

ATTACHMENT A
APPLICATION PROCESS
FOR FILMING AND PHOTOGRAPHY PERMITS

To obtain a Land Use Permit for filming or still photography on the Kingman Field Office, Bureau of Land Management (BLM), the following information will facilitate the applicant in meeting minimum deadlines.

1. Coordinate and set tentative filming or photography dates with a BLM Realty Specialist. Phone (520) 692-4437 from 7:45 a.m. to 4:30 p.m. Fax available at 520-692-4414. NO APPLICATION PROCESSING GUARANTEED IN LESS THAN 10 WORKING DAYS FOR MINIMUM IMPACT PERMITS AND 60 WORKING DAYS FOR ALL OTHERS.

2. Complete the enclosed Land USE APPLICATION AND PERMIT FORM (2920-1), and submit detailed narrative of filming activities. Story boards may be used to aid information or requested by BLM. Return packet to the Kingman Field Office (KFO).

Following receipt of this information, BLM will determine the use fee required to film and whether a bond is necessary. BLM will contact applicants about use fee and bond requirements within 2 working days.

3. Following BLM's consultation, submit a **copy of insurance certificate, bond (if required), and use fees** immediately to the KFO. These items must be submitted prior to use of the permit.

INSURANCE INFORMATION

A property damage, personal injury, and comprehensive public liability insurance policy is required. The minimum general liability limits are: \$100,000 per occurrence and \$300,000 annual aggregate for bodily injury, \$10,000 property damage per occurrence and \$25,000 annual aggregate, if policy specifies aggregate limits. The authorized officer may require a larger amount as a condition of the permit. A copy of permittee's insurance certificate can be submitted with the application packet.

BONDING INFORMATION

A cash or security bond may be required from the applicant depending upon the nature and extent of filming. Bonds are payable to the U.S.D.I Bureau of Land Management. After satisfactory compliance has been confirmed by a BLM representative, the bond will be refunded or released. Unsatisfactory compliance or clean up will be charged to the bond account.

USE FEE INFORMATION

Use fees are based upon the type of filming, permit preparation, BLM's project involvement, and land use rental. Use fees are payable to the U.S.D.I. Bureau of Land Management.

PERMIT REQUIREMENTS/USE STIPULATIONS

The following permit requirements and use stipulations are attached to all filming/photography permits. Violations will govern bond forfeiture or prosecution.

1. A BLM representative may accompany filmers/photographers, if requested, to familiarize you with safety hazards or coordinate dual events (races or other events).
2. Filmers will keep the lands free of trash. All trash and other refuse generated by the filming operations will be contained immediately and removed daily.
3. The permittee will provide BLM with a duplicate copy of filming (video or still Photography) product within two weeks of public distribution.
4. The use of pyrotechnical equipment or effects must be proposed in advance, specifically authorized, and requires that a BLM representative be present during such activity.
5. Overnight stay on the site is not permitted unless specifically authorized by BLM in advance.
6. Use of any props or equipment which would break-up or otherwise alter the surface is restricted to designated areas authorized by BLM. Use of vehicles or equipment which would create ruts or other alterations of the surface, due to susceptible conditions, is not permitted. Fueling or use of automotive fluids on public lands is prohibited unless specifically authorized by BLM.
7. All filming and associated activities authorized under this permit are restricted to existing access.
8. The BLM reserves the right to take photographs of any aspect of filming or photography operations for official case file records specifically.
9. If impacts to the public lands resulting from filming operations which BLM considers reparably significant, restoration will be made by the permittee within three days following filming completion as required by BLM; No action within the allotted time frame will constitute commensurable forfeiture of the permittee's deposited bond for the necessary restoration.

I read and concur with the attached information: _____

(applicant)

The BLM Kingman Field Office appreciates your cooperation.