owners must be sought. Under the UK Drone code, approved by the CAA, drones should not be flown above 400ft (120m) high, and should be kept 150ft (50 metres) away from people and properties.
- The access road to the lighthouse should not be obstructed at any time, as access to the two cottages is required at all times. Vehicles should be parked along the left hand side of the road leading up to the lighthouse, and vehicles are only permitted in

the lighthouse compound for deliveries/unloading. Vehicles must not park within the lighthouse compound.

- **Electrics** - The electrics comprise of a domestic single phase 13 amp circuit on the ground floor and 13 amp in the Service Room. Any further provision must be made by the Company making the booking. 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 Happisburgh Lighthouse Trust prior to its use. Full details of equipment to be used must be supplied at the time of application.
- No water is available, nor are there any toilet facilities at the lighthouse. There are however public toilets in the Beach Road car park, approximately 300 metres away.
- If catering provision is required, the client must make their own arrangements. Happisburgh Lighthouse Trust cannot be responsible for organising such facilities. Campfires are not permitted on the surrounding property. Any facilities required within the village should be arranged by the organisation direct.
- **Wall displays** may be covered, but **not removed**. The client should be responsible for moving furniture under the supervision of a member of the Lighthouse Trust or appointed person. Any furniture moved must be restored to its original position to the satisfaction of the Trust. Equipment should not be attached to any handrails or hooks. Any damage or breakages caused to displays may be charged for.
- The client is liable for any damages or loss that occurs to the lighthouse property during the event. Any claim for loss or damage will be notified by Happisburgh Lighthouse Trust to the company or its representative by the completion of filming, or in writing within 14 days of the event.

Charges

- The minimum charge for filming at the lighthouse is £750 per half day (4 hours).
- The Trust reserves the right to request additional charges for providing scouting visits at an hourly rate of £50.

HAPPISBURGH LIGHTHOUSE TRUST

1 CLIENT DETAILS

Name of organisation:

Full postal address:

Name and Title of contact:

Telephone number:

Mobile number:

Email address:

Type of organisation:

If a charity, please include Registered name and number:

2 DETAILS OF EVENT

Reason for location choice:

Type of event:

Please tick

Fundraising activity

Educational/interest group

Filming

Press

Other (please specify)

3 DATE AND TIMING OF EVENT

Note: Happisburgh Lighthouse Trust is run by volunteers, and require 30 days' notice of the date of any event where possible.

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 No 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 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:

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

5 FILMING ACTIVITY AT THE LIGHTHOUSE

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 scenes, areas, proposed activity to be captured, how the location/Happisburgh Lighthouse Trust will be portrayed, other Happisburgh Lighthouse Trust resources required, number of people in crew, details of any equipment required on site. Please attach any supporting scripts/scenarios.

6 CHECKLIST AND PROCESS

Before sending your application please ensure you have enclosed all the relevant supporting documentation (see guidance notes)

✓ Enclosed

<input type="checkbox"/>	Risk Assessment (in accordance with the Management of Health and Safety at Work Regulations 1999)
<input type="checkbox"/>	Copy of current Public Liability Insurance Certificate
<input type="checkbox"/>	Adjacent property owners and any other land owners (whose access may be accessed/crossed as a result of request) written approval (if appropriate)
<input type="checkbox"/>	Details of equipment that is intended to be connected to the power supply
<input type="checkbox"/>	Signed Access to Gallery form

Signature of client

Date

Please send completed application form by email to happisburghlight@gmail.com or by post to Joy Tubby, Secretary, Happisburgh Lighthouse Trust, 23 Aldis Road, Acle, Norwich NR13 3BN

Enc:

- Health and Safety Guidelines
- Access to gallery form

GENERAL HEALTH AND SAFETY

This is a fully operational lighthouse and is provided to ensure the safety of mariners and for the protection of shipping. These notes will help you to have a safe and enjoyable visit.

- There are 96 steps leading up to the service room, with a further 16 steep steps leading up to the lantern. The steps at the top of the tower leading into the service room are narrower.
- Sensible footwear must be worn if you wish to ascend the lighthouse tower. **If wearing strapless shoes or beach footwear you should take extra care.**
- Children must be physically capable of ascending and descending the staircases by themselves **unaided**, and must be at least **one metre in height** to climb the tower. The staircase from the lantern must be descended facing the stairs.
- Children must be supervised by a responsible parent or guardian at all times.
- Under no circumstances can children or babies be carried up or down the staircases (including baby carriers, papooses etc).
- Due to the historic design of the building, these premises are not suitable for some physically less able people. Anyone suffering from vertigo, heart or respiratory conditions is advised not to climb the tower.
- Please hold on to, but do not lean over the handrails.
- Large bags, rucksacks etc should be left at the base of the tower.
- The lighthouse stewards have the right to refuse access if it is felt that health and safety regulations, or the safety of the visitor or other members of the public would be compromised.
- All persons climbing the tower do so at their own risk.



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Secretary: Joy Tubby

23 Aldis Road
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Norwich NR13 3BN

Tel: 01493 751177

Email: happisburghlight@gmail.com

Access to external lighthouse gallery

Whilst the Happisburgh Lighthouse Trust has public liability insurance, access to the external gallery of the lighthouse is not normally permitted to members of the public. However, access to the gallery may be permitted in certain circumstances to members of the media and contractors on production of evidence of suitable liability insurance

The gallery is 70cm wide and the rail is 90cm high.

Users of the gallery are warned to take special care and in using the gallery do so at their own risk.

To be completed by contractor:

I declare that by accessing the external gallery to the lighthouse, I do so at my own risk, and that I am covered by my own/contractor's insurance.

I understand that Happisburgh Lighthouse Trust accepts no responsibility for any injury or damage caused whilst on the gallery.

Signed:

Company/Organisation:

Date:

Completed forms to be retained in the appropriate folder at the lighthouse.